



SOUTH AFRICA

Electoral Commission

Auction 0010574985

**Boardroom Audio Visual and
Delegate System**

IMPORTANT NOTICE

Failure to comply with the completion of the auction conditions and the required information or submission of the required stipulated documents indicated shall invalidate a bid.

1 Introduction

The Electoral Commission (IEC) invites proposals from professional service providers with the required level of expertise, knowledge and experience to provide a portable and integrated Conference Room Audio Visual (AV) solution for one of its board rooms at the National Office in Centurion. The requirement includes installation and integration of the AV solution to speakers, cameras and projector system, and configuration to work with Video Conferencing solutions such as Teams and Zoom.

The Electoral Commission has invested extensively in ICT technologies, which provide a platform to effectively support and enable its business processes and to meet its goal of providing a free and fair election process in an open and transparent environment. The Electoral Commission's ICT Department intends to continue running a highly efficient and stable ICT environment making full use of industry standards, best practices and disciplines based upon stable and reliable technologies.

Suppliers must place a bid on the Votaquotes (e-Procurement) system and then provide all the required documentation before the closing dates as specified in this document and on the Votaquotes web site. Bidders must be registered and approved on Votaquotes for them to bid.

2 Bid Requirements

This auction is to procure a Conference Room Audio Visual solution for the Nerve Centre at the Electoral Commission's National Office. The system should consist of the following at a minimum:

- a) Chairman Unit (1 unit)
- b) Discussion Units (31 units)
- c) Digital Conference Main Unit with Management Interface (discussion, recording)
- d) Connection to the Network
- e) Three (3) Pan Tilt and Zoom (PTZ) cameras to cover the entire boardroom.
- f) Portable Speakers to cover the room with in-built Mixer
- g) 2 x Laser Projectors
- h) Support for wireless presentation from laptops, mobile devices and tablets
- i) Support for interpretation

- j) Provision of pop-ups in the room
- k) Installation and Setup including cabling
- l) Testing, knowledge transfer and user training
- m) Support and maintenance over 24 months

3 Technical Specifications

The technical specification for the required products is as per the bid specifications provided below. It must be noted that the technical specifications below are the minimum requirements. The only deviation that may be accepted will be in case where the service provider's specification exceeds the minimum requirements. Any offers below the minimum specification requirement will be disqualified.

3.1 Nerve Centre Requirements

The Electoral Commission wishes to procure a wired basic conference system with the following specifications

	Specification	Details
1.	Chairman's Unit – table top	1
2.	Discussion Units – table top	31
3.	Digital Conference Main Unit with Management Interface (discussion, recording, 256 x 64 OLED, 6P sockets)	1
4.	Connectivity	LAN with IPv4
5.	Video Conferencing Applications	Teams (Cloud) and Zoom (Cloud)
6.	Portable Speakers	• 2 x 15 " 2-way 1000 W Portable Multipurpose PA speakers with stands • In-built mixer • Wired, Wireless and Bluetooth connectivity
7.	Cameras	• PTZ Cameras x 3 to cover the entire boardroom
8.	Audio and Delegate System	• Replace existing Delegate System • Integrate the new system to the PTZ Cameras

	Specification	Details
		- Integrate to Video Conferencing Solution - Speakers for the room - Integrate to projector system - Audio signal processing and distribution Amplifier for signal to multiple sources
9.	Controls	Management of room audio visual components including sound, video and presentations
10.	Audio Recording	- Recording of meetings functionality 24 hour capacity
11.	Interpretation	Support for interpretation
12.	Computer hardware and Software	All the required software modules and hardware
13.	Media switch and Video Tracking	- Track delegates' video using 3 cameras - Media switch for 3 cameras' switching and control
14.	Presentation	- Presentations can be done from anywhere in the room, including from a Tablet, PC or mobile phone - Allow for people to bring their own devices (BYOD) and be able to connect to the system and present
15.	Pop up	20 x Smart pop-up and hidden table top socket, built-in hydraulic mechanism including 1 USB, 1 RSA power, 2 x RJ45, 1 x DP, 1 x HDMI,
16.	Network Switcher	A switching facility to connect the equipment and the network in the Nerve Centre
17.	Cables and Accessories	All necessary cables including HDMI, Power Cables, USB Cables (all types supported), Remote Control with batteries, Stylus / Pen
18.	Projectors	2 x Laser Projectors - Full HD images with WUXGA resolution - Built-in HDBaseT to enable simplified installations with a single cable for video and audio over long distances - Dual HDMI inputs (with HDCP) 15, 000: 1 contrast Ratio

