



**SOUTH AFRICAN HIGH COMMISSION  
LONDON**

South Africa House, Trafalgar Square, London, WC2N 5DP

Reference : **SAHCL 01/2023/2024- Invitation Letter**  
Enquiries : 1<sup>st</sup> Secretary Admin  
Telephone : 07730622304  
Email : molaiwap@dirco.gov.za

Sir/Madam

1. Bid No: **SAHCL 01/2023/2024**
2. The South African Embassy in **London, United Kingdom** hereby invite potential bidders to submit proposals for the appointment of a service provider for the procurement of a new EMS5000 (EMS 500d1 - EMS Firecell) with the latest smoke/fire alarm to protect the staff and chancery at the South African High Commission in London.
3. The bid document must be collected at South African High Commission: Trafalgar Square, before the non-compulsory briefing session.
4. Services are required at the South African High Commission in **London, United Kingdom**, Address: 9 Duncannon South Africa House, Trafalgar Square, London, WC2N 5DP.
5. Closing date: **12 May 2024; 12 O'clock pm**
6. A non-compulsory contact briefing session will be held on the **7<sup>th</sup> of May 2024** at South Africa House at 10:00am 9 Duncannon South Africa House, Trafalgar Square, London, WC2N 5DP.
7. The attached documents consist of this cover page and the following pages.
  - Terms of Reference
8. All documents accompanying this bid invitation must be completed in detail where applicable and returned with your proposal.
9. Please make sure that your bid reaches this office before the closing date.
10. All service must have experience working on a listed building including application to obtain approval/permitting to work on a listed building before commencement of the project.
11. When submitting your bid, the following information **must** appear on the sealed envelope:
  - Name and address of bidder.
  - DIRCO Bid Number:
  - Closing date

The envelope can be placed in the bid box, Address: Corporate Service Management Office 9 Duncannon Street, South Africa House, Trafalgar Square, London, WC2N 5DP.

Non-compliance with any of **the above** conditions will result in **your bid being disqualified**.

Yours faithfully

  
Corporate Service Manager

DATE: 22/04/2024



## **TERMS OF REFERENCE**

**DEPARTMENT OF INTERNATIONAL RELATIONS AND CO-OPERATION**

**Represented by**

**THE SOUTH AFRICAN HIGH COMMISSION, LONDON, UNITED  
KINGDOM**

**INVITATION TO SERVICE PROVIDERS FOR THE SUPPLY,  
DELIVERY, INSTALLATION AND COMMISSIONING OF  
REPLACEMENT EMS 5000 RADIO FIRE AND SMOKE ALARM  
SYSTEM WITH EMS FIRECELL OR SIMILAR**

## 1. PURPOSE

To request proposal from fire/smoke alarm manufacturers or service providers for the procurement of a new EMS5000 (EMS 500D1 - EMS Firecell) with the latest smoke/fire alarm to protect the staff and chancery at the South African High Commission in London.

## 2. BACKGROUND / PROJECT BRIEF

- The South African High Commission underwent the full installation of a wireless fire and smoke alarm system in 2011 following a full survey by EMS.
- The system has been serviced bi-annually according to the relevant British Standard by a specialist contractor to ensure that it was fit for purpose at all times.
- Removal of old equipment and installation of new equipment is required and should be in accordance with the relevant and applicable legislation
- The existing radio fire alarm does not operate on the required 868Mhz frequency with no availability of replacement parts, devices or components by the manufacturer
- In 2019 a full inspection of the fire alarm system was conducted reporting that there were extreme deficiencies of working protection devices. Seventy percent (70%) of the current protection devices around the building are incapable of detecting a fire condition.
- Further inspections in 2020 and 2021 discovered that the fire alarm system had degenerated further with one of the three control panels not working, minimal to zero fire alarm protection throughout the building and additional electrical works required.
- The High Commission intends to replace the current system and is inviting service providers to submit quotations for equipment and installation in accordance with applicable legislation.
- The schedule of equipment is listed below and located at various locations across a 9 – floor building plus the roof on which some plant rooms are located.

## 3. SPECIFICATIONS

**The appointed service provider shall comply with and provide the following minimum specification**

- Decommissioning of existing equipment, Cabling, Installation, commissioning of new equipment that is compliant with the local legislations / regulations
- Removal and carting away of existing equipment
- Supply, delivery, installation and commissioning of new and latest EMS 500D1 radio fire and smoke alarm system and this should include maintenance
- 12 months warranty on materials supplied and workmanship
- On site safety officer during installation
- Dedicated Project Manager
- Certified electrical contractor for all electrical works; subcontracted or supplied by service provider
- Service provider to be BAFE SP203 registered or latest

- Tracing and removal of asbestos
- Drawings / schematics to be supplied by service provider

### **3.1 TECHNICAL SPECIFICATIONS**

- Replacement of existing EMS 5000 control panels with the latest EMS Firecell or similar
- Replacement and additional radio booster devices installed to pre-surveyed locations throughout the building
- Replacement of protection devices to provide compliant protection to currently protected areas with the likelihood of additional devices to protect some unprotected areas
- Liaison with client's electrician to agree on fuse spur / power requirements of the incoming infrastructure equipment
- Programming of incoming equipment and "Cause and Effect" agreed with client
- Commissioning and audibility testing
- Handover and Operational Training to security personnel and management staff

### **3.2 MAINTENANCE CONTRACT**

- Proposal to include 3-year maintenance contract proposal
- Operating failures or complaints raised by the South African High Commission to be addressed within 24 hour or as agreed
- A service level agreement will be entered into with the successful bidder after the award.
- 24 hour call centre to be available in case of emergency

## **4 COST ESTIMATES**

- Proposal should be inclusive of any costs associated with the installation of the required equipment (e.g decommissioning, removal, carting away, installation of new equipment; commissioning etc)
- Proposal should be valid for a period of 120 days from date of submission
- Proposal must clearly stipulate subcontracting requirements – i.e. electrical or structural works.
- The High Commission undertakes to pay the full amount within 30 days of receipt of an invoice after the service has been satisfactorily rendered.
- Prices to be in British Pounds and inclusive of VAT.

