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Memorandum

To: Bongani Monareng- Acting Chief Risk Officer

From: Peter Jordaan – Security Risk Administrator

Cc: - Goitsewang Simelane-Acting SCM Manager

Cc: Kabelo Phalane-SCM Specialist

Date: 18 July 2025

SUBJECT: REQUEST TO SOURCE A SUITABLE SECURITY SERVICE PROVIDER TO STRIP, SUPPLY AND INSTAL TWENTY NINE(29) BIOMETRIC FINGER PRINT SCANNERS FOR NHBRC (Basement, First floor, Second floor and Third floor)

PROJECT BACKGROUND:

- The main objective of Physical and electronic security management at the NHBRC is, among others to protect the assets, employees, contractors, visitors and facilities. As such the scope of security risk management at the NHBRC is centered around the following:
 - ✓ Deterrence;
 - ✓ Detection;
 - ✓ Delay and Response

The NHBRC Branches and network or coverage comprises of 23 sites which also includes Sunninghill Office.

- The NHBRC Sunninghill office is exposed to physical threats and damage to infrastructure.
- A comprehensive security risk assessment was conducted on the premises and based on the threat analysis, twenty nine(29)Biometric Systems is required for the biometrics installation.
- The purpose of the biometric system is to load Finger prints of all NHBRC employees and visitors on the biometric system to control access on the different floors

BIOMETRICS FINGER PRINT SCANNER SPECIFICATIONS:

1	Biometrics Systems
3	IDC Controller incl Encl, Ps (105)
4	12V Regulated Power Supply Backup (3Amp)
5	Inbio slave readers
6	300kg maglock with ZL Bracket
7	Inbio Controller
8	Core Cable
9	RS533 Cable
10	4-Pair Mylar Cable

SUNNINGHILL OFFICE-HEAD OFFICE**COSTS**

The service provider should breakdown the costs as follows:

Area of Installation	Quantities	Description
Sunninghill Ground Floor(GROUND)		
<ul style="list-style-type: none"> Main Entrance Door Internal Audit Entry Door Internal Audit Access Door Customer Experience Entry Door Customer Experience Printer Room Access Door. Customer Experience Access Door. 	Six(6) Biometrics Finger print scanner.	Biometrics Finger print scanner
Sunninghill First Floor(1)		
<ul style="list-style-type: none"> Main Entrance Access Door HC Filling Room Access Door Executive Manager (CS) office Access Door Executive Manager: Customer Experience and Market Development Access Door 	Four (4) Biometrics Finger print scanner.	Biometrics Finger print scanner
Sunninghill Second Floor(2)		
<ul style="list-style-type: none"> Main Entrance Access Door Fraud Investigators Access Door CRO Access Door SCM Manager Access Door CFO Access Door Finance Manager's Office Access Door 	Six (6) Biometrics Finger print scanner.	Biometrics Finger print scanner

Sunninghill Third Floor(3)	Quantities	Description
<ul style="list-style-type: none"> • Main Entrance to the 3rd Floor Access Door • Second Entrance to Executive Boardroom and Company Secretary Office. • First Entrance to COO and Strategy Offices Access Door. • CEO office Access Door • COO office Access Door • Chief Audit Executive Access Door • Company Secretariat Staff office Access Door. • Head of Secretariat office Access Door 	Eight(8) Biometrics Finger print scanner.	Biometrics Finger print scanner
Sunninghill Basement <ul style="list-style-type: none"> • Main Entrance Basement Access Door • IT Server Room Entrance Access Door • IT Store Room Entrance Door • CIO's Office Access Door • Engineering and Technical Executive Access Door • 	Five (5) Biometrics Systems	Biometrics Finger print scanner

SECURITY SERVICE PROVIDER MANDATORY REQUIREMENTS:

	Compliant	Not Compliant
<ul style="list-style-type: none"> • The successful security service providers must be registered with PSIRA and have a Valid letter of Good Standing from PSIRA 		
<ul style="list-style-type: none"> • The Security Biometrics installer must have installation experience /Biometrics/Access Control Systems/Monitoring and Interception Devices. 		
<ul style="list-style-type: none"> • The appointed security service provider must have at least 2 years' experience in Biometric Systems, installation and Commissioning. Attach company's proof of experience. curriculum vitae (CV) of the installer. 		
<ul style="list-style-type: none"> • The Biometrics installer must include a Maintenance Plan as part of the Biometrics installation for a period of 24 Months. 		

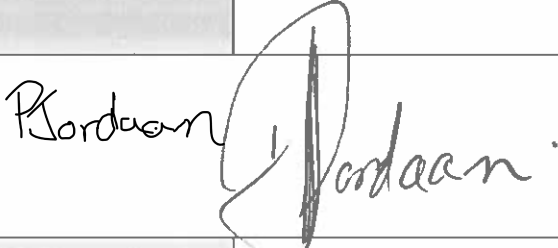

GENERAL REQUIREMENTS:

- The new Biometric devices to be installed must be integrated into the NHBRC's current Biometric System.
- The appointed service provider is also expected to do the zoning of the Biometric system across specific floors to be identified by the project sponsor.
- The successful biometric installer must strip the old biometrics system before installing the new biometric finger print scanners.
- The newly installed Biometric system must have the capability to be linked to the current NHBRC employee ID Cards.
- The service provider should provide the NHBRC with a project close out report upon completion of the project detailing the work done as per the RFQ.

N.B PLEASE NOTE THIS IS A ONCE OFF SERVICE !

RECOMMENDATION:

It is recommended that the Acting Chief Risk Officer approves the purchase of twenty nine (29) Finger print biometrics scanners for the Sunninghill office.

PREPARED BY:		APPROVED BY:	
Name	Peter Jordaan	Name	Bongani Monareng
Position	Security Risk Administrator	Position	Acting Chief Risk officer
			
Date	18 July 2025	Date	18 July 2025