	Specification	Details
		+8000-Hour Lamp (eco)
19.	Equipment Rack	9U unit Power rails
20.	Installation	Installation, cabling, configuration and tuning of the system
21.	Training	Knowledge transfer to technicians and user training
22.	Support and Maintenance	2-year on-site support and maintenance
23.	Warranty	2-year on-site warranty

4 Planning Assumptions

The Electoral Commission has made the following assumptions:

- 4.1 The Electoral Commission will provide technical resources for all the work designated for the Electoral Commission including setup and configuration of own systems, networks and databases. This includes the configuration to connect the Nerve Centre to its entire network.
- 4.2 The Electoral Commission will issue a formal purchase order to the successful bidder before any products/services can be delivered.
- 4.3 Delivery of the required product shall only be accepted by the Electoral Commission on the basis of presentation of the service provider's own delivery note. Such notes shall not be substituted by another service provider's delivery notes.
- 4.4 No payment shall be made until full and final delivery has taken place and the product has been confirmed and delivered in accordance with the specifications
- 4.5 The recommended service provider shall provide all relevant details needed to ensure successful operations capability within the Electoral Commission.

5 General Auction Conditions

The following standard auction conditions must be adhered to and complied with, failing of which the bid may be disqualified.

- 5.1 Bidders must place bids online on the Electoral Commission's eProcurement website not later than the stipulated closing date and time on the auction.
- 5.2 The bidder must compile and submit a proposal describing how they intend to meet the

requirements as contained in this document. The proposal should include such items as install base of the delegate system, integration mechanism to the speaker system at the Electoral Commission, project implementation plan, a quotation listing all the components of the solution including quantities and costs

- 5.3 Bidders must demonstrate compliance with the technical specification by completing and submitting Appendix A – Technical Response Sheet. Failure to submit Appendix A shall invalidate a bid.
- 5.4 The bidder must be authorized to sell the product supplied (delegate system).
- 5.5 An OEM/distributor letter of proof of the reseller agreement/authorization must accompany the written documentation for this bid.
- 5.6 The bidder must provide at least three (3) contactable references of past services of a similar nature that the bidder provided or was involved in. Reference details must include the following: customer name, contact person, contact details (telephone, email, physical address) and service description and value of services offered. Appendix C provides guidelines and reference details required, however bidders are free to format their response as they prefer.
- 5.7 The Electoral Commission depreciates its IT equipment over a period of 5 years. It is therefore important that the bidder does not knowingly propose IT equipment that has a lifespan that is less than 5 years. Bidders are required to provide the lifespan of the proposed products in the form of a letter.
- 5.8 The bidder is required to provide proof of available local (South African) support for the proposed equipment. The bidder is to indicate the install base of the delegate system in terms of number of installations in South Africa in their proposal.

- 5.9 The bidder must include Data Sheets of the items proposed (Delegate system, Projectors, PTZ Cameras, Controllers etc.)
- 5.10 The bidder must include a project implementation plan aligned to section 10.
- 5.11 The Electoral Commission will issue a formal purchase order to the successful bidder before any services can be delivered.
- 5.12 Delivery of the required product shall only be accepted by the Electoral Commission based on presentation of the service provider's own delivery note. Such notes shall not be substituted by another service provider's delivery notes.
- 5.13 Awarding the auction to any successful bidder shall be subject to the Electoral Commission's due diligence and audit requirements, where applicable.

