



Special Conditions of Contract

RFQ0004-2025

**APPOINTMENT OF A SERVICE PROVIDER TO INSTALL, CONFIGURE, SUPPORT AND
MAINTAIN AUDIOVISUAL/VIDEO CONFERENCING EQUIPMENT FOR THE NATIONAL
TREASURY (NT) INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) FOR A
PERIOD OF THREE (3) YEARS THROUGH SITA RFB2009**

CLOSING DATE: 17 NOVEMBER 2025 AT 11:00 AM

VALIDITY PERIOD: 90 DAYS

S U P P L Y C H A I N M A N A G E M E N T

A LEGISLATIVE AND REGULATORY FRAMEWORK

This bid and all contracts will be subject to the General Conditions of Contract issued in accordance with of the Treasury Regulations 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999), Preferential Procurement Policy Framework Act (PPPFA), NT SCM policy and any other applicable legislation. The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are against the General Conditions of Contract, the Special Conditions of Contract take precedence.

B. BRIEFING SESSIONS

A compulsory site briefing will be conducted physically, and a non-compulsory briefing session will be conducted using Microsoft Teams. To express your interest in joining the session, please send an email to NTAdministrativeTenders@treasury.gov.za. The meeting details are as follows:

- **Compulsory Site Briefing**

Date: 10 November 2025

Time: 11:00-14:00

Meeting Type: Physical

Address: Riverwalk Office Park - Ashlea Gardens, Pretoria, Blocks A and C.

- **Non-Compulsory Briefing Session**

Date: 11 November 2025

Time: 11:00– 12:00

Meeting Type: Online (MS Teams)

Link: [RFQ0004-2025 Briefing Session | Meeting-Join | Microsoft Teams](#)

C. EVALUATION PROCESS AND CRITERIA

1. EVALUATION PROCESS

- 1.1. All bids will be evaluated in terms of functionality and preference point system which comprises of the following:

1.1.1 Stage 1: Initial screening process

- a) In terms of National Treasury Instruction No. 4A of 2016/2017 regarding the National Central Supplier Database (CSD), all bidders must register on the CSD to provide the following information to be verified through the CSD:
 - Business registration, including details of directorship and membership.

- Bank Account holder information.
- In the service of the State status.
- Tax compliance status.
- Identity number.
- Tender default and restriction status; and
- Any additional and supplementary verification information communicated by National Treasury.

b) **Administrative compliance**

Duly completed and signed.

- Invitation to bid – SBD 1
- Pricing schedule SBD 3.3
- Declaration of interest–SBD 4
- Preference Point Claim Form – SBD 6.1
- Provide ID copies for all managing Directors.
- CIPC

1.1.2 Stage 2: Functionality evaluation as per attached Terms of Reference

- Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.
- Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- Bidders will not rate themselves but need to ensure that all information is supplied as required. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- The panel members will individually evaluate the responses received against the following criteria as set out below:
- Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- The technical proposal will be scored out of 100 points, with a minimum threshold of 60% required. Bidders that do not meet the minimum functionality threshold of 60% will not be considered for further evaluation. Bidders will be evaluated on the functionality evaluation criteria in a table below:

