



REQUEST FOR QUOTATIONS (RFQ)

DESCRIPTION OF WORK

SUPPLY AND INSTAL A BIOMETRIC ATTENDANCE AND ACCESS CONTROL SYSTEM FOR TEKWANE CITRUS FARM

QUOTATION DETAILS

QUOTATION NUMBER: RFQ01671-26/27

CLOSING Date: 16 September 2026

Time: 12:00 pm

Issued: 08 September 2026

Compulsory Briefing session:

Yes

☐

No

☒

If Yes, Date and time of compulsory briefing session:

Date:

Time:

Venue:

DETAILS OF RESPONDENT

Name of bidder:

Please indicated whether it is the original or copy, tick the applicable block

ORIGINAL

COPY

REQUEST FOR QUOTATIONS (RFQ)

1. GENERAL CONDITIONS OF THE RFQ:

- 1.1. The 80/20 evaluation criteria for requirements with a Rand value of up to R50 000 000 (all applicable taxes included) will be used for this bid.
- 1.2. The value of this bid is estimated not exceed R1 000 000.00 (all applicable taxes included).
- 1.3. Fully comply with the scope of work / service or **(Attached Scope of work / service)**
- 1.4. Quotations must be valid for a period of 30 days
- 1.5. The bidder's quotation to bear correct contact details and address
- 1.6. Complete standard bidding documents (SBD4 and SBD6.1)
- 1.7. The bidder must be registered on the Central Supplier Database (CSD)
- 1.8. This bid will **NOT** be evaluated on functionality

2. SCOPE OF WORK

NO.	DESCRIPTION
01.	PROCUREMENT AND IMPLEMENT A BIOMETRIC ATTENDANCE AND ACCESS CONTROL SYSTEM FOR TEKWANE CITRUS FARM (SEE ATTACHED SPECIFICATION BELOW)

3. MANDATORY DOCUMENTS TO BE SUBMITTED:

No.	Description
1	Proposal (Include all relevant costs)
2	Fully completed SBD forms
3	Three (3) Reference letters of similar work. Reference letters must consist of the following: a. Proof of appointment (appointment letter OR purchase order) b. Letter of recommendation by the client Reference letters <u>must not be older than three (3) years.</u>

4. CONDITIONS OF QUOTATION

- Late or incomplete submissions will not be considered.
- Proof of CSD registration / CSD number (MAAA Number)
- The subject line on the submission email should be RFQ01671-26/27

5. ENQUIRIES

- All enquiries and quotation submissions must be directed to:
Supply Chain Management Unit: scm@mega.gov.za

SPECIFICATION FOR THE PROCUREMENT OF A BIOMETRIC TIME AND ATTENDANCE MANAGEMENT SOLUTION

1. BACKGROUND

The **MPUMALANGA ECONOMIC GROWTH AGENCY (MEGA)** is looking for suitable service providers to implement a **BIOMETRIC TIME AND ATTENDANCE MANAGEMENT SOLUTION** for **TEKWANE CITRUS FARM**. Tekwane Citrus Farm is an operational business unit of the Mpumalanga Economic Growth Agency (MEGA) and forms part of the Funding Division. The farm employs a workforce consisting predominantly of fixed-term contract employees (+ - 00) and seasonal workers (+ - 00) who are recruited during harvesting periods.

The remuneration of seasonal and contract employees is largely dependent on the number of days and hours worked. Accurate attendance monitoring is therefore critical for payroll processing, labour cost management, operational efficiency, and employee accountability.

The farm currently relies on manual attendance registers, which have proven inadequate in addressing attendance management challenges. These challenges include:

- Employees reporting for duty late without effective monitoring and control.
- Employees failing to report for duty without timely detection.
- Employees leaving the workplace during working hours without authorisation.
- Employees absenting themselves from work while still being reflected as present through manual attendance registers.
- Time-consuming and inefficient manual attendance recording and verification processes.
- Payroll inaccuracies resulting from incomplete or incorrect attendance records.
- Limited capability to monitor employee attendance and movement in real time.
- Insufficient audit trails to support investigations into absenteeism, misconduct and disciplinary matters.

These challenges negatively impact productivity, accountability, operational performance and financial management. The implementation of a biometric time and attendance management solution is therefore required to improve attendance monitoring, automate record keeping, strengthen payroll accuracy and provide management with reliable attendance information for decision-making.