6 Quality Control

The following quality control conditions must be adhered to and complied with, failing of which the bid will be disqualified.

- 6.1 The successful bidder will have the primary responsibility of ensuring that the proposed product complies with the required specifications in terms of functionality and technical specification including quantity and quality.
- 6.2 The proposed solution must be complete, fully functional and ready for deployment without dependencies on additional equipment, software or components that may be required to make it work.
- 6.3 Upon a successful bid being accepted, the Electoral Commission reserves the right to request an inspection of the preferred service provider's facilities.
- 6.4 The successful service provider has the primary responsibility to ensure that quantity and quality are in accordance with the bid specifications.

- 6.5 In addition, the Electoral Commission may also call on service providers to make further submissions and/or presentations in order for the Electoral Commission to ensure full compliance with all its requirements and as part of the bid evaluation process prior to the conclusion of the auction.

7 Pricing Requirements

When pricing bid proposals, bidders are advised to take into account that the following issues are factored into the price. The Electoral Commission will not entertain additional charges on these items.

- 7.1 Total Bid price must be submitted online on the eProcurement (Votaquotes) portal. The submitted bid price will be used for Bid Adjudication.
- 7.2 Bidders must complete and submit Appendix B – Pricing Schedule.
- 7.3 The price should be complete and take into consideration the following:
- 7.3.1 Hardware costs
 - 7.3.2 Software costs.
 - 7.3.3 Installation and configuration costs
 - 7.3.4 Knowledge Transfer and User Training costs
 - 7.3.5 On-Site support and maintenance over two years
 - 7.3.6 Two years' warranty on all items provided.
 - 7.3.7 Bidder must provide a quotation listing all the items proposed.
 - 7.3.8 Delivery costs to the Electoral Commission's national office in Centurion, Gauteng, South Africa.
- 7.4 Bid prices must be firm for a period of one hundred and eighty (180) days.
- 7.5 No payment shall be made until full and final delivery has taken place and the product has been confirmed and delivered in accordance with the specifications.

8 Supplier Performance

- 8.1 Contracting any service provider to render goods and/or services to the Electoral Commission are subject to the fulfilment of the Electoral Commission's due diligence audit requirements.
- 8.2 An essential component of the Electoral Commission's due diligence audit requirements

may involve site visits to potential suppliers/contractors as well as inspection of various key documents underpinning the establishment of the companies involved in bids of the Electoral Commission. This also includes confirmation of capability and capacity requirements to execute the services specified in such bids.

- 8.3 Upon notification of the Electoral Commission's intention to award a contract, the successful bidder may be required to enter into a service level agreement (SLA/contract) with the Electoral Commission.
- 8.4 The purpose of the SLA (if applicable other than what the Electoral Commission's standard purchase orders provide for) is to set performance criteria within the key requirements of this request for quotation, namely quantity, quality, and delivery.
- 8.5 The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 8.6 The Electoral Commission reserves the right to reject any services delivered not conform to the bid specification.

Where previously agreed delivery schedules are not met by a supplier, the Electoral Commission shall have the right to appoint an alternative supplier to make good the shortfall in supply. Any additional costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting supplier

9 Award of Order

- 9.1 Bidders are advised to refer to the [Appendix E: Bid Evaluation Criteria](#) to ensure that they have addressed all critical bid requirements.
- 9.2 The bid will be awarded to a bidder whose solution successfully conforms to specifications and is able to deliver the services, and in terms of the provisions of the Preferential Procurement Policy Framework Act, 2000 and specifically the Preferential Procurement Regulations, 2022.
- 9.3 The Electoral will issue a formal purchase order before any services can be delivered It should be noted that the Commission Electoral Commission seeks to gain the best

solution technically and financially and will select from the results of the bid a solution it deems to give the best investment.

- 9.4 Awarding the bid to a successful bidder is subject to the bidder entering into a service level agreement (SLA) with the Electoral Commission that will formalize and regulate the final deliverables and associated processes and procedures.

