

INVITATION TO SUBMIT A PROPOSAL FOR REQUIREMENTS OF THE SOUTH AFRICAN BUREAU OF STANDARDS (SABS)

RFP NUMBER: 201788

DESCRIPTION: VIDEO CONFERENCING UPGRADE

COMPULSORY BRIEFING SESSION: 30th September 2025 at 10:00AM

VENUE: SABS Head Office, 1 Dr Lategan Road, Groenkloof.

CLOSING DATE: 10th October 2025

CLOSING TIME: 11:00am

Copyright Notice:

This document contains information that is proprietary and confidential to SABS who have all rights of copyright in it. Any dissemination, distribution, reproduction, or disclosure in any form of the content of this document is forbidden without prior authorization of SABS. SABS will strictly enforce its rights against any acts of copyright infringement.

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING DISQUALIFIED)

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE	NUMBER	(CODE)		(NUMBER)	
FACSIMILE NUMBER		(CODE)		(NUMBER)	
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

NAME OF AUTHORISED PERSON	
SIGNATURE OF BIDDER	
CAPACITY UNDER WHICH THIS BID IS SIGNED	
DATE	

1. Intent

The South African Bureau of Standards (SABS) is inviting experienced and reputable (Suppliers) Bidders to submit proposals for the **VIDEO CONFERENCING UPGRADE**.

2. Confidentiality

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during the Request for Proposal (RFP) process are to be covered by the non-disclosure agreement signed between the SABS and the Bidder.

3. Procedural compliance

3.1 Intent to respond

An interested Bidder is required to advise the SABS of its intention to submit a proposal by completing and returning the "Intention to Respond" form (Appendix B) no later than **10th October 2025**. Should a party decide not to respond to this RFP, you are requested to continue to treat the information as confidential in perpetuity.

3.2 Responsibility for costs

Under no circumstances shall the SABS accept any responsibility whatsoever for any of the Bidder's costs associated with the preparation and/or submission of its Bid/Proposal, including any costs incurred by the Bidder prior to the signature, by both parties, of an agreement resulting from a successful bid.

3.3 Amendments to the RFP

Amendments to this document shall only be effective if agreed by the SABS and confirmed in a written addendum to the RFP. SABS reserves the right to modify the scope of this document at any time prior to and after the award of the tender.

3.4 Delivery of proposals or bids

The Bidder is responsible for ensuring that the Bid/Proposal is submitted and delivered on time to tenders.luvuyo@sabs.co.za. The SABS undertakes that the Bids/Proposals shall be stored in a secure place, opened at the same time and not before the deadline for submission.

Note: The above email address should only be used for submission of proposals. No clarity-seeking questions should be sent to this email address. (see 4.2 below)

3.5 No obligation to proceed

The SABS reserves the right to discontinue the RFP process at any time prior to the formation of the envisaged agreement and will give written reasons for the cancellation upon written request to do so. The SABS, its subsidiaries, shareholders, advisors, directors, employees, representatives including the SABS Representative shall not be liable for any losses, claims or damages of whatsoever nature or howsoever arising that may be sustained by a Bidder or any other person as a result of its participation or any amendment, termination or suspension of the process set out in this RFP or its exclusion from participating in the tender process at any point. It is expressed that SABS shall in no way be liable for any indirect/consequential damages,

loss of profits, etc. suffered by the Bidder during the RFP process, award, negotiating and/or contracting phase.

After any cancellation of the tender process or the rejection of all tenders due to noncompliance with the thresholds, SABS may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

3.6 No contract

Bidders shall note that this RFP does not commit the SABS to any course of action resulting from the receipt of Bids/Proposals and the SABS may, at its discretion, reject any Bid/Proposal that does not conform to instructions and specifications that are contained herein or select a Bidder based upon its own unique set of criteria. SABS also reserves the right not to select a Bidder/award the tender. The SABS does not become bound by any obligations prior to the signature, by both party of an agreement - to be negotiated, resulting from a successful bid.

Nothing in this document shall be construed as a contract between the parties and no communication, whether verbal or written, by the SABS personnel or agents during this process shall create such a contract in respect of the requirements specified in this RFP.

SABS shall not be liable for any fees incurred due to any work done/services performed by the Bidder prior to signature, by both parties, of an agreement resulting from a successful bid.

3.7 Validity of proposals

The proposal shall remain valid for a period of one hundred and twenty (120) days from the submission date, after such proposal expires. SABS retains the right, but is under no obligation, to request Bidders to extend the validity periods of their proposals, prior to expiry thereof. Such a request, if there is any, shall be in writing. The Bidder is not obliged to extend the validity period.

3.8 Intellectual Property

The Bidder undertakes that the SABS retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to SABS, including undertaking to sign all forms necessary to affect such transfer.

4. General Instructions

4.1 Assumptions

SABS has endeavored to provide sufficient guidance to inform Bidders' Bids/Proposals. However, it may be necessary to make some assumptions. Where assumptions have been made these must be documented in the Bid/Proposal. The SABS accepts no responsibility for assumptions made by the Bidder.

4.2 Requests for clarification/additional information

Requests for additional information, questions or issues fundamental to the quality or clarity of the response should be submitted using the 'Request for Proposal Enquiry' (Appendix N).