2. PURPOSE OF THE PROCUREMENT

The purpose of this procurement is to **acquire, install, configure, commission,** and **support** a Biometric Time and Attendance Management Solution that will:

- a) Automate attendance recording and monitoring.
- b) Eliminate opportunities for fraudulent attendance reporting.
- c) Improve employee accountability.
- d) Provide reliable attendance records for payroll processing.
- e) Enable real-time monitoring of employee attendance.
- f) Strengthen auditability and reporting capabilities.
- g) Improve workforce management and operational efficiency.

3. SCOPE OF WORK

The successful service provider shall supply, install, configure, test, commission, and maintain a complete biometric time and attendance management solution, including all necessary hardware, software, licences, accessories, integration services, training, and support.

The solution shall be deployed at Tekwane Citrus Farm and must accommodate both permanent and seasonal employees. The Tekwane Citrus farm is located at: (ADD Address of Tekwane here)

The scope shall include:

3.1. Supply and Installation

The supplier shall provide:

- a) Biometric attendance terminals.
- b) Associated accessories and mounting equipment.
- c) Attendance management software.
- d) Database management components.
- e) User licences.
- f) Communication equipment where required.
- g) Backup and recovery functionality.
- h) All cabling and installation requirements.

3.2. System Configuration

The supplier shall:

- a) Configure the system according to the farm's organisational structure.
- b) Configure employee categories and shifts.
- c) Configure attendance rules and exceptions.
- d) Configure reporting and notification parameters.

- e) Import employee records where applicable.

3.3. Commissioning and Testing

The supplier shall:

- a) Conduct system testing.
- b) Verify attendance capture functionality.
- c) Verify reporting functionality.
- d) Demonstrate system performance.
- e) Obtain acceptance sign-off from MEGA.

4. FUNCTIONAL REQUIREMENTS

The proposed solution must provide, as a minimum, the following functionality:

4.1. Biometric Verification

The solution shall:

- a) Use fingerprint biometric authentication as a minimum requirement.
- b) Support facial recognition capability as an added advantage.
- c) Prevent buddy punching and proxy attendance.
- d) Uniquely identify employees through biometric templates.
- e) Provide fast authentication with minimal waiting time.

4.2. Attendance Recording

The system must record:

- a) Clock-in time.
- b) Clock-out time.
- c) Break times (where required).
- d) Overtime hours.
- e) Late arrivals.
- f) Early departures.
- g) Absences.
- h) Unauthorized exits.

The system shall maintain accurate date and time stamps for all attendance transactions.

4.3. Real-Time Monitoring

The solution must provide:

- a) Real-time attendance monitoring.
- b) Real-time visibility of employees on duty.
- c) Dashboard view of attendance status.
- d) Alerts for absenteeism and exceptions.

4.4. Shift and Workforce Management

The system shall support:

- a) Fixed shifts.
- b) Seasonal workforce deployment.
- c) Flexible working hours.
- d) Overtime calculations.
- e) Shift scheduling.
- f) Multiple work groups and departments.

4.5. Employee Database Management

The solution shall provide:

- a) Employee registration functionality.
- b) Biometric enrolment functionality.
- c) Employee profile management.
- d) Contract period management.
- e) Workforce categorisation.

5. REPORTING REQUIREMENTS

The system must generate reports including but not limited to:

5.1. Standard Reports

- a) Daily attendance report.
- b) Late-coming report.
- c) Absenteeism report.
- d) Overtime report.
- e) Employee movement report.
- f) Early departure report.
- g) Shift attendance report.
- h) Attendance exception report.
- i) Disciplinary investigation reports.

5.2. Payroll Reports

- a) Total hours worked.
- b) Days worked.

- c) Overtime worked.
- d) Absence deductions.
- e) Payroll-ready attendance summaries.

5.3. Management Reports

- a) Attendance trends.
- b) Workforce productivity indicators.
- c) Department attendance statistics.
- d) Monthly attendance summaries.

5.3.1. Reports must:

- a) Be exportable to PDF, Excel and CSV.
- b) Be printable.
- c) Be generated on demand.
- d) Support scheduled reporting.

6. AUDIT TRAIL AND SECURITY REQUIREMENTS

The system shall provide:

- a) Comprehensive audit logs.
- b) User activity tracking.
- c) Attendance record history.
- d) Transaction traceability.
- e) Tamper-resistant records.
- f) Automated backup functionality.
- g) Role-based access control.

The system must record:

- a) User logins.
- b) User modifications.
- c) Attendance record changes.
- d) Administrative actions.