10 Delivery and Implementation Timeframe

- 10.1 Delivery of all the products to be made no later than thirty-five (35) calendar days after receiving the purchase order. Implementation must be completed within 60 days of receiving the purchase order. The bidder must include a project implementation plan.

11 Enquiries

All enquiries regarding this bid must be submitted exclusively through the VotaQuotes platform. This requirement supports the principles of fairness, openness, and transparency in the procurement process.

All questions and the official responses will be published on the public VotaQuotes website (www.votaquotes.elections.org.za) where the bid is advertised.

Bidders are responsible for regularly monitoring the platform for any updates, clarifications, or additional information published during the bidding period.

No telephonic, email, or other forms of communication regarding bid enquiries will be accepted or responded to.

An enquiry cut-off date applies to all bids. The final date and time for submitting enquiries is published on the VotaQuotes platform under the specific bid listing

12 Briefing Session

A non-compulsory briefing physical briefing/site inspection session will be held on a date and time to be published on <https://votaquotes.elections.org.za>

13 Written Submissions

All submissions must be received on or before the closing date and time for submissions, as stipulated on the e-Procurement website <https://votaquotes.elections.org.za>. All bids must be submitted online on the e-procurement system. Submissions received after the final date and time will lead to bids being disqualified and not considered. Written supporting documentation submissions must be delivered to the Electoral Commission's Procurement & Asset Management Department. Delivery can be through any of the following means:

- Upload to the auction website;
- Place in the Electoral Commission tender box situated in the foyer of the Electoral Commission national office in Centurion at the following address before the closing date and time of this auction;

**Election House
Riverside Office Park,
1303 Heuwel Avenue,
Centurion,
0157**

Note: Clearly mark your submission: For the attention of Procurement and Asset Management – AUCTION 0010574985

Failure to submit all of the required documentation before the closing time shall invalidate the bid. It remains the responsibility of the bidder to confirm receipt of the required documentation with the Electoral Commission Procurement and Asset Management Department.

14 Summary of Submission Requirements

- 14.1 Bidders must complete and submit Appendix A – Technical Response Sheet
- 14.2 Bidders must complete and submit Appendix B – Pricing Schedule
- 14.3 Project Implementation Plan as per 5.12
- 14.4 Submit bid and bid price online on the Votaquotes portal
- 14.5 Provide details of product, software and licenses proposed in the bid, include product code, SKU, item code in a quotation.
- 14.6 Detailed technical specifications in accordance with the technical requirements to demonstrate compliance, include technical documentation and brochures/data sheets as part of the bid;
- 14.7 A letter of proof of the reseller agreement either from the OEM or an authorized distributor; (i.e. if the reseller is authorized by a distributor). If the reseller agreement is from a distributor, then proof from the OEM authorizing the distributor needs to be included.
- 14.8 The bidder shall provide at least 3 references of similar work including Customer Name, Customer Contact Name, and Contact details (email address and telephone contact). Refer to Appendix C for Guideline
- 14.9 Bidders must provide a project plan as per 5.10.

15 Closing Date

The closing date and time of this auction is specified on the eProcurement (Votaquotes) website in accordance the bidding requirements. The closing date and time is determined by the clock on the Electoral Commission servers and is not negotiable.

Bidders must also take note that supporting documentation must be delivered **before the closing date and time.**

16 Appendix A: Technical Response Sheet

Appendix A – Technical Bid Response

Completion of this technical response sheet by the bidder is compulsory.

Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to bid disqualification.

	Main Category	Description / Quantity	Bidder must indicate whichever is applicable		Bidder's response/technical substantiation
			Yes	No	
1.	Overall Solution	The bidder is proposing a Conference Room Audio Visual solution for the Nerve Centre that will allow for in-room and virtual meetings			
2.	Chairman's Unit – table top	1			
3.	Discussion Units – table top	31			
4.	Digital Conference Main Unit with Management Interface (discussion, recording, 256 x 64 OLED, 6P sockets)	1			
5.	PTZ Camera	3			
6.	15 " 2-way 1000 W Portable Multipurpose PA speakers with stands And In-built mixer (Wired, Wireless and	2			

Appendix A – Technical Bid Response

Completion of this technical response sheet by the bidder is compulsory.

Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to bid disqualification.

	Main Category	Description / Quantity	Bidder must indicate whichever is applicable		Bidder's response/technical substantiation
			Yes	No	
	Bluetooth connectivity)				
7.	Connectivity	LAN with IPv4			
8.	Video Conferencing Applications	Teams (Cloud), Zoom (Cloud)			
9.	Audio and Delegate System	• Replace existing Delegate System • Integrate the new system to the PTZ Cameras • Integrate to Video Conferencing Solution • Integrate to Speaker system • Integrate to projector system • Audio signal processing and distribution Amplifier for signal to multiple sources			
10.	Controls	• Management of room audio visual components including sound, video and presentations			
11.	Audio Recording	• Recording of meetings functionality • 24 hour capacity			
12.	Interpretation	Support for interpretation			

Appendix A – Technical Bid Response

Completion of this technical response sheet by the bidder is compulsory.

Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to bid disqualification.

	Main Category	Description / Quantity	Bidder must indicate whichever is applicable		Bidder's response/technical substantiation
			Yes	No	
13.	Computer hardware and Software	All the required software modules and hardware			
14.	Media switch and Video Tracking	- Track delegates' video using 3 cameras - Media switch for 3 cameras' switching and control			
15.	Presentation	- Presentations can be done from anywhere in the room, including from a Tablet, PC or mobile phone - Allow for people to bring their own devices (BYOD) and be able to connect to the system and present			
16.	Speakers	- The system must connect and work with the ceiling speakers in the Nerve Centre. The bidder must provide the controller mechanism for the speakers as well. The speaker model is JBL - The bidder must also provide 2 wall mounted speakers for in-room voice lift.			
17.	Pop up	20 x Smart pop-up and hidden table top socket, built-in hydraulic mechanism including 1 USB, 1 RSA power, 2 x RJ45, 1 x DP, 1 x HDMI,			

Appendix A – Technical Bid Response

Completion of this technical response sheet by the bidder is compulsory.

Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to bid disqualification.

	Main Category	Description / Quantity	Bidder must indicate whichever is applicable		Bidder's response/technical substantiation
			Yes	No	
18.	Network Switcher	A switching facility to connect the equipment and the network in the Nerve Centre			
19.	Projectors	• 2 x Laser Projectors • Full HD images with WUXGA resolution • Built-in HDBaseT to enable simplified installations with a single cable for video and audio over long distances • Dual HDMI inputs (with HDCP) • 15, 000: 1 contrast Ratio			
20.	Cables and Accessories	All necessary cables including HDMI, Power Cables, USB Cables (all types supported), Remote Control with batteries, Stylus / Pen			
21.	Equipment Rack	9U unit Power rails			
22.	Installation	Installation, cabling, configuration and tuning of the system			
23.	Support and Maintenance	Support and Maintenance over 2 years			
24.	Warranty	2-year on-site warranty			

17 Appendix B: Pricing Schedule

Appendix B - Pricing Schedule (Primary Services)					
The completion of all pricing schedules is compulsory. Failure to complete the below will result in the bid being disqualified					
No.	Product Code	Description	QTY	Unit Cost including VAT	Total Cost including VAT
1	Delegate System	Delegate System: Chairman's Unit	1	R.....	
2	Delegate System	Delegate System: Discussion Units	32	R.....	R.....
3	Delegate System	Delegate System: Controller (Main Unit including discussion, recording and interpretation module)	1	R.....	R.....
4	PTZ cameras	PTZ Cameras	3	R.....	R.....
	Speakers	15 " 2-way 1000 W Portable Multipurpose PA2 speakers with stands and In-built mixer (Wired, Wireless and Bluetooth connectivity)	2	R.....	R.....
5	Pop-Ups	Pop-Ups - Smart pop-up and hidden table top socket, built-in hydraulic mechanism including 1 USB, 1 RSA power, 2 x RJ45, 1 x DP, 1 x HDMI	20	R.....	R.....
6	Controls, Computing, and Switches	Room Functions control: Lights control	1	R.....	R.....