Additional information will be provided at the discretion of SABS. SABS also reserves the right to provide the same information to all other interested Bidders.

4.3 Contact information

All enquiries regarding this RFP must be e-mailed to Luvuyo.Tshabalala@sabs.co.za. Bidders must not contact any other SABS personnel regarding this RFP as this may lead to disqualification of the bid. Also note that any canvassing by Bidders regarding this RFP will result in disqualification.

4.4 Timescale

The proposed timescales for the RFP process are indicated below.

Item	Milestone	Date
1	Date of RFP advertisement	18 th September 2025
2	Appendix C, Non-disclosure Agreement /Confidentiality Undertaking signed and submitted	10 th October 2025
3	Appendix B, Intention to respond released and submitted	10 th October 2025
4	Final Date for Bidders to submit consolidated requests for clarification (Questions) Questions to be sent to Luvuyo.Tshabalala@sabs.co.za	26 th September 2025
5	SABS clarification. (No further clarification after this date)	30 th September 2025
6	Proposal Submission Date Proposals to be sent to tenders.luvuyo@sabs.co.za	10 th October 2025
7	Evaluation of proposals	TBC
8	Awarding of Tender (Next TC seating)	TBC

4.5 Management summary

This section should be submitted as a separate document. The information to be provided in the Management Summary shall include, but not be limited to the following items o Company profile o Completed 'Statement of Compliance' (Appendix K)

4.6 Presentations

The SABS reserves the right to request bidders to present for clarification.

4.7 Clarification and inspections

The SABS may submit clarification in writing on specific tender aspects to obtain a better understanding of the received bid/s. This may also include possible inspections of the Bidder's premises at an agreed date and time.

4.8 Submitting a response

4.8.1 Due date

o Proposals/ Bids are to be submitted by closing date and time as stipulated on page 1.

- o Proposals/ Bids must be submitted **electronically** to tenders.Luvuyo@sabs.co.za indicating the tender **reference number** and **description on the subject**. **Maximum size 14MB**.
- o Proposals/ Bids must be submitted on **PDF Files** (compressed zipped folder if necessary).
- o Proposals/Bids submitted **via a link and/or “we transfer” will not be accepted**.
- o The responsibility for on-time submission rests entirely with the Bidders.
- o **Late submissions will NOT be accepted.**

The above email address should only be used for submission of proposals. No clarity-seeking questions should be sent to this email address.

4.8.2 Proposal format

Each proposal shall include a detailed description of the Bidder’s capabilities regarding the requirements set out in **Appendix A and Section 5.3** of the Mandatory Evaluation.

4.8.3 Central Supplier Database (CSD) Registration

Service providers and suppliers who wish to render services to SABS will no longer register at SABS directly. Suppliers will have to register on National Treasury Central Supplier Database (CSD) as per National Circular No 3 of 2015/6 – Central Supplier Database.

National Treasury will maintain the database for all suppliers for Government and its institutions; and

All existing and prospective suppliers are requested to register on the CSD by accessing the National Treasury website at www.CSD.gov.za.

5. Evaluation

5.1 Returnable documents

Bidders must provide the following administrative compliance documents. [TICK APPLICABLE BOX]

NO	APPENDIX	TICK
1	Appendix A Tender Requirements/ Scope of Work	
2	Appendix B Intention to Respond	
3	Appendix C SBD 4 Bidder’s Disclosure	
4	Appendix D Signed Non-disclosure agreement	
5	Appendix E SBD 6.1 Preference points claim form in terms of the Preferential procurement Regulation 2022	
6	Appendix F Signed SABS Terms & Conditions	
7	Appendix G CSD Report / Proof of banking details for international suppliers	
8	Appendix H BBBEE/ Sworn affidavit	
9	Annexure I Quotation/ Fixed Rate	
10	Appendix J Management Summary (including Statement of Compliance)	
11	Appendix K Statement of Compliance	

12	Appendix L Page 2 of the RFP Document	
13	Appendix M Audited Financial Statements	
14	Appendix N Request for Proposal Enquiry	

5.2 Disqualifying criteria are as follows:

- Bidders who do not meet all the requirements as specified on the RFP document scope of work will not be evaluated any further.
- Bidders whose solution is encumbered by any Intellectual Property rights, whether registered and / or unregistered, including but not limited to Copyrights, Patents, Know-how, Registered Designs, Trademarks, Trade Secrets and the like, will not be considered for the bid.
- Bidders who make a misrepresentation on the above 2 points or any other material fact.

5.3 Tender Evaluation Process

Mandatory Requirements

- The bidder must be an accredited partner/ reseller of the proposed product – A valid OEM letter indicating such a partnership or ownership for the proposed product must be submitted.