Audit records shall remain available for a minimum period of five (5) years.

7. SYSTEM INTEGRATION REQUIREMENTS

The solution should:

- a) Support integration with payroll systems.

- b) Support export of attendance data for payroll processing.
- c) Allow API-based integration where available.
- d) Support standard data formats including CSV, Excel and XML.

The supplier must indicate:

- a) Available integration capabilities.
- b) Integration requirements.
- c) Additional costs, if any.

8. HARDWARE REQUIREMENTS

The biometric devices shall:

- a) Be industrial-grade and suitable for farm working environments.
- b) Operate reliably in dusty and outdoor conditions.
- c) Have battery backup capability.
- d) Possess sufficient storage capacity for attendance records.
- e) Support network connectivity via LAN, Wi-Fi and/or GSM/4G/5G communication.
- f) Function during temporary network interruptions and synchronise once connectivity is restored.

The supplier shall specify:

- a) Device make and model.
- b) User capacity.
- c) Transaction storage capacity.
- d) Environmental operating conditions.
- e) Power consumption.

9. SOFTWARE REQUIREMENTS

The software shall:

- a) Be web-based or desktop-based.
- b) Support multiple authorised users.
- c) Be scalable to accommodate future growth.
- d) Provide multilingual capability where available.
- e) Include dashboard reporting.
- f) Support cloud or on-premises deployment.
- g) Include automated backup functionality.

10. TRAINING REQUIREMENTS

The successful supplier shall provide comprehensive training covering:

10.1. Administrator Training

- a) System administration.
- b) User management.
- c) Employee enrolment.
- d) Report generation.
- e) Troubleshooting.

10.2. End-User Training

- a) Attendance registration procedures.
- b) Supervisory functionality.
- c) Report access and interpretation.

10.3. Training shall include:

- a) Training manuals.
- b) User guides.
- c) Administrator guides.
- d) Quick reference materials.

11. MAINTENANCE AND SUPPORT REQUIREMENTS

11.1. The supplier shall provide:

- a) Technical support during business hours.
- b) Remote support capability.
- c) On-site support where necessary.
- d) Software updates.
- e) System maintenance.
- f) Hardware maintenance.

11.2. The supplier shall specify:

- a) Service Level Agreements (SLAs).
- b) Response times.
- c) Escalation procedures.
- d) Support channels.

Minimum support period required: **36 months** from date of commissioning.

12. PROJECT DELIVERABLES

The supplier shall provide the following deliverables:

- a) Biometric attendance devices.
- b) Attendance management software.
- c) User licences.
- d) Installed and operational solution.
- e) Configured attendance database.
- f) Training materials.
- g) System documentation.
- h) Maintenance and support services.
- i) Warranty documentation.
- j) Final commissioning report.

13. SUPPLIER QUALIFICATIONS

Interested suppliers must demonstrate:

- a) Minimum three (3) years' experience in supplying and implementing biometric attendance systems.
- b) Proven experience in agricultural, government or labour-intensive environments.
- c) Availability of local technical support.
- d) At least three contactable client references for similar projects.
- e) Relevant company registration and tax compliance documentation.

14. WARRANTY REQUIREMENTS

The supplier shall provide:

- a) Minimum twelve (12) months warranty on all hardware supplied.
- b) Rectification of defects at no additional cost during the warranty period.
- c) Replacement or repair of faulty equipment.

15. Expected Outcomes

The implementation of the biometric time and attendance management solution should result in:

- a) Improved employee accountability.
- b) Reduced absenteeism and time theft.
- c) Elimination of manual attendance registers.
- d) Enhanced payroll accuracy.
- e) Improved operational productivity.
- f) Strengthened attendance monitoring and reporting.
- g) Reliable attendance audit trails.
- h) Better labour cost management and decision-making.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

SBD4

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (Name).....
in submitting the accompanying bid, do hereby make the following
statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD4

1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date

.....	
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	
Enterprise owned by Black people	4
Enterprise owned by Women	4
Enterprise owned by Youth	4
Enterprise owned by Disabled	4
Enterprise owned by SMME's-QSE and EME	4
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by Black people	N/A	4	N/A	
Enterprise owned by Women	N/A	4	N/A	
Enterprise owned by Youth	N/A	4	N/A	
Enterprise owned by Disabled	N/A	4	N/A	
Enterprise owned by SMME's-QSE and EME	N/A	4	N/A	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm,

certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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