Appendix B - Pricing Schedule (Primary Services)

7		Media Switch (for the cameras) if necessary	1	R.....	R.....
8		Voice, Audio, USB, Network, RS-232-, IR Switch	1	R.....	R.....
9		In Room Presentation Device (s) (BYOD and in room presentations from Laptop, Tablet or Mobile Phone	1	R.....	R.....
10		Other switches required for integration to ceiling speakers, Cameras, Zoom, and Teams, Projectors Projector	1	R.....	R.....
11	Projectors	Laser Projectors	2	R.....	R.....
14	Sundry (Bidder to state : and give unit and total costs of each item)				
15	Services	Installation, cabling configuration in the Nerve Centre and training to IEC staff Removal of the old Delegate System Integration to ceiling speakers Integration to Cameras including tracking	1	R.....	R.....

Appendix B - Pricing Schedule (Primary Services)					
		Knowledge Transfer and User Training			
16	Support and Maintenance	Two-year support and maintenance (on-site)	2	R.....	R.....
Total Bid Price (inclusive of VAT) (This is the bid price that must be captured on eProcurement). The bid price on e-Procurement will be used for adjudication <i>Bid price (Grand Total of the items) inclusive of VAT must be submitted online on the eProcurement (Votaquotes) portal</i>					R.....

18 Appendix C: Guideline Reference Table

Reference #1

<u>Appendix C – Guideline Reference Table</u>		
EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product(s)	
	Services Provided	
Services Value	Boardroom Size (Number of seats)	
	Services provided in the last 48 months	

Reference #2

<u>Appendix C – Guideline Reference Table</u>		
EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product(s)	
	Services Provided	
Services Value	Boardroom Size (Number of seats)	
	Services provided in the last 48 months	

Reference #3

<u>Appendix C – Guideline Reference Table</u>		
EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product(s)	
	Services Provided	
Services Value	Boardroom Size (Number of seats)	
	Services provided in the last 48 months	

19 Appendix D: Evaluation Criteria

Bidders are advised to refer to Appendix D to ensure that they have addressed all critical bid requirements which will be used for assessing the bids. Bidders are NOT expected to complete and submit this section.

19.1 Stage 1: Assessment of Bidder's Disclosure

All bids received will be evaluated and assessed in respect of the mandatory information provided in the Bidder's Disclosure (SBD4) as well as the register for restricted suppliers and tender defaulters.

Any potential issues that may arise or transgressions that may identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

19.1.1 The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.

19.1.2 As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, is attached herewith for all entities who participate in the bid process.

19.1.3 As part of the evaluation of the procurement process, the information provided by a person on the SBD4 form must be evaluated.

19.1.4 In so doing, it must be noted that if the bid evaluation establishes that:

- (a) a person within the bidding entity is an employee of the State, the Electoral Commission's CEO must request the relevant accounting officer/accounting authority whether the person-
 - (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
 - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
- (b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
- (c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- (d) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

19.1.5 If it is established that a person has committed a transgression in terms of the above, or any other transgression of SCM prescripts, the bid may be rejected and the person may be restricted.

19.1.6 The Electoral Commission's CEO must inform National Treasury of any action taken against a person within 30 days of implementing the action.

19.1.7 During the bid evaluation process, the Electoral Commission must in addition to other due diligence measures, establish if a person is not listed in-

- (a) the Register of Tender Defaulters; and
- (b) the list of restricted suppliers.