Functionality Evaluation

- The functional requirements listed below are necessary for responsiveness and, thus, for qualifying for the subsequent evaluation phase.
- This is being done to assess each bidder's capacity to effectively complete the contract in accordance with the requirements.
- After this stage, the bids will be disqualified and will not be able to continue with price scoring if they do not meet the threshold of 75%

Functionality will be measured on a scale of 1-5. Very poor:1, Poor:2, Average:3, Good:4, Excellent:5

No.	Selection Criteria	Sub criteria	Sub weight	Weight
	Values:0 = very poor, 1 = poor; 2 = Average; 3 = Good; 4 = Very Good; 5 = Excellent			
1	Methodology with a detailed project plan			30%
	Bidders should have the capacity and resources to carry out proposed work according to the timelines proposed (please indicate a project plan on how the scope of work will be addressed) Describe the proposed staffing of the team member that will provide the service, including experience and qualifications of members.	No project plan	0	
		Project plan	1	
		Project plans align to propose staffing of the team members	2	
		Project plans align to propose staffing of the team members and identifying project risk	3	

	Demonstrate how your organization is prepared to respond promptly to problems or issues which may occur	Project plans align to propose staffing of the team members and identifying project risk with mitigation measures	4	
		Project plans align to timelines, align to propose staffing of the team members and identifying project risk with mitigation measures.	5	
2	Resources			
	Bidders must provide details of key personnel with a comprehensive CV indicating qualifications and experience, should include details on pervious work carried out by the applicable staff member, including ongoing assignments indicating capability and capacity to undertake the projects in relation to the scope of work, demonstrated clearly on CVs: All personnel have relevant experience and qualifications as highlighted below. •Technical/Team Lead must have eight (8) years or more experience of Installation of Audio and Video Conferencing Equipment. •Project Manager must have five (5) years or more experience and AgilePM/Certified Associate Project Management (CAPM)/Project Management Professional (PMP) certification or equivalent.	Technical lead only	0	30%
		Technical lead and Project Manager	1	
		Technical lead and Project Manager plus two team members	2	
		Technical lead and Project Manager plus three team members	3	
		Technical lead and Project Manager plus four team members	4	
		Technical lead and Project Manager plus five team members and more	5	
3	Experience and Track record			

Provide contactable references from other clients (not older than 7 years), where Audio & Video Conferencing implementation services were successfully rendered. The reference should include the following: •Brief description of services rendered •Company address and contact details.	less than 1 Reference Clients	0	40%
	1-3 Reference Clients	1	
	4 Reference Clients	2	
	5 Reference Clients	3	
	6 Reference Clients	4	
	7 Reference Clients	5	
Minimum threshold of 75%			100%

Bidders who meet the minimum threshold of 75% on functionality will be evaluated further on the 80/20 preference point system

5.4 Preferential point system – Pricing and SPECIFIC GOAL

Only Bidders who submitted quotations as per scope of work and met mandatory requirements will be evaluated further on 80/20 preference points system of 2022. (Pricing and **SPECIFIC GOAL**)

6. Feedback on Proposals

Once the recommendation to the Tender Committee has been approved, the successful and unsuccessful bidder(s) will be notified in writing.

Successful bidder/s will be issued with a notification letter. Such notification does not constitute an agreement. The award is wholly subject to the successful Bidder entering into a duly signed contract with SABS.

7. Contracting

Successful bidder(s) will be required to enter a contract with the SABS. A formal Agreement will be signed with the successful bidder and SABS further reserves the right to amend, alter or delete clauses relating to, but not limited to insurance, indemnity, undertaking, guarantees, Intellectual Property, service levels and / or tax compliance.

SABS shall not be liable for any costs expended by the bidder prior to any formal agreement being signed. **It is therefore imperative that NO SERVICES are rendered prior to the formal agreement becoming effective.**

Appendix A – Scope of Work

Description of Services/Scope of Work

The South African Bureau of Standards (SABS) aims to procure and contract the services of a service provider for the supply, installation, configuration, and support & maintenance of robust, reliable, scalable, and integrated audio and video conferencing (AVC) facilities within various boardrooms and meeting rooms at the South African Bureau of Standards (SABS) Head Office.

As per the project lifecycle, the contracted service provider shall provide the following services to the South African Bureau of Standards (SABS) to ensure the successful implementation and operation of audio and video conferencing (AVC) facilities within the various SABS boardrooms and meeting rooms by the 31st March 2024:

i. Boardroom Evaluations and Assessments

Prior to the commencement of the project execution (i.e., installation work) for the audio and video conferencing (AVC) facilities within the designated SABS boardrooms and meeting rooms, the contracted service provider shall conduct a comprehensive boardroom evaluation and assessment on all the affected boardrooms and meeting rooms.

The purpose of these evaluations and assessments is to evaluate the structural feasibility of installing the audio and video conferencing (AVC) equipment and ensure that the boardrooms meet the necessary requirements for successful implementation. Furthermore, this assessment aims to identify any potential gaps or limitations in the existing boardroom setup that may hinder successful audio and video conferencing. This assessment may involve evaluating the existing networking infrastructure, lighting conditions, acoustics, and overall room layout. The goal is to ensure that the boardroom environment is fully optimized for clear and seamless audio and video conferencing experiences.