## **5 EVALUATION CRITERIA TO BE USED**

The South African High Commission has set minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The bid will be evaluated in three phases (Phase 1, 2 and 3)

## 5.1 PHASE 1: RESPONSIVE CRITERIA

The minimum requirements that must be met by prospective bidders in order to pass to the next stage of the evaluation process.

### 5.1.2 **Administrative compliance**

Bidder(s) must submit the following documents outlined below:

- Service providers/contractor must be a registered company in United Kingdom. Proof of registration to be supplied
- Bidders must attend a compulsory site inspection at the chancery
- Bidders are required to provide a letter of guarantee on equipment of at least 3 years
- Bidders are required to provide a letter of guarantee on workmanship of at least 3 years
- Annexure A to be completed and signed
- Bidders are required to provide a commitment letter of a 3-year maintenance plan
- Contractor should be ISO 9001: 2015 certified – proof to be supplied
- Submit a project plan on how the work will be performed
- In case of a Joint venture agreement, bidders must submit a joint venture agreement signed by both parties.
- In case a bidder appoints a subcontractor, a subcontracting agreement of less than 30% must be signed by both parties.

NB: Only bidder(s) that comply with ALL three criteria will proceed to functionality criteria

## 5.2 PHASE 2: FUNCTIONALITY CRITERIA

A panel shall evaluate all tenders received on the functionality criteria as reflected below. A bidder that scores less than sixty (60%) in respect of "functionality shall be regarded as submitting a non-responsive bid and shall be disqualified.

For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish details information in substantiation with the criteria listed below

Criteria	Weight
<p>Several years' experience in fire/smoke alarm industry – proof must be submitted in the form of a company profile indicating the number of years the company has been in business</p> <p>Matrix:</p> <p>No information provided=0 point</p> <p>1 year = 1 points</p> <p>2 years = 2 points</p> <p>5 years = 3 points</p> <p>6 years = 4 points</p> <p>7+ years = 5 points</p>	40
<p>Bidders are required to submit credible references; references should be in form of testimonial, and it will be evaluated in terms of similar projects completed during the last 5 years.</p> <p><b>The letter must include the following.</b></p> <ul style="list-style-type: none"> <li>• Company name</li> <li>• Brief description of the services rendered</li> <li>• Contact details</li> </ul> <p>Matrix</p> <p>No Information provided=0 points</p> <p>1 Reference = 1 point</p> <p>2 References = 2 points</p> <p>5 References = 3 points</p> <p>6 References = 4 points</p> <p>7 References = 5 points</p>	40
<p>A project plan reflecting realistic timeframes for the above works must be provided. The project plan should indicate the impact the works will have on the Embassy on installation. The project duration from appointment date (including delivery date for the required parts) must be clearly stated on the proposal until close out.</p> <p>Matrix:</p> <p>No Information provided =0 points</p> <p>5 Weeks = 1 points</p> <p>4 Weeks = 2 points</p> <p>3 weeks = 3 points</p> <p>2 weeks = 4 points</p> <p>1 week = 5 points</p>	20

TOTAL

100

### **5.3 Phase 3: PRICE**

5.3.1 All service providers who scored 60% and above will be evaluated on price.

## **6 CONDITIONS**

### **6.1 SPECIFICATION AND QUALITY**

- The proposal submitted by the bidder must include all applicable costs

### **6.2 GENERAL CONDITIONS**

- The High Commission will not be held responsible for any costs incurred by the bidders in the preparation and submission of proposal.
- The High Commission shall not be held liable for any additional costs not stipulated or agreed to after the parties have concluded an agreement.
- The proposal received will be evaluated by the South African High Commission.
- The High Commission is not obliged to select any of the bidder's submitting proposal.
- The proposal must be properly submitted on or before the closing date and time specified on the invitation.
- The High Commission of the Republic of South Africa reserves the right to visit the premises of the bidder.
- The tender will be advertised in London (London Media)

## **7. VALIDITY OF PROPOSAL**

Proposal submitted should be valid for a period of at least 120 days after the closing date

## **8. FEES AND PAYMENT SCHEDULE**

- All proposals must be stated in the local currency UK Pound (GBP) and be inclusive of VAT
- The High Commission undertakes to pay the full amount within 30 days of receipt of an invoice after the service has been satisfactorily rendered. Payment per deliverables should be specified, if required
- A Service level agreement (SLA) will be entered into with the successful bidder

## **9. CONTACT PERSONS AND SUBMISSIONS**

Enquiries pertaining to this request can be made to Mr Sello Makgabo at [makgabos@dirco.gov.za](mailto:makgabos@dirco.gov.za)

Proposal should be delivered to:

The South African High Commission  
Attn: Mr S Makgabo  
Trafalgar Square  
LONDON  
WC2N 5DP

The closing date will be on the .....

No late submissions shall be accepted.

Include the closing date of the tender

**10. DELIVERIES AND INVOICES**

<b>Official</b>	<b>Designation</b>	<b>Contact Details</b>
Mr S Makgabo	Acting Corporate Services Manager	South African High Commission Trafalgar Square LONDON WC2N 5DP  Mobile: +44 (0) 7595 272081 E-mail: makgabos@dirco.gov.za