19.1.8 A bid related to a restricted bidder or tender defaulter shall be rejected.

19.1.9 The under-mentioned assessment criteria will be used to evaluate the elements relating to SBD4, CSD registration, tax compliance, restricted suppliers and tender defaulters:

	Assessment Criteria	Bidder Requirement (YES/NO)	Comments
1.	Bidder is registered on the National Treasury Central Supplier Database (CSD). *		
2.	Bidder is tax compliant. **		
3.	The bidder is not an employee of the state.		
4.	Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act.		
5.	Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		
6.	The bidder is not a tender defaulter as per the register published on the National Treasury website.		
7.	The bidder is not a restricted supplier as per the register published on the National Treasury website.		

* No bid shall be accepted if a supplier is not registered on the National Treasury Central Supplier Database (CSD).

** A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification.

19.2 Stage 2: Key Qualifying Criteria

Stage 2 – Key Qualifying Criteria				
Failure to comply with any of the requirements below will result in the bid being disqualified				
No.	Description	Yes	No	Comments
1.	Bidder placed bid online as per 5.1			
2.	Bidder completed and submitted technical specification Appendix A as per 5.3			
3.	Bidder completed and submitted Appendix B as per 7.2			
4.	Bidder is authorized to sell the equipment being proposed (delegate system) as per 5.3, 5.4 and 5.5			
5.	Bidder has included three (3) relevant references as per 5.6			
6.	Bidder has included quotation listing all the components of the solution and the associated costs as per 7.3.7			
Overall Stage 2 Outcomes:		<u>Assessment Comments:</u>		
		Bid qualifies for further consideration: (YES/NO):		

19.3 Stage 3: Technical Evaluation

Stage 3 – Technical Evaluation Bidders must comply with all the requirements Failure to comply may lead to disqualification.					
	Main Category	Description / Quantity	Bidder's indication		Comments
			Yes	No	
1.	Overall Solution	The bidder is proposing a Conference Room Audio Visual solution for the Nerve Centre that will allow for in-room and virtual meetings			
2.	Chairman's Unit – table top	1			
3.	Discussion Units – table top	31			
4.	Digital Conference Main Unit with Management Interface (discussion, recording, 256 x 64 OLED, 6P sockets)	1			
5.	PTZ Camera	3			
6.	15 " 2-way 1000 W Portable Multipurpose PA speakers with stands And In-built mixer (Wired, Wireless and Bluetooth connectivity)	2			
7.	Connectivity	LAN with IPv4			

Stage 3 – Technical Evaluation
Bidders must comply with all the requirements
Failure to comply may lead to disqualification.

	Main Category	Description / Quantity	Bidder's indication		Comments
			Yes	No	
8.	Video Conferencing Applications	Teams (Cloud), Zoom (Cloud)			
9.	Audio and Delegate System	• Replace existing Delegate System • Integrate the new system to the PTZ Cameras • Integrate to Video Conferencing Solution • Integrate to Speaker system • Integrate to projector system • Audio signal processing and distribution Amplifier for signal to multiple sources			
10.	Controls	• Management of room audio visual components including sound, video and presentations			
11.	Audio Recording	• Recording of meetings functionality • 24 hour capacity			
12.	Interpretation	Support for interpretation			
13.	Computer hardware and Software	All the required software modules and hardware			
14.	Media switch and Video Tracking	• Track delegates' video using 3 cameras • Media switch for 3 cameras' switching and control			

Stage 3 – Technical Evaluation
Bidders must comply with all the requirements
Failure to comply may lead to disqualification.

	Main Category	Description / Quantity	Bidder's indication		Comments
			Yes	No	
15.	Presentation	• Presentations can be done from anywhere in the room, including from a Tablet, PC or mobile phone • Allow for people to bring their own devices (BYOD) and be able to connect to the system and present			
16.	Speakers	• The system must connect and work with the ceiling speakers in the Nerve Centre. The bidder must provide the controller mechanism for the speakers as well. The speaker model is JBL • The bidder must also provide 2 wall mounted speakers for in-room voice lift.			
17.	Pop up	20 x Smart pop-up and hidden table top socket, built-in hydraulic mechanism including 1 USB, 1 RSA power, 2 x RJ45, 1 x DP, 1 x HDMI,			
18.	Network Switcher	A switching facility to connect the equipment and the network in the Nerve Centre			

Stage 3 – Technical Evaluation
Bidders must comply with all the requirements
Failure to comply may lead to disqualification.

