



REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND IMPLEMENT THE TWO SMART BOARDROOMS FOR THE MQA HEAD OFFICE

1. INTRODUCTION

The Mining Qualification Authority (MQA) is a public entity established in terms of section 45 of the Mine Health and Safety Act No. 29 of 1996 (MHSA) and is a Sector Education and Training Authority (SETA) in terms of item 4A to the second schedule of the Skills Development Act, Act no. 97 of 1998 (SDA). The MQA is listed as a schedule 3(a) public entity in terms of the Public Finance Management, Act no. 1 of 1999 (PFMA) and has an Accounting Authority (the Board) that is constituted in terms of the MHSA, the SDA and its constitution.

The MQA is expected to inter alia respond to the National Development Plan (NDP) which aims to eliminate the historical and structural poverty, unemployment and reduce inequality by 2030. The NDP seeks to build the capacity of South African citizenry to ensure that South Africa has adequate, appropriate and high-quality skills for economic growth, employment and social development. The National Skills Development Plan (NSDP) among others, responds to it by outlining outcomes to be met by various agencies through various interventions to increase access to high quality and relevant education and training and skills development opportunities, including workplace learning and experience, to enable effective participation in the economy and society by all South Africans and reduce inequalities.

2. PURPOSE OF THE REQUEST FOR PROPOSALS

The Mining Qualifications Authority (MQA) would like to appoint an experienced service provider to for the implementation of two SMART Boardrooms in the MQA head office. The project aims to modernise meeting environments through the integration of advanced audiovisual (AV), collaboration, communication, and automation technologies that enhance productivity, improve decision-making, and support hybrid working environments, thereby enhancing the quality of meetings and facilitating seamless collaboration with internal and external stakeholders.

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3. SCOPE AND DEFINITION OF WORK:

The Mining Qualifications Authority (MQA) requires the services of a service provider to implement the two Smart Boardrooms solution that will provide seamless video conferencing, wireless presentation capabilities, intelligent room controls, high-quality audio systems, digital collaboration tools, and secure connectivity to support executive meetings, virtual engagements, presentations, and strategic discussions.

The service provider shall supply and install all the required equipment, including but not limited to:

3.1 Supply of Smart Boardroom Equipment - The service provider shall supply all required equipment, including but not limited to:

- **Display Systems** (Interactive smart displays, LED/LCD screens, Wireless presentation displays, Digital whiteboards)
- **Audio Systems** (Ceiling microphones, DSP audio processors, Ceiling speakers, Echo cancellation systems)
- **Video Conferencing Equipment** (PTZ cameras, AI-enabled tracking cameras, Video conferencing codecs, conference room PCs)
- **Collaboration Tools** (Wireless presentation systems, Screen sharing devices, Touch panels)
- **Control and Automation** (Room scheduling panels integrated to M365, Touch control systems)
- **Network and Connectivity** (Structured cabling, Network switches, Wi-Fi integration, HDMI/USB connectivity, Power management systems)
- **Custom Presenters Table** (On the centre piece of the lectern no cutout, required for the PC, Lockable door at equipment rack.)

3.2 Installation and Configuration - The service provider shall:

- Install all AV and conferencing equipment.
- Mount displays, cameras, microphones, and speakers.
- Install structured cabling and connectivity components.
- Configure video conferencing platforms such as: (Microsoft Teams Rooms, Zoom Rooms) license will be provided
- Configure wireless presentation systems.
- Integrate room automation and control systems.
- Configure network settings and security controls.
- Label all installed equipment and cabling.

3.3 Systems Integration - The service provider shall ensure integration between:

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- Audio-visual systems
- Unified communication platforms
- Room booking systems
- Microsoft 365 environments
- Active Directory / Azure Active Directory authentication
- Building management systems (where applicable)
- Digital signage platforms

3.4 Testing and Commissioning - The service provider shall:

- Conduct functionality testing of all components.
- Perform audio and video quality testing.
- Test conferencing capabilities for hybrid meetings.
- Validate wireless presentation functionality.
- Conduct user acceptance testing (UAT).