The assessment will also help determine the most suitable design for installing audio and video conferencing equipment and peripherals within the boardrooms and meeting areas. This includes selecting the appropriate cameras, microphones, speakers, and displays that will provide high-quality audio and video during virtual meetings. Factors such as room size, and seating arrangements will influence the choice of peripherals and their optimal placement.

ii. Acquisition of Hardware Equipment and Software Tools

The contracted service provider shall be responsible for acquiring the complete audio and video conferencing (AVC) facilities (hardware and software) from Original Equipment Manufacturers (OEMs). The service provider is permitted to procure the necessary equipment from multiple OEMs, provided that the service provider extends full support for the integrated unit's operations throughout the entire contract period. Furthermore, the service provider must submit evidence from the respective OEMs involved in the contract, clearly stating three (3) year back-to-back OEM support, including an after-sales maintenance service plan and warranty for all newly acquired equipment. All required licenses and software must be included.

It is important that the service provider acquires hardware components that are certified for Microsoft Teams integration.

iii. Removal of Existing Audio and Video Conferencing Equipment

Included within the scope of work is the requirement for the appointed service provider to possess the necessary skills for the safe removal of the existing audio and video conferencing equipment. The service provider must ensure that the removal process is carried out with exceptional care, minimizing any risk of damage to the equipment, as it may be salvaged and repurposed for future use.

iv. Installation of Audio and Video Conferencing Equipment

The contracted service provider shall supply and install the audio and video conferencing (AVC) equipment consisting of compatible devices and peripherals that would ensure a fully operational audio and video conferencing solution equipped with, namely: (a) high-definition video cameras with wide-angle lens capable of capturing clear video of the entire meeting room and support remote participant visibility, (b) quality microphones to ensure clear audio capture for all participants, (c) large display screens with high resolution and appropriate size to ensure clear content visibility, (d) ceiling or wall-mounted speaker system for audio playback, (e) projectors and projector screens, (f) BYOD peripherals, and (g) integration with existing SABS network equipment.

The contracted service provider will be responsible for providing all the tools, equipment, and consumables required for successful installation and configuration of hardware and software for successful implementation of solution at all locations.

In conjunction to the aforementioned, the contracted service provider shall supply an audio and video conferencing (AVC) software platform that interfaces with the hardware which is:

- Capable of seamlessly integrating with Microsoft Teams, ZOOM, Cisco Jabber, and WebEx platforms.
- Where required, utilizes Microsoft Teams Rooms systems for integration. Ensuring seamless integration with Office 365 to provide a consistent user experience.
- Where required, set up meeting room accounts in Office 365 for scheduling and managing meetings.
- Capable of hosting and managing video conferences with a user-friendly interface.
- Supports multiple concurrent video conferences.
- Secure and encrypted communication channels to protect sensitive information.
- Compatibility with common operating systems and mobile platforms.
- Multiple wireless screens sharing functionality to facilitate presentations and collaborative work.
- Ability for the camera to spotlight the current speaker in the boardroom.
- Ability to show availability of the audio and video conferencing facilities and make bookings electronically.
- Recording and playback capabilities for future reference and documentation.
- Screen sharing functionality to facilitate presentations and collaborative work.
- Chat functionality for text-based communication during video conferences.
- Login/logout functionality to ensure security.

- Compatible with Microsoft Windows 10, Android, and iOS latest versions.

iv. Hardware and Software Configuration of Audio and Video Conferencing (AVC) Equipment

The contracted service provider will be responsible for configuring all hardware and software components of an audio and video conferencing (AVC) facilities. This includes setting up and fine-tuning all peripherals and related accessories which include (but are not limited to) the video cameras, lenses, microphones, display screens, ceiling or wall-mounted speaker system, and appropriate lighting setup (if necessary). Furthermore, the service provider will handle system configurations for the software platform that interfaces with the hardware, ensuring seamless integration and optimal functionality of the entire audio and video conferencing system. Install and configure Microsoft Teams software settings on the AVC hardware ensuring optimized performance and ensure compatibility with Office 365. The service provider shall ensure that the security settings are aligned with SABS's ICT policies and Office 365 security guidelines.

v. Training & Support

The contracted service provider shall offer comprehensive on-site training to SABS ICT & Knowledge Management Service Desk & End User Support. This training will encompass the operation, maintenance, and troubleshooting of the centralized wireless audio and video conferencing facilities, as well as the usage of the audio and video conferencing software platform. The aim is to ensure that the ICT & Knowledge Management Service Desk & End User Support contingent possesses the necessary skills and knowledge to effectively utilize and manage the audio and video conferencing system within the SABS. The contracted service provide shall supply detailed documentation on the setup, configuration, and troubleshooting of the AVC hardware and software.

vi. Support and Maintenance for a Period of Three (3) Years.

An agreement will be entered into by the South African Bureau of Standards (SABS) and contracted service provider with the following activities and not limited to:

- General preventative maintenance services should be maintained on quarterly and annual (normal) basis during the contract and warranty period. Preventive maintenance will include replacement of worn-out equipment, checking diagnostics etc. In case equipment is taken away for repairs, the contracted service provider shall provide standby equipment (of equivalent configuration or higher), as to ensure that the work of the SABS is not affected.
- The service provider shall provide support services to the organization and ensure that audio and video conferencing equipment is fully operational at all times and/or functional.
- Service provider shall ensure after-sales support and maintenance of the complete system.

The service provider is to ensure that the OEM support service for AVC equipment in the proposed solution is available for the entire contract period. In case of any support/software/equipment issue, the service provider shall not only inform the SABS beforehand but shall also provide replacement equipment of same/advanced model at no additional cost to the SABS.

