



**KWAZULU-NATAL PROVINCE**

ECONOMIC DEVELOPMENT, TOURISM  
AND ENVIRONMENTAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA

Private Bag X9152, PIETERMARITZBURG, 3200  
270 Jabu Ndlovu Street, Pietermaritzburg, 3200  
Tel: 033 264 2500 Fax: 033 264 2864

Enquiries: Nomusa Zuma

Ref: 2022022308  
Date: 11/05/2022

## **INVITATION TO BRIEFING SESSION**

### **COMPULSORY BRIEFING SESSION: SERVICE PROVIDER TO SUPPLY, CONFIGURE, CHECK, TEST AND DELIVER SKYPE FOR POLYCOM VIRTUAL MEETING ROOMS AS PER ATTACHED SPECIFICATION.**

**SERVICE : SERVICE PROVIDER TO SERVICE PROVIDER TO SUPPLY, CONFIGURE, CHECK, TEST AND  
DELIVER SKYPE FOR POLYCOM VIRTUAL MEETING ROOMS.**

**Date : PLEASE REFER TO THE ATTACHED SCHEDULE**

**Time : 11:00**

**Venue : AS PER ATTACHED SCHEDULE  
: Nomusa.Zuma@kznedtea.gov.za  
: 033 264 2539**

**PLEASE BE ADVISED THAT SERVICE PROVIDERS ARE REQUIRED TO ATTEND ALL 14 SITES TO  
BE CONSIDERED FOR THE AWARD OF THIS PROJECT.**

**YOU ARE ALSO REQUIRED TO CONFIRM ATTENDANCE NO LATER THAN 13/05/2022 TO THE  
EMAIL PROVIDED ABOVE**

**For the technical enquiries please contact: Sindiswa Mhlongo**

**Tel: 0609693957**

**Yours Faithfully**

Nomusa Zuma  
Supply Chain Management  
033 – 264 2539

**SECTION B****INSTRUCTIONS TO POTENTIAL SERVICE PROVIDERS**

1. The bidder must be registered with National Treasury's Central Suppliers Database. (Proof to be furnished herewith)
2. The bidder's quotation should clearly indicate the validity period.
3. Quotations must be fully completed in all respects.
4. If you are a VAT vendor, please indicate your VAT number.
5. Please confirm that your banking details are still the same. If these have changed, please contact the Department for a new Bas Entity Registration form.
6. The attached Disclosure form must be fully completed and returned. Failure to submit fully completed Disclosure form will result in disqualification.
7. **The attached ownership demographic schedule MUST be completed.**
8. Quotations received after the closing date and time will not be accepted.
9. Use of correction fluid is prohibited. Any alteration made by the bidder must be initialed.
10. **The service provider is required to be in possession of a valid Polycom reseller's accreditation. (latest version) and 40 gate firewall accreditation for installation and maintenance.**
11. The service provider is required to have VMR and Firewall licenses.
12. Bidders/Service providers are to be evaluated based on company experience and are required to provide 3 purchase orders/signed detailed references letter/award letters from clients detailing the actual work completed in supply, setup, configure, check test and deliver skype for polycom virtual meeting rooms. The letter must include the company name, contactable references, and value of the contract as per Annexure A and in order to be evaluated further, Bidders/Service providers must meet the minimum passing score of 60%.

QUOTATION NUMBER: 2022022308

DESCRIPTION: SUPPLY, SETUP, CONFIGURE, CHECK, TEST AND DELIVER SKYPE FOR POLYCOM VIRTUAL MEETING ROOMS FOR 14 SITES WITHIN THE PROVINCE (AS PER THE ATTACHED LIST)	QUANTITY	UNIT PRICE	TOTAL PRICE
Supply (VMRANN1-3YR) MeetMe VMR (3 Years) 50 participants, Skype for Business interop, Browser Enabled, PSTN Dial in, Content Share & Voice Option Only, Recording, Streaming, ISDN Video, Outlook Plugin, Unique Video Address.	14		
Setup and configure MeetMe at all 14 sites within	14		