3.5 Training and Knowledge Transfer - The service provider shall provide training for:

- End users
- Executive assistants
- ICT support staff
- Facilities management personnel

Training shall include:

- Use of conferencing systems
- Troubleshooting procedures
- Room booking functionality
- Device management
- Basic maintenance procedures

3.6 Documentation - The service provider shall provide:

- As-built diagrams
- Network diagrams
- Equipment manuals
- Warranty documentation
- Training manuals/ user guide
- Support procedures

3.7 Support and Maintenance - The service provider shall provide post-implementation support on time and material basis including:

- Preventative maintenance
- Remote support services

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- Onsite technical support
- Software and firmware updates
- Fault logging and resolution
- Equipment replacement for defective components

3.8 Technical Requirements - The Smart Boardroom solution must:

- Support HD and 4K video conferencing.
- Support integration with Microsoft Teams and Microsoft 365.
- Provide secure authentication and access control.
- Support wireless content sharing.
- Include noise cancellation and echo reduction.
- Provide centralised device management capabilities.
- Support future scalability and upgrades.
- Comply with organisational ICT security standards.

3.9 Interactive Displays: Large touch-enabled screens for presentations and collaboration.
Integration with digital whiteboarding tools for brainstorming.

4. PROPOSED BOARDROOM SPECIFICATION:

4.1 Boardroom One (Executive 15-30 users) – Yealink MVC860 or equivalent for Microsoft Teams Rooms System for Medium and Large Rooms, but not limited to:

Feature	Specification
Screen Size/ Display Type	Maxhub 86" prof uhd, wireless Screenshare, portrait (2X)
Maxhub PC	MAXHUB 12TH GEN INTEL-i5 WINDOWS PC WIN11 PRO
Base kit	Yealink MCore4 Base Kit including mini-PC, MTouch Plus and Roomsensor
camera	Yealink UVC86 4K Dual-Eye Intelligent Camera
Processor	Yealink AVHub Meeting AV Processor-
Wireless pod	Yealink WPP30 Wireless Presentation Pod
Audio	Yealink CS10 Ceiling Speaker (2X)
Microphone	Yealink CM20 Ceiling Microphone (2X)
Amplifier	power amplifier 1x120w
Mounting	Wall mount / mobile stand
Collaboration	Microsoft Teams Whiteboarding
Wireless Sharing	Supported

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Feature	Specification
Scheduling Panel	Multifunctional Meeting Room Scheduling Panel

4.2 Boardroom Two (Training Room 40-70 users) – Yealink MVC S90 or equivalent Smart Boardroom solution / Microsoft Teams Rooms System designed for a training room or extra-large boardroom, but not limited to:

Feature	Specification
Screen Size/ Display Type	Projector 5,000 Lumens DLP Laser phosphor projector. Laser life 30,000 hours, Resolution WCGA 1280 x 800, aspect ratio - 16:10 native, contrast ratio 300,000:1. Connectivity Hdmi, usb-c, lan, wi-fi.
Projector cage	Custom - Projector Cage
White Screen	150" 16:10 Ratio CNV series motorised screen with IR control & 12V trigger. WM5 4
Maxhub	Maxhub 4k uhd panel 86" v7 x board
Maxhub	MAXHUB 12TH GEN INTEL-i5 WINDOWS PC WIN11 PRO
Maxhub	Maxhub mobile stand for 65" / 75" / 86" Displays
Base kit	Yealink MCore pro Base Kit including mini-PC, MTouch Plus and Roomsensor, MVC-BYOD-Extender
camera	Yealink UVC86 4K Dual-Eye Intelligent Cameras (2X)
Processor	Yealink AVHub Meeting AV Processor- specially designed for audio and video processing
Wireless pod	Yealink WPP30 Wireless Presentation Pod
Audio	Yealink CS10 Ceiling Speaker (4X)
Microphone	Yealink CM20 Ceiling Microphone (2X)
Amplifier	power amplifier 1x120w
Mounting	Wall mount / Ceiling mount
Custom Presenters Table	Custom Presenters Table (On the centre piece of the lectern no cutout, required for the PC, Lockable door at equipment rack.)
6 multiplug	Alfatron 1 x RSA power supply, 6 cable holes supplied with 2 x HDMI 2.0, 1 x USB-C, 1 x 3.5mm audio, 1 x RJ45 & 1 x USB3.0 (M-M), 1.5m long. 2 x USB 5V charging ports. Black brushed aluminium. Slidable cover
Wireless	Alfatron ALF-USBC-D-GEN2 4K USB-C wireless video dongle, for use with Alfatron ALF UC1 and ALF-UC1-GEN2