- The service provider shall provide regular updates/upgrades/patches released by the OEM during the entire contract period and shall provide documentation detailing all changes in the solution and/or hardware to the SABS. If required, service provider is required to provide additional training to the SABS ICT & Knowledge Management Service Desk & End User Support contingent of all the changes made in the solution at no additional cost to the SABS during the contract period.
- Continuously monitor the performance of the AVC hardware to ensure it meets the required standards and address any integration issues promptly.
- Establish a feedback mechanism for users to report any issues or improvements needed for the AVC system.

The scope of work shall be delivered in a phased approach, encompassing the following boardrooms located within the SABS Head Office:

Phase One (1)				
Meeting Room	Location	Sitting Capacity	Setup Style	Dimensions
Executive Boardroom – A801E	SABS Head Office, Block A, 8 th Floor	12 persons	Boardroom	52 m ²
Ilizwe	SABS Head Office, Block A, 3 rd Floor	30 persons*	Boardroom	152 m ² (combined)
Mzansi		30 persons*	Boardroom	
Shandu		TBC	Boardroom	37.84 m ²

*Ilizwe and Mzansi boardrooms can be joined together and accommodate a total of 60 persons.

Phase Two (2)				
Meeting Room	Location	Sitting Capacity	Setup Style	Dimensions
SABS Cafeteria Hall	SABS Head Office, Block A, Ground Floor	TBC	Cafeteria Hall	122 m
Imbizo	SABS Head Office, Block A, 3 rd Floor	25 persons	Boardroom	49 m ²
Saligana	SABS Head Office, Block A, 8 th Floor	TBC	Boardroom	49 m ²
Acacia	SABS Head Office, Block A, 8 th Floor	TBC	Auditorium	49 m ²
Office of the CEO	SABS Head Office, Block A, 8 th Floor	TBC	Boardroom	50 m ²

Phase Three (3)				
Meeting Room	Location	Sitting Capacity	Setup Style	Dimensions
Imvelo	SABS Head Office, Block A, 3 rd Floor	TBC	Boardroom	43 m ²
Kopanong		TBC	Boardroom	58 m ²
Bambanani		30 persons	Boardroom	87 m ²
Lebone		TBC	Boardroom	28 m ²

Technical Requirements:

Venue	Cafeteria Hall
Overview (Requirements)	<ul style="list-style-type: none"> Ceiling-mounted projectors and 123" project screens will be installed and used to display all content in the room. PTZ Cameras will be installed and utilized during local and BYOD meetings. Presentations can be shared using either wireless casting, a wireless presentation dongle, or a USB-C cable. BYOD meetings can be started from a laptop using the wireless presentation mechanisms or USB-C cable. Additionally, utilizing the afore-mentioned mechanisms will give the user access to any in-room systems. Loudspeakers will be installed and used for audio playback during local and BYOD meetings. Touch panel will be used to control all room functionality, including switching the system on/off, volume control, video switching, camera control, etc. Microsoft Teams enabled devices
Business Requirement ID	Business Requirements
Display	
BRS001	4 x 1080p Laser Projector

BRS002	4 x Extra Heavy Duty Projector Ceiling Mount Bracket
BRS003	4 x 123" 16:10 Ratio Motorised White Screen with IR Control & 12V Trigger, 2, 656 x 1,660mm
Video Conferencing	
BRS004	3 x PTZ Camera
BRS005	Wireless Dongle for Wireless Conferencing
BRS006	BYOD Extender for MS Teams Rooms
BRS007	Control Panel
BRS008	AVHub
BRS009	MiniPC
BRS010	Touch Panel
BRS011	USB Pan-Tilt 4K Dual Intelligent Camera
Audio	
BRS012	Audio Four Channel Class-D Amplifier, RMS 4×120W, 100V & 8 Ohm, 1U
BRS013	16 x Audio 6.5" 2-Way Ceiling Speaker with ABS Cover, 40/20/10/5W/8 Ohm, 100V, with ABS back can
BRS014	8x8 Dante DSP with 8x8 Analog in and out
BRS015	8 Port POE Switch
BRS016	Wireless Handheld Microphone System
BRS017	Wireless Belt Pack Microphone System
BRS018	Dual Earset with Cardoid Condenser Microphone and Multi Adapters 1 Control
Control	
BRS019	8" in-wall ReAX IP Touch panel control system (black)
BRS020	IP Control processor with additional control ports
Switching	
BRS021	4 x Design Mini Converter - HDMI to SDI 6G
BRS022	4 x Design Mini Converter - SDI 6G to HDMI
BRS023	HDMI and USB Wallplate
Rack	
BRS024	18U SINGLE SEC 600X450MM, 1FAN,1 SHELF, FLAT PACK

Venue	Patula
Overview (Requirements)	<ul style="list-style-type: none"> • Ceiling-mounted projector and 123” project screen will be installed and used to display all content in the room. • Presentations can be shared using either wireless casting, a wireless presentation dongle, or a USB-C cable. • Loudspeakers will be installed and used for audio playback during local and BYOD meetings. • Device remote controls will be used to control the solution
Business Requirement ID	Business Requirements
Display	
BRS025	1080p Laser Projector
BRS026	Extra Heavy Duty Projector Ceiling Mount Bracket
BRS027	123” 16:10 Ratio Motorised White Screen with IR Control & 12V Trigger, 2, 656 x 1,660mm