Table 1: Functionality Evaluation Criteria

Evaluation Criteria	Weight	Scoring Criteria
<p>1. Proven Track Record</p> <p>The bidder must have previously successfully supplied, installed, configured and maintained and supported similar projects in the recent 10 years.</p> <p>The reference letters should contain the following:</p> <p>Description of the project, Client name, Client contact (i.e., email or office number), Project start date, project end date, Furthermore, attach a completion certificate signed by the client or a letter from the client confirming the successful completion of the project.</p> <p>Completion certificate, Purchase orders, SLAs or reference letters should be on referral client letterhead and signed.</p>	20	<p>5- Excellent</p> <p>5 or more reference letters submitted reflecting 4 items listed.</p> <p>4- Very Good</p> <p>4 reference letters submitted reflecting 3 items listed.</p> <p>3 -Good</p> <p>3 reference letters submitted reflecting 2 items listed.</p> <p>2- Average</p> <p>2 reference letters submitted reflecting 1 item listed.</p> <p>1-Poor</p> <p>0-1 reference letters submitted reflecting 1 item listed.</p>
2. Resource Experience		
<p>2. 1 Project Manager Qualification</p> <p>A minimum of a National Diploma/NQF6 in ICT and related fields (IT, Computer Science, and Engineering discipline). Plus, equivalent Certified Project Management Certifications</p>	15	<p>5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus Project Management certification</p> <p>4= Bachelor's Degree/ Advanced Diploma (NQF 7) plus Project Management certification</p> <p>3 = National Diploma/NQF6 plus Project Management certification.</p> <p>2=Matric plus Project Management certification.</p> <p>1= Matric without project management certification.</p>
2.2 Project Manager Experience	15	5 = 7 years or more

<p>A minimum of 5 years of experience, with at least five years of managing complex projects in a technical environment. experience in Microsoft Project (MSP). Experience with full product lifecycle with understanding of development lifecycle and various technology methodologies that support that lifecycle. Extensive Project Management Skills (Minimum 5 years) Project/Program Planning skills; Financial Management Skills; Scope Management skills; Time management skills, Quality Management skills; Risk and Issue management skills; Project Budgeting skills; Integration Management skills; Human Resource Management skills; Communication skills; Report writing skills.</p>		<p>4 = 6 Years</p> <p>3 = 5 Years</p> <p>2 = 3 to 4 Years</p> <p>1 = 1 to 2 Years</p>
<p>2.3 Audiovisual (AV)/Video Conferencing (VC) Technician(s) Qualifications</p> <p>A minimum of a National Diploma/ NQF6 in Information Technology/Computer Science or any related field with Audiovisual (AV)/Video Conferencing (VC).</p>	<p>15</p>	<p>5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus Audiovisual (AV)/Video Conferencing (VC) certification.</p> <p>4 = bachelor's degree/ Advanced Diploma (NQF 7) plus AV/VC certification.</p> <p>3 = National Diploma/NQF6 plus AV/VC certification.</p> <p>2 = Matric plus AV/VC certification.</p> <p>1 = Matric without AV/VC.</p>
<p>2.4 Audiovisual (AV)/Video Conferencing (VC) Technician(s) Experience</p> <p>A minimum of 5 years of experience in Audiovisual (AV)/Video Conferencing (VC) services.</p>	<p>15</p>	<p>5 = 7 years or more</p> <p>4 = 6 Years</p> <p>3 = 5 Years</p> <p>2 = 3 to 4 Years</p>



		1 = 1 to 2 Years
3. Proven Technical Competencies (aligned to the services to be rendered) <ul style="list-style-type: none"> Submission of a detailed Project Approach and Methodology document: <ul style="list-style-type: none"> Detailed Project plan with: <ul style="list-style-type: none"> Milestones Implementation Plan Deliverables; and Costing Schedule Etc. Clear understanding of the context of the requirement Clear strategy to the execution of the requirement The methodology proposed needs to be innovative, including but not limited to the following— <ul style="list-style-type: none"> Extensive and highly interactive stakeholder interactions Showcase the value of the approach, Align the proposal with the goals of the stakeholders Share examples of where similar methodologies have been implemented and succeeded Proposed solution 	20	<p>5 = Excellent (all the following has been submitted: proof of proposed approach, methodology; proposed solution aligned to the services to be rendered) and additional information over and above what is requested.</p> <p>4 = Very Good (all the following has been submitted: proof of proposed—approach, methodology; and proposed solution aligned to the services to be rendered)</p> <p>3 = Good (two of the following has been submitted: proof of proposed—approach, methodology; or proposed solution aligned to the services to be rendered)</p> <p>2 = Average (one of the following has been submitted: proof of proposed—approach, methodology; or proposed solution aligned to the services to be rendered)</p> <p>1 = Poor (No proof of proposed—approach and methodology; proposed solution)</p>
Total	100	
Minimum Threshold	60	
Bidders who did not meet a minimum threshold of 60% on Technical Evaluation Criteria will be disqualified for further evaluation on price and specific goals.		