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Feature	Specification
Wireless	Alfatron ALF-HDMI-D-GEN2 4K wireless video dongle with a HDMI and USB-A (power only), for use with Alfatron ALF-UC1 and ALFUC1- GEN2
IR Emitter	Kramer Single IR Emitter
Control processing	Kramer 6 button keypads With control processing
Collaboration	Microsoft Teams Whiteboarding
Wireless Sharing	Supported
Scheduling Panel	Multifunctional Meeting Room Scheduling Panel

5. DELIVERABLES:

The project deliverables shall include:

- 5.1 Detailed implementation plan
- 5.2 Smart Boardroom equipment supply
- 5.3 Installed and configured boardroom systems
- 5.4 Integrated conferencing solutions
- 5.5 Test and commissioning reports
- 5.6 User training sessions
- 5.7 Project documentation
- 5.8 Warranty certificates
- 5.9 Support and maintenance services on time and material basis.

6. ACCEPTANCE CRITERIA

The Smart Boardroom implementation shall be deemed complete when:

- 6.1 All equipment is fully installed and operational.
- 6.2 All integrations are functional.
- 6.3 Testing and commissioning are successfully completed.
- 6.4 Users are trained.
- 6.5 Required documentation is submitted.
- 6.6 UAT sign-off is obtained.
- 6.7 No critical defects remain unresolved.

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7. APPROPRIATE QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Suitable bidder must have required experience in supply and installation of the SMART boardrooms.

- 5.1 Company Experience - Bidders must provide MQA with reference letters from different clients in supply and installation of SMART boardroom.

8. DURATION OF THE PROJECT / CONTRACT:

- 6.1 The successful bidder will be appointed to render the requisite service and the support maintenance for the period of twelve (12) months.
- 6.2 Work will start upon receiving the purchase order, and support and maintenance after signing the service provider contract and Service Level Agreement (SLA).

9. INTEGRITY AND CONFLICT OF INTEREST

- 7.1 The service provider shall always exhibit the highest level of integrity in the performance of all professional assignments and will accept only assignments for which there is a reasonable expectation that the assignment will be completed with professional competence.
- 7.2 The successful service provider is required to conduct the assignment and compile the required reports and or information with the utmost integrity and honesty, and collect sufficient, appropriate evidence to ensure that the ultimate solution will assist the MQA to achieve its organisational goals and objectives.

10. PROJECT MANAGEMENT

The service provider appointed shall be given instructions by or shall report to the Senior Manager IT.

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11. PROJECT PROPOSAL

The successful bidder will be required to submit the following:

- A short profile of the bidder which outlines the services required for this project.
- All the documents required as per the evaluation criteria.
- Details of the cost/fee breakdown for the services to be rendered.

12. PROJECT PRICING

Details of the cost/fee breakdown for the supply and installation of the SMART boardroom, and Support and maintenance price Schedule for SMART boardroom solution.

Price Schedule		
	Task description	Amount
1	Senior Technical human resource	
2	Junior Technical human resource	
3	Callout Fee (Rate per KM)	

NB: Please note that the rate per hour is for the different technical human resources consultation rates for support and maintenance. Support and maintenance will be on time and material basis, hence the request for rates per hour and call out fee if applicable.

13. EVALUATION CRITERIA

Proposals for the appointment of the service providers will be evaluated in three (3) phases. The **first phase** will be compliance, the **second phase** will be Mandatory requirements, the **third phase** will be pricing and specific goals in accordance with the PPPFA. A bidder will only go to the next phase of evaluation if they have met the requirements of the previous phase of evaluation.