Venue	Saligana
Overview (Requirements)	<ul style="list-style-type: none"> • Ceiling-mounted projector and 123” project screen will be installed and used to display all content in the room. • Presentations can be shared using either wireless casting, a wireless presentation dongle, or a USB-C cable. • Loudspeakers will be installed and used for audio playback during local and BYOD meetings. • Device remote controls will be used to control the solution.
Business Requirement ID	Business Requirements
Display	
BRS028	1080p Laser Projector
BRS029	Extra Heavy Duty Projector Ceiling Mount Bracket

BRS030	123" 16:10 Ratio Motorised White Screen with IR Control & 12V Trigger, 2, 656 x 1,660mm
--------	---

Venue	Acacia
Overview (Requirements)	<ul style="list-style-type: none"> • Ceiling-mounted projector, 150" project screen, and wall mounted 55" displays will be installed and used to display all content in the room. • PTZ Cameras will be installed and utilized during local, MS Teams and BYOD meetings. • Presentations can be shared using either wireless casting, a wireless presentation dongle, or a USB-C cable. • An array of ceiling-mounted microphones will be used for voice capture during BYOD and MS Teams meetings. • BYOD meetings can be started from a laptop using the wireless presentation mechanisms or USB-C cable. Additionally, utilizing the afore-mentioned mechanisms will give the user access to any in-room systems. • Ceiling-mounted loudspeakers will be installed and used for audio playback during local and BYOD meetings. • Touch panel will be used to control all room functionality, including switching the system on/off, volume control, video switching, camera control, etc.
Business Requirement ID	Business Requirements
Display	
BRS031	1080p Laser Projector
BRS032	Extra Heavy Duty Projector Ceiling Mount Bracket
BRS033	150" 16:10 Ratio Motorised White Screen with IR Control & 12V Trigger, 2, 656 x 1,660mm
BRS034	2 x 55" Professional Display – 4K UHD, 24/7 usage, 500 NIT Brightness, SOC Media Player: SSSP 10

BRS035	2 x Display Wall Mounted Bracket
Video Conferencing	
BRS036	3 x PTZ Camera
BRS037	2 x Wireless Dongle for Wireless Conferencing
BRS038	BYOD Extender for MS Teams Rooms
BRS039	Control Panel
BRS040	AVHub
BRS041	MiniPC
BRS042	Touch Panel
Audio	
BRS043	Audio Four Channel Class-D Amplifier, RMS 4x120W, 100V & 8 Ohm, 1U
BRS042	6 x Audio 6.5" 2-Way Ceiling Speaker with ABS Cover, 40/20/10/5W/8 Ohm, 100V, with ABS back can
BRS043	8x8 Dante DSP with 8x8 Analog in and out
BRS044	8 Port POE Switch
BRS045	Wireless Handheld Microphone System
BRS046	Wireless Belt Pack Microphone System
BRS047	Dual Earset with Cardoid Condenser Microphone and Multi Adapters 1 Control
Control	
BRS048	8" in-wall ReAX IP Touch panel control system (black)
BRS049	IP Control processor with additional control ports
Switching	
BRS050	4 x Design Mini Converter - HDMI to SDI 6G
BRS051	4 x Design Mini Converter - SDI 6G to HDMI
BRS052	Popup with Pull Through Cable
Rack	
BRS053	12U SINGLE SEC 600X450MM, 1FAN,1 SHELF, FLAT PACK

Venue	Executive Boardroom - A801E
-------	-----------------------------

Overview (Requirements)	<ul style="list-style-type: none"> • Wall-mounted 55" displays will be installed and used to display all content in the room. • PTZ Camera will be installed and utilized during local, MS Teams and BYOD meetings. • Presentations can be shared using either wireless casting, a wireless presentation dongle, or a USB-C cable. • An array of wireless tabletop microphones will be used for voice capture during BYOD and MS Teams meetings. • BYOD meetings can be started from a laptop using the wireless presentation mechanisms or USB-C cable. Additionally, utilizing the afore-mentioned mechanisms will give the user access to any in-room systems. • Ceiling-mounted loudspeakers will be installed and used for audio playback during local and BYOD meetings. • Touch panel will be used to control all room functionality, including switching the system on/off, volume control, video switching, camera control, etc. • Microsoft Teams enabled devices
Business Requirement ID	Business Requirements
Display	
BRS052	2 x 55" Professional Display – AK UHD, 16/7 Usage, 500NIT Brightness, SOC Media Player: SSSP 10
BRS053	2 x Extra Heavy-Duty Display Wall Mount Bracket
Video Conferencing	
BRS036	PTZ Camera
BRS037	Wireless Dongle for Wireless Conferencing
BRS038	BYOD Extender for MS Teams Rooms
BRS039	Control Panel
BRS040	PoE Switch
BRS041	MiniPC