NOTE:

- ***The bidders are expected to provide minimum of only one CV for the most experienced resource per role for evaluation.***

1.1.3 DUE DILIGENCE

The State reserves the right to:

1. Conduct due diligence during the evaluation process to determine the ability of the bidder to honour contractual obligations that might emanate from this tendering process. The due diligence is not only limited to the bidder but to all parties the bidder might have confirmed to do business with for the fulfilment of the contract that might be awarded.
2. Conduct due diligence prior to final award or at any time during the contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.
3. Conduct any evaluation verifications prior to final award or at any time during the contract term period.

1.1.4 TERMS AND CONDITIONS OF THE BID

- The successful service provider(s) and its employees or consultants will have to undergo a mandatory security clearance process. NT reserves the right to cancel, terminate or, not award the contract to a company that either doesn't avail itself for security clearance or fails such. The successful supplier will also enter into a non-disclosure agreement with the National Treasury.
- The CV's presented as part of the bid must be available for providing the service at National Treasury sites. If the resource is not available, NT reserves the right to accept or reject the replacement CVs presented. The service provider will be responsible for providing the desired replacement resources should the replacement CV be rejected by NT.
- NT has the right to terminate the contract as and when the services are no longer required or as soon as the allocated funds are depleted.
- The bidder must undertake to conclude a Service Level Agreement (SLA) with the NT for a period of three (3) years. The SLA must consist of, but is not limited to the following:
 - Clear description of the required services and deliverables
 - Defined payment terms for the service.
 - Agreement on the timeline.
 - Agreement that the successful bidder shall be the single point of contact for the service.
 - Agreement that the successful bidder must provide qualified personnel who have undergone necessary training and certification to provide the required service. Should the skill/s not be available in-house, this must be specified.
 - Agreement to provide comprehensive 24/7 support, covering hardware, software, and labour service.
 - Monthly preventive maintenance and performance reporting will be conducted to ensure optimal operational efficiency and minimal downtime.

- Successful bidder(s) must be able to commence work as soon as the service level agreement(s) have been signed.
- National Treasury reserves the right to screen and vet shortlisted service providers before the appointment.
- The National Treasury reserves the right to terminate the contract if there is clear evidence of deviations from the agreed specifications.
- National Treasury reserves the right to communicate with the service provider and request additional information pertaining to submission on the closing date and time.
- ICT reserves the right to contact references as per the prescribed reference template during the evaluation and adjudication process to obtain information.

2. EVALUATION CRITERIA

- a) In terms of regulation 4 (1) of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point for Specific goals in terms of which points are awarded to bidders on the basis of:
- The bid price (maximum 80 points)
 - Specific goals (maximum 20 points)
- b) The following formula will be used to calculate the points for price in respect of bidders with a Rand value up to R50 000 000:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

A maximum of 20 points may be awarded to a tenderer for the specific goals specified for the tender.

The points scored for the specific goal must be added to the points scored.

for price and the total must be rounded off to the nearest two decimal places. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

- c. The State reserves the right to arrange contracts with more than one contractor.

2.1 POINTS

The Preferential Procurement Regulations 2022 were gazetted on 4 November 2022 (No. 47452) with effect from 16 January 2023. The 80/20 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

Note to organs of state: 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.)

