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Operators of

MASERU PRIVATE HOSPITAL

REQUEST FOR PROPOSAL FOR THE SUPPLY, INSTALLATION AND COMMISSIONING OF A CCTV SURVIELLNCE SYSTEM

MPH RFP NO. 1002/07/06/2022

1. Introduction

The Maseru Private Hospital invites qualified service providers for the **supply, installation, testing and commissioning of a CCTV surveillance system** for the hospital. The selected service provider will allow the work of the hospital to continue throughout the duration of the project with minimal scheduled interruptions.

2. Background Information

Maseru Private Hospital is thirty-two (32) bed facility with an emergency unit, a dialysis unit, consulting rooms for specialists, operating theatres, pharmacy, radiology and pathology. The hospital has **NO** existing **CCTV surveillance system** at present. The hospital wishes to install a cctv surveillance system which will cover the security of patients and staff throughout the hospital.

3. Scope of work

The following services will be performed by the supplier:

- Supply, Installation, Testing and Commissioning of the CCTV surveillance system.
- Installation of 32 cameras including poles as and where required with suitable mounting arrangement in and around the hospital. The requirement of number of cameras may increase/decrease at the time of the on-site visit. Therefore, the proposed system should have the flexibility to accommodate more cameras as and when future requirements arise.
- Training: - Service provider will provide training to the ICT Officer for Surveillance Monitoring, maintenance and back up.
- The selected service provider has to deliver the project within the timeframe of two (2) Weeks and work between from 8.00 AM to 5.00 PM on MPH administrative working days (Monday to Friday) and none at all after the office hours and on holidays unless specifically instructed by the Hospital Manager.

Specifications:

Item No.	Description
1.	CCTV surveillance system brands can be any of the two listed below: ➢ Hikvision ➢ Dahua

2.	**1. <u>Video Recorder</u>** 64 or 32-ch 1.5U 4K NVR • 32 to 64-ch IP camera inputs • H.265+/H.265/H.264+/H.264 video formats • Up to 2-ch @ 8MP or 4-ch @ 4MP or 8-ch @ 1080P decoding capacity • 1 HDMI and 1 VGA interfaces: both interfaces support independent video output • 4 HDDs for continuous video recording • Up to 256 Mbps incoming bandwidth • Quantity of 1 NVR recorder **2. <u>IP Cameras</u>** • IP Camera ranging from 2MP to better models with good quality megapixel quality • Quantity of 32 IP cameras or less depending on site visit information. **3. <u>Monitoring station</u>** • The hospital has 2 x 32 inch LED TV available. **4. <u>Data storage</u>** • The CCTV surveillance system should be able to keep the video footage for 6 months before it can be deleted by the authorized personnel. 5. Warranty of 2 years or more for all equipment. 6. Network Cabinets where needed. 7. CCTV surveillance system brochure of each item.

4. Bidding briefing

A detailed **briefing and mandatory on-site inspection** shall otherwise be held at Maseru Private Hospital from **11:00 to 12:00 on the 22nd of July 2022**.

5. Bidding Requirements

5.1 Formalities

A sealed envelope marked **"RFP for Supply, Installation, Testing and Commissioning of a CCTV Surveillance System"** at the top, addressed to "The Hospital Manager, Maseru Private Hospital, Thetsane West area, hospital road, Maseru 100", reflecting the name, address and contact details of the bidder at the back and containing the following documents in **either originals or certified versions:**

5.1.1 Entity registration certificate or company certificate of incorporation
5.1.2 A valid traders/trading licence;
5.1.3 Tax clearance certificate;
5.1.4 Detailed project proposal

5.2 Technicalities

5.2.1 The proposal shall include a financial proposal and technical proposal, where the proposals of a minimum size 12 font and 1.5 spacing.

5.2.2 The proposal shall demonstrate a clear understanding of the scope of work contemplated under section 3 above, and shall include the itemised costing of the various components of the project and the total cost thereof;

5.3 Proposal

5.3.1 Technical proposal shall entail the following:

- Company profile clearly stipulating the number of years rendering similar CCTV services.
- Provide a list of at least three (3) contactable references not older than 3 three years, for similar work provided.
- Provide detailed CV of a Network Technician with a minimum of Two (2) years' experience in similar CCTV installation services.
- Provide CCTV Technician Certificate.

5.3.2 Financial proposal shall entail the following:

- Itemised quotation of the full solutions.

6. Payment Terms

6.1 At the signing of the contract the service provider shall submit a formal proof of banking for his entity for entry into the hospital payments system;

6.2 Payment(s) shall be made against submission of valid, dated tax invoice(s), addressed to Maseru Private Hospital, clearly reflecting the services rendered, amount, value added tax (vat) if any, and the total;

6.3 Payment shall be made within seven working days from the date of invoice delivery/submission to the hospital, **strictly per electronic funds transfer (EFT) system**;

6.4 No deposit or down-payment shall be payable to the service provider. Any bidder requiring a deposit or down-payment shall be required to firstly deposit a performance bond issued in favour of the hospital by a reputable bank or insurance house, and the amount required may not be in excess of the bond submitted. The said bond shall otherwise be released upon a satisfactory completion of the project.

7. Timeline

A full response to this RFP should be submitted at the latest by **12:30 hours at Maseru Private Hospital Reception Area on Friday 05 August 2022.** Delivery may either be by hand or courier.

We otherwise envisage the following timeline:

Date	Activity
Wednesday 20/07/2022 to Friday 22/07/2022	Collection of the RFP document by the bidders – **Email requests allowed or can be downloaded from www.mphospital.co.ls**
Friday 22/07/2022	A **briefing session and on-site inspection** for the bidders, starting from **11:00 to 12:00.**
Friday 05/08/2022	Closing date for delivery of the bid proposals shall be on or before **12:30 at Maseru Private Hospital Reception Area.**

8. Evaluation Criteria

The following evaluation criteria shall be used:

8.1 An open formalities and procedural compliance check shall be conducted on a given date, to determine the bidders that qualify for the subsequent evaluation stage;

8.2 Closed technical and substantive check shall be conducted to select the bidder(s) who have submitted quality proposals, demonstrating a clear understanding of the requirements of the client;

8.3 Final selection will be based on either the lowest price or the most economically advantageous tender (MEAT Principle), which at times may favour a comparatively costlier bidder, with relatively more items and better quality compared to other lower cost bidders.

9. Award

Upon completion of the evaluation process, the successful bidder shall be notified in writing, and all the necessary pre-arrangements for formalizing the award shall commence.

10. Questions and queries: Contact ICT Officer, Tel # 22313260/52599971, email: procurment@mphospital.co.ls for any further details.

11. Disclaimer

This RFP does not in any way oblige Maseru Private Hospital to either appoint or procure services offered by the respondent(s), nor does it bind it to reimburse the respondent(s) for any cost that they may incur in preparation and submission of this bid.

The **RFP** was prepared at MASERU on this 19TH day of JULY 2022 and signed by:

Chakela Lepele
ICT Officer

Mokutu Makara
Hospital Manager