	Main Category	Description / Quantity	Bidder's indication		Comments
			Yes	No	
19.	Projectors	• 2 x Laser Projectors • Full HD images with WUXGA resolution • Built-in HDBaseT to enable simplified installations with a single cable for video and audio over long distances • Dual HDMI inputs (with HDCP) • 15, 000: 1 contrast Ratio			
20.	Cables and Accessories	All necessary cables including HDMI, Power Cables, USB Cables (all types supported), Remote Control with batteries, Stylus / Pen			
21.	Equipment Rack	9U unit Power rails			
22.	Installation	Installation, cabling, configuration and tuning of the system			
23.	Support and Maintenance	Support and Maintenance over 2 years			
24.	Warranty	2-year on-site warranty			

Stage 3 – Technical Evaluation Bidders must comply with all the requirements Failure to comply may lead to disqualification.					
	Main Category	Description / Quantity	Bidder's indication		Comments
			Yes	No	
Overall Stage 3 Outcomes:	<u>Assessment Comments:</u>				
	Bid qualifies for further consideration: (YES/NO):				

19.4 Stage 4: Technical Scoring

Stage 4 – Technical Scoring					
To qualify to the next phase of adjudication a bidder must score a minimum of 75% (42/56)					
	Product Description	Available Score	Points Allocation	Actual Score	Comments
1	Relevant Reference	30	References: a) Contact Details (Customer name, Contact Person, Email, Telephone) 2 points b) Product/Solution = 2 points c) Description of Services provided = 2 points. d) Number of seats / microphones provided = 2 points e) Done in the past 48 months = 2 point Total for references = maximum 10 points per reference (minimum 3 references required).		
2	Technical Solution	10	Bidder included the following: a) Brochure / Data Sheet for Delegate System – 3 points b) Brochure / Data Sheet for PTZ cameras – 2 points c) Brochure / Data Sheet for Projector – 2 points d) Brochure / Data Sheet for Controller(s) – 1 point e) Brochure / Data Sheet for the Speakers – 2 points		
3	Lifespan	6	Bidder has indicated the lifespan of the products proposed and is more than 5 years a) Delegate System (2 points) b) PTZ Cameras (1 point) c) Projectors (1 point)		

Stage 4 – Technical Scoring

To qualify to the next phase of adjudication a bidder must score a minimum of 75% (42/56)

	Product Description	Available Score	Points Allocation	Actual Score	Comments
			d) Controllers (1 point) e) Speakers (1 point)		
	Project Plan	3	Bidder has provided a project plan aligned to Section 10 (6 months implementation plan)		
4	SLA	7	Bidder has included an example SLA showing how the support and maintenance will be conducted (2 points) The SLA includes such items as: a) Service Levels including (2 points) b) Priorities, (1 point) c) Response Times and (1 point) d) Mean Time to Repair (1 point)		
	TOTAL:	56			
Overall Stage 4 Outcomes:		<u>Assessment Comments:</u>			
		Bid qualifies for further consideration: (YES/NO):			

19.5 Stage 5: Adjudication of Bids

Only bids that comply with the requirements and conditions of the bid and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.

Acceptable bids must be market related.

This bid is deemed not to exceed R50 million including VAT.

Therefore, the 80/20 preference point system (PPPFA scoring) in terms of the Preferential Procurement Policy Framework Act, 2005 (PPPFA) and the Preferential Procurement Regulations, 2022 shall apply in the adjudication process of this auction where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Bid Evaluation Committee

	Name	Signature
1		
2		
3		
4		
5		