Table 3: Specific Goals Criteria

	Specific goals	Score	Required proof/ documents to be submitted for evaluation purposes
1.	<p>The company owned by people who are Youth.</p> <ul style="list-style-type: none"> 100% company owned by youth = 5 points 75% - 99% company owned by youth = 3 points 60% - 74% company owned by youth = 2 points 51%- 59% company owned by youth = 1 points 0 - 50% company owned by youth = 0 points 	5 points	<p>Proof of claim as declared on SBD 6.1 (one or more of the following will be used verifying the tenderer's status:</p> <ul style="list-style-type: none"> • Company Registration Certification/document (CIPC) • Company Shareholders certificate • Certified identification documentation of company director/s • B-BBEE Certificate of the tendering company.
2.	<p>The company is owned by Black people.</p> <ul style="list-style-type: none"> 100% company owned by black people = 5 points 75% - 99% company owned by black people = 3 points 60% - 74% company owned by black people = 2 points 51%- 59% company owned by black people = 1 points 	5 points	<ul style="list-style-type: none"> • Consolidated B-BBEE certificated if the tendering company is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System). • Agreement for a Consortium, Joint Venture, or Trust.

	<ul style="list-style-type: none"> 0 - 50% company owned by black people = 0 points 		
3.	<p>The company owned by Women.</p> <ul style="list-style-type: none"> 100% company owned by people who are women = 5 points 75% - 99% company owned by people who are women = 3 points 60% - 74% company owned by people who are women = 2 points 51%- 59% company owned by people who are women = 1 points 0 - 50% company owned by people who are women = 0 points 	5 points	
4.	<p>The company owned by people who are disabled.</p> <ul style="list-style-type: none"> 100% company owned by disabled people = 5 points 75% - 99% company owned by disabled people = 3 points 60% - 74% company owned by disabled people = 2 points 51%- 59% company owned by disabled people = 1 points 0 - 50% company owned by disabled people = 0 points 	5 points	

***NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/ required documents.**

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.

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.

- a) The points scored by a bidder in respect of points indicated above will be added to the points scored for price.
- b) Bidders are requested to complete the various specific goals forms in order to claim points.
- c) Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for specific goals.
- d) The National Treasury may, before a bid is adjudicated or at any time, require a bidder to substantiate claims made with regard to their specific goals.
- e) Points scored will be rounded off to the nearest 2 decimals.
- f) In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the bid. Should two or more bids be equal in all respects, the award shall be decided by drawing lots.
- g) A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

3. PHASE ONE (1): MANDATORY REQUIREMENTS

An administrative evaluation will be carried out on all the bids received and if the under mentioned documentation is not signed and/or attached such a bid will be eliminated from any further evaluation.

- a) Bidders must submit a detailed price proposal (SBD 3.3) indicating the cost of each of the deliverable including the supply, installation, configuration, support and maintenance rates. and co-ordination thereof. The bidder should provide quotations for all products to be supplied.
- b) Documentary evidence (signed appointment letter, SLA, etc) that the supplier is listed on SITA Contract RFB 2009. In cases where the bidder is part of a partnership, consortium, or joint venture, each participating partner must also provide independent proof of registration on the same SITA Contract RFB 2009.
- c) In case of Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement is required with the partner also being part of the same SITA Contract RFB 2009.

Additional Required Documents (Not for elimination)

- d) The format of the CVs must be strictly in accordance with the prescribed format (ANNEXURE A1),
- e) A brief narrative profile of the potential bidder must be submitted in the prescribed format in (Annexure A2) as part of the bid documentation and attached supporting documentation.
- f) CVs submitted for the resources must indicate the position that they will be evaluated for, e.g. Project Manager or Engineer/Technical resources.
- g) Proof of valid registration with Compensation for Occupational Injuries and Disaster (COIDA).
- h) Valid work permit and existing security clearance for foreign nationals are compulsory.
- i) Proof of Central Supplier Database (CSD) report.
- j) Bidders are required to submit proof of educational qualification(s) for all resources required.

- k) All foreign qualifications must be accompanied by South African Qualifications Authority (SAQA) certificate of evaluation.
- l) In the case of a Joint Venture, Consortium, Trust, or Partnership a Valid Tax Clearance Certificate and/or SARS issued pin code for both companies must be submitted (which will be verified)
- m) In the case of a Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement must be submitted.
- n) In the case of a Joint Venture, Consortium, Trust, or Partnership a Consolidated Central Supplier (CSD) Database Registration or both companies CSD are required.