BRS042	Touch Panel
BRS043	Soundbar
BRS044	4 x Wired Table Microphone
Control	
BRS045	4" 1:1 aspect ratio wall mount ReAX touch panel control system with serial, relays, I/O, IR, and Ethernet control ports (black)
BRS046	8 Port PoE Switch
Switching	
BRS047	Popup with Pull Through Cable
Rack	
BRS048	6U SINGLE SEC 600X450MM, 1FAN,1 SHELF, FLAT PACK

Venue	Bambanani
Overview (Requirements)	<ul style="list-style-type: none"> Ceiling-mounted projector, and wall-mounted 55" displays will be installed and used to display all content in the room. Presentations can be shared using either wireless casting, a wireless presentation dongle, or a USB-C cable. BYOD meetings can be started from a laptop using the wireless presentation mechanisms or USB-C cable. Additionally, utilizing the afore-mentioned mechanisms will give the user access to any in-room systems. Device remote controls will be used to control the solution. Microsoft Teams enabled devices
Business Requirement ID	Business Requirements
Display	
BRS049	2 x 1080p Laser Projector
BRS050	2x Extra Heavy Duty Projector Ceiling Mount Bracket
BRS051	2 x 123" 16:10 Ratio Motorised White Screen with IR Control & 12V Trigger, 2, 656 x 1,660mm

BRS052	4 x 55" Professional Display – AK UHD, 16/7 Usage, 500NIT Brightness, SOC Media Player: SSSP 10
BRS053	4 x Extra Heavy Duty Display Wall Mount Bracket
Switching	
BRS054	Popup with Pull Through Cable

Venue	Shandu
Overview (Requirements)	<ul style="list-style-type: none"> • Ceiling-mounted projectors, projector screens will be installed and used to display all content in the room. • PTZ camera will be installed and utilized during local, MS Teams and BYOD meetings. • Presentations can be shared using either wireless casting, a wireless presentation dongle, or a USB-C cable. • An array of microphones will be used for voice capture during BYOD and MS Teams meetings. • BYOD meetings can be started from a laptop using the wireless presentation mechanisms or USB-C cable. Additionally, utilizing the afore-mentioned mechanisms will give the user access to any in-room systems. • Ceiling-mounted loudspeakers will be installed and used for audio playback during local and BYOD meetings. • Touch panel will be used to control all room functionality, including switching the system on/off, volume control, video switching, camera control, etc.
Business Requirement ID	Business Requirements
Display	
BRS055	1080p Laser Projector
BRS056	Extra Heavy Duty Projector Ceiling Mount Bracket
BRS057	123" 16:10 Ratio Motorised White Screen with IR Control & 12V Trigger, 2, 656 x 1,660mm

Video Conferencing	
BRS058	PTZ Camera
BRS059	AVHub
BRS060	Wireless Dongle for Wireless Conferencing
BRS061	BYOD Extender for MS Teams Rooms
BRS062	Control Panel
BRS063	PoE Switch
BRS064	MiniPC
BRS065	Touch Panel
BRS066	Room Sensor
Audio	
BRS067	Audio Four Channel Class-D Amplifier, RMS 4×120W, 100V & 8 Ohm, 1U
BRS068	4 x Audio 6.5" 2-Way in Ceiling Speaker with ABS Cover, 40/20/10/5W/8 Ohm, 100V, with ABS back can
BRS069	8x8 Dante DSP with 8x8 Analog in and out
BRS070	8 Port PoE Switch
BRS071	Wireless Ceiling Microphone
BRS072	Dual Earset with Cardoid Condenser Microphone and Multi Adapters 1 Control
Control	
BRS073	4" 1:1 aspect ratio wall mount ReAX touch panel control system with serial, relays, I/O, IR, and Ethernet control ports (black)
BRS074	IP Control Processor with Additional Control Ports
Switching	
BRS075	Mini Converter – SDI 6G to HDMI
BRS076	Mini Converter – HDMI to SDI 6G
BRS077	FULL 4k 4:4:4 HDR 60Hz 4x4 HDMI true 4K matrix switcher, with HDMI 2.0 and HDCP 2.2.
BRS078	HDMI and USB Wall Plate
Rack	
BRS079	18U SINGLE SEC 600X450MM, 1FAN,1 SHELF, FLAT PACK

Venue	Mzansi/Ilizwe
Overview (Requirements)	<ul style="list-style-type: none"> Ceiling-mounted projectors, 123" projector screens, and wall-mounted 55" displays will be installed and used to display all content in the room. PTZ camera will be installed and utilized during local, MS Teams and BYOD meetings. Presentations can be shared using either wireless casting, a wireless presentation dongle, or a USB-C cable. An array of microphones will be used for voice capture during BYOD and MS Teams meetings. BYOD meetings can be started from a laptop using the wireless presentation mechanisms or USB-C cable. Additionally, utilizing the afore-mentioned mechanisms will give the user access to any in-room systems. Ceiling-mounted loudspeakers will be installed and used for audio playback during local and BYOD meetings. Touch panel will be used to control all room functionality, including switching the system on/off, volume control, video switching, camera control, etc. Microsoft Teams enabled devices
Business Requirement ID	Business Requirements
Display	
BRS086	2 x 1080p Laser Projector
BRS087	2 x Extra Heavy-Duty Projector Ceiling Mount Bracket
BRS088	2x 123" 16:10 Ratio Motorised White Screen with IR Control & 12V Trigger, 2, 656 x 1,660mm
BRS089	6 x 55" Professional Display – AK UHD, 16/7 Usage, 500NIT Brightness, SOC Media Player: SSSP 10
BRS090	6 x Extra Heavy-Duty Display Wall Mount Bracket
Video Conferencing	