the province			
Supply FortiGate-40F Hardware plus 1 Year 24x7 FortiCare and FortiGuard Unified Threat Protection (UTP)	14		
Configure Rules and Install Fortigate firewalls at all 14 sites	14		
Perform physical check and test on all VMR equipment at all sites and report back	14		
Document and supply a VMR user manual customized for the Department at each site	14		
Provide VMR skills transfer for the super user (Champion) at each site	14		
<b>NB: The above services will be required for the period of 3 years</b>			
<b>NB: BREIFING IS REQUIRED</b>			
<b>For enquiries please contact Sindiswa Mhlongo on 033 264 2609/060 969 3957</b>			
<b>SUB-TOTAL PRICE</b>			
<b>VAT (only include if VAT registered)</b>			
<b>TOTAL PRICE</b>			

Name of Company.....

Name of  
Representative.....Designation.....

Authorized Signature.....

Date.....

Validity period: .....

VAT Vendor Number.....(if applicable)

Banking details same? Yes..... No.....( please indicate with a tick)

COMPANY STAMP

**ANNEXURE A: EVALUATION GRID**  
To be completed for tender by each evaluator.

Name of project	Maximum	Initial assessment
<b>COMPANY EXPERIENCE</b>	<b>(15)</b>	
<b>References provided from Clients:</b>  Provide 3 purchase orders/signed detailed references letter/award letters from clients detailing the actual work completed for supply, setup, configure, check, test and deliver Skype for Polycom virtual meeting rooms for 14 sites within the province. The letter must include the company name, contactable references, and value of the contract.		
More than 3 project = 15 Points		
3 Projects = 10 Points		
Less than 3 Projects = 0		
<b>Total Evaluation Score</b>	<b>15</b>	
<b>Minimum passing score</b>	<b>60%</b>	

The minimum pass mark for this project is 60%

Name	
Signature	
Date	

# DEPARTMENT OF ECONOMIC DEVELOPMENT TOURISM AND ENVIRONMENTAL AFFAIRS SITES DETAILS

No.	District	City	Address	Tel No.	Date	Time
1	Umgungundlovu	Pietermaritzburg	181 Hoosen Hatfejee, Pietermaritzburg		18/05/2022	11:00
2	Umgungundlovu	Pietermaritzburg	Pmburg Tourism Office, Calder Hse, 217 Burger St, Pmburg		18/05/2022	11:00
3	Umgungundlovu	Pietermaritzburg	270 Jabu Ndlovu Street, Pietermaritzburg		18/05/2022	11:00
4	Ethekekwini	Durban	333 Bay house, Durban 4000		19/05/2022	11:00
5	Ethekekwini	Durban	8th floor Marine Building, 22 Dorothy Nyembe Street, DBN 4000	031-3105300	19/05/2022	11:00
6	Ilembe	Stanger	Ilembe District Office, Cnr R102 and Link Rd, Stanger	032-551 9014	19/05/2022	11:00
7	Ugu	Port Shepstone	46 Bisset Street, Port Shepstone	039-688 4900	20/05/2022	11:00
8	King Cetshwayo	Richards Bay	Lot 11634, Block D, Richards Bay	035-7805660	23/05/2022	11:00
9	King Cetshwayo	Richards Bay	Lot 11634, Block D, Richards Bay	035-7805660	23/05/2022	11:00
10	Zululand	Dundee	Legislative Building, Uluudi	035-870 9363	24/05/2022	11:00
11	Zululand	Vryheid	Zululand District Office, 251 Utrecht Street, Vryheid	034-989 5100	25/05/2022	11:00
12	Amajuba	Newcastle	Amajuba District Office, 43 Harding St, Newcastle	034-328 0300	26/05/2022	11:00
13	Umgungundlovu	Dundee	Umgungundlovu District Office, 26 Beaconfield St, Dundee	034-299 8500	27/05/2022	11:00
14	Uthukela	Ladysmith	73 Murchison Str, Ladysmith	036-638 1800 036-6381	27/05/2022	11:00