12.1 PHASE ONE (1): COMPLIANCE

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RETURNABLE DOCUMENTS TO BE SUBMITTED

- 12.1.1 Proof of registration on Central Supplier Database System (CSD)
- 12.1.2 Valid Tax Clearance Certificate (Refer to SBD 2: Tax Clearance Certificate Requirements) or Tax PIN;
- 12.1.3 B-BBEE Certificate of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes);
- 12.1.4 SBD 4: Declaration of Interests Form fully completed and appropriately signed;
- 12.1.5 SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed;

NB: Bidders who fail to submit the above documents will be disqualified and will not be evaluated further, however, to the extent that the applicable laws and regulations permit, bidders will be contacted to address outstanding information within a reasonable timeline as determined by the MQA. The request of such outstanding information will not be information that affects the substance of the bid or give a bidder unfair advantage to the other bidders.

12.2 PHASE TWO (2) MANDATORY REQUIREMENTS

12.2.1 Provide a minimum of 3 Reference Letters. For the reference letter to comply it must have the following:

- Be on the client's letter head, signed by relevant officials, dated, with contactable details (email/phone numbers), work done within five (5) years prior to closing date of request for proposal.
- Explaining or narrating the supply and installation of SMART boardroom, confirming that the work was executed successful.

NB: The MQA reserves the right to contact the provided reference clients through their provided contact details, and should such reference clients not confirm the work and services, the reference will not be considered

12.3 PHASE THREE (3): PRICING AND SPECIFIC GOALS

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During the third phase proposals will be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

Criteria	Points
Price	80
Specific goals	20

Specific goals Points will be awarded to a bidder in accordance with the table below:

PREFERENCE GOAL	80/20	Documents for verification
GOAL 1 – B-BBEE Status		
Level of Contributor	15	
Maximum Points		
1	15	B-BBEE Certificate/Sworn Affidavit
2	14	B-BBEE Certificate/Sworn Affidavit
3	10	B-BBEE Certificate/Sworn Affidavit
4	8	B-BBEE Certificate/Sworn Affidavit
5	6	B-BBEE Certificate/Sworn Affidavit
6	5	B-BBEE Certificate/Sworn Affidavit
7	4	B-BBEE Certificate/Sworn Affidavit
8	2	B-BBEE Certificate/Sworn Affidavit
Non-compliant contributor	0	

GOAL 2 – Promotion of Black Woman/Youth/Disable/Rural Area	5	Documents for verification
Maximum Points		
Business owned by equal to or more than 50% black people who are woman	2	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people who are youth	1	B-BBEE Certificate/Sworn Affidavit

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Business owned by equal to or more than 50% black people with disability	1	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people living in rural areas	1	B-BBEE Certificate/Sworn Affidavit

Service Providers must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), together with their bids, to substantiate their B-BBEE claims. Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.

Service Providers who do not submit B-BBEE Status Level Verification Certificate or Sworn Affidavit are non-compliant contributors to be B-BBEE and do not qualify for preference points for specific goals.

The MQA is an equal opportunity and affirmative action employer. It shows the same commitment to those who wish to provide services to the MQA via the procurement process. It should be noted that regard will be given to those proposals from persons or companies which were previously disadvantaged, or which show evidence of skills transfer and representativeness. This does not preclude the formation of consortiums or the inclusion of proposals on how this project can be used to further the aims of transformation.

14. TERMS AND CONDITIONS OF THE BID

- 13.1 Awarding of this contract will be subject to the service provider's acceptance of the Supply Chain Management's general conditions of contract.
- 13.2 The MQA reserves the right to terminate the contract if there is clear evidence of non-performance and or poor quality of work.
- 13.3 MQA may at its sole discretion, award an assignment or any part thereof to more than one bidder (s).
- 13.4 Payment will only be made for acceptable work completed and timeously delivered

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in line with the agreed Pricing Schedule during the contracting phase.

- 13.5 The MQA may undertake due diligence to qualifying service provider to ascertain functionality.
- 13.6 Mining Qualifications Authority reserves the right not to award the bid to any service providers.
- 13.7 Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.
- 13.8 MQA reserves the right to accept the project costing wholly or partially

SUBMISSIONS: PROPOSALS TO BE SUBMITTED VIA E MAIL TO : Siyonelab@mqa.org.za