NOTE:

- ***The National Treasury may contact bidders in case additional information is required.***
- ***A site inspection of the bidder's premises may be contacted to verify authenticity of the company.***

4. TAX COMPLIANCE STATUS

Bids received from bidders with a non-compliant tax status may be disqualified with failure to update the Tax Status within 7 days.

5. VALUE ADDED TAX

All bid prices must be inclusive of 15% Value-Added Tax where applicable.

6. CLIENT BASE

- 6.1** National Treasury reserves the right to contact references during the evaluation and adjudication process to obtain information.

7. LEGAL IMPLICATIONS

Successful service providers will enter into a service level agreement with National Treasury

8. COMMUNICATION

National Treasury may communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by letter or electronic mail or any other form of correspondence to any government official, department or representative of a testing institution or a person acting in an advisory capacity for the National Treasury in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

9. SUBMISSION OF BIDS

9.1 ONLINE BID SUBMISSION

- 9.1.1 Bidders must submit their bids online through the e-Tender Publication portal.
- 9.1.2 Manual or hardcopy bids are **NOT** acceptable.
- 9.1.3 The online e-Tender publication portal can be accessed on the following link:
<https://www.etenders.gov.za/>
- 9.1.4 The link for online bid submission tutorial is attached as <https://youtu.be/B7pNseNJYHM>
- 9.1.5 Bidders must ensure that bids are uploaded onto the system by the stipulated date and time.
- 9.1.6 If a bid is late and or loaded incorrectly by the closing date, it will not be accepted and receive further consideration.
- 9.1.7 Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth, or the size of the number of uploads they are submitting. National Treasury will not be held liable for any challenges experienced by bidders as a result of their technical challenges. Please do not wait for the last hour to submit. Queries sent on the closing date will not be considered, queries should be sent at least a day before the closing date to prevent issues of not receiving assistance and National Treasury will not be held liable resulting in non-submission.
- 9.1.8 Bidders to adhere to all the rules for the online bid submission.

10. LATE BIDS

Bids received after the closing date and time will **NOT** be accepted for consideration.

11. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Special Conditions by bidders will result in such bids being disqualified.

12. PROHIBITION OF RESTRICTIVE PRACTICES

- a. In terms of section 4(1) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/ are or a contractor(s) was/were involved in:
 - directly or indirectly fixing a purchase or selling price or any other trading condition;
 - dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
 - collusive bidding.
- b. If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part

and refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

13. FRONTING

- a. The National Treasury supports the spirit of broad-based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the National Treasury condemns any form of fronting.

The National Treasury, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder/contractor concerned.

14. TIMEFRAMES AND FORMAL CONTRACT

Successful bidder(s) will enter into a formal contract with the National Treasury.

15.1 FUNCTIONALITY/TECHNICAL PROPOSAL

Bid No: **RFQ0004-2025**

Description: APPOINTMENT OF A SERVICE PROVIDER TO INSTALL, CONFIGURE, SUPPORT AND MAINTAIN AUDIOVISUAL/VIDEO CONFERENCING EQUIPMENT FOR THE NATIONAL TREASURY (NT) INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) FOR A PERIOD OF THREE (3) YEARS THROUGH SITA RFB2009

Bid closing date and time: **17 NOVEMBER 2025 AT 11H00AM**

15.2 PRICE/FINANCIAL PROPOSAL

Bid No: **RFQ0004-2025**

Description: APPOINTMENT OF A SERVICE PROVIDER TO INSTALL, CONFIGURE, SUPPORT AND MAINTAIN AUDIOVISUAL/VIDEO CONFERENCING EQUIPMENT FOR THE NATIONAL TREASURY (NT) INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) FOR A PERIOD OF THREE (3) YEARS THROUGH SITA RFB2009



Closing date and time: **17 NOVEMBER 2025 AT 11H00AM**

17. CONTACT DETAILS

For General enquiries: NTAdministrativeTenders@Treasury.gov.za