BRS091	2 x PTZ Camera
BRS092	2 x AVHub
BRS093	2 x Wireless Dongle for Wireless Conferencing
BRS094	BYOD Extender for MS Teams Rooms
BRS095	Control Panel
BRS096	PoE Switch
BRS097	MiniPC
BRS098	Touch Panel
BRS099	Room Sensor
Audio	
BRS100	Audio Four Channel Class-D Amplifier, RMS 4x120W, 100V & 8 Ohm, 1U
BRS101	6 x Audio 6.5" 2-Way in Ceiling Speaker with ABS Cover, 40/20/10/5W/8 Ohm, 100V, with ABS back can
BRS102	8x8 Dante DSP with 8x8 Analog in and out
BRS103	8 Port PoE Switch
	Wireless Ceiling Microphone
BRS104	Dual Earset with Cardoid Condenser Microphone and Multi Adapters 1 Control
Control	
BRS105	4" 1:1 aspect ratio wall mount ReAX touch panel control system with serial, relays, I/O, IR, and Ethernet control ports (black)
BRS106	IP Control Processor with Additional Control Ports
Switching	
BRS107	Mini Converter – SDI 6G to HDMI
BRS108	Mini Converter – HDMI to SDI 6G
BRS109	FULL 4k 4:4:4 HDR 60Hz 4x4 HDMI true 4K matrix switcher, with HDMI 2.0 and HDCP 2.2.
BRS110	HDMI and USB Wall Plate
Rack	
BRS111	18U SINGLE SEC 600X450MM, 1FAN,1 SHELF, FLAT PACK

Venue	Kopanong
Overview (Requirements)	<ul style="list-style-type: none"> • Ceiling-mounted projectors, projector screens, and wall-mounted 55" displays will be installed and used to display all content in the room. • PTZ camera will be installed and utilized during local, MS Teams and BYOD meetings. • Presentations can be shared using either wireless casting, a wireless presentation dongle, or a USB-C cable. • An array of microphones will be used for voice capture during BYOD and MS Teams meetings. • BYOD meetings can be started from a laptop using the wireless presentation mechanisms or USB-C cable. Additionally, utilizing the afore-mentioned mechanisms will give the user access to any in-room systems. • Ceiling-mounted loudspeakers will be installed and used for audio playback during local and BYOD meetings. • Touch panel will be used to control all room functionality, including switching the system on/off, volume control, video switching, camera control, etc.
Business Requirement ID	Business Requirements
Display	
BRS112	1080p Laser Projector
BRS113	Extra Heavy Duty Projector Ceiling Mount Bracket
BRS114	123" 16:10 Ratio Motorised White Screen with IR Control & 12V Trigger, 2, 656 x 1,660mm

BRS115	2 x 55" Professional Display – AK UHD, 16/7 Usage, 500NIT Brightness, SOC Media Player: SSSP 10
BRS116	6 x Extra Heavy-Duty Display Wall Mount Bracket
Video Conferencing	
BRS117	2 x PTZ Camera
BRS118	AVHub
BRS119	2 x Wireless Dongle for Wireless Conferencing
BRS120	BYOD Extender for MS Teams Rooms
BRS121	Control Panel
BRS122	PoE Switch
BRS123	MiniPC
BRS124	Touch Panel
BRS125	Room Sensor
Audio	
BRS126	Audio Four Channel Class-D Amplifier, RMS 4x120W, 100V & 8 Ohm, 1U
BRS127	4 x Audio 6.5" 2-Way In Ceiling Speaker with ABS Cover, 40/20/10/5W/8 Ohm, 100V, with ABS back can
BRS128	8x8 Dante DSP with 8x8 Analog in and out
BRS129	8 Port PoE Switch
BRS130	Wireless Ceiling Microphone
BRS131	Dual Earset with Cardoid Condenser Microphone and Multi Adapters 1 Control
Control	
BRS132	4" 1:1 aspect ratio wall mount ReAX touch panel control system with serial, relays, I/O, IR, and Ethernet control ports (black)
BRS133	IP Control Processor with Additional Control Ports
Switching	
BRS134	Mini Converter – SDI 6G to HDMI
BRS135	Mini Converter – HDMI to SDI 6G
BRS136	FULL 4k 4:4:4 HDR 60Hz 4x4 HDMI true 4K matrix switcher, with HDMI 2.0 and HDCP 2.2.
BRS137	HDMI and USB Wall Plate

Rack	
BRS138	18U SINGLE SEC 600X450MM, 1FAN,1 SHELF, FLAT PACK

Venue	Office of the CEO
Overview (Requirements)	<ul style="list-style-type: none"> • Wall-mounted 55” displays will be installed and used to display all content in the room. • PTZ Camera will be installed and utilized during local, MS Teams and BYOD meetings. • Presentations can be shared using either wireless casting, a wireless presentation dongle, or a USB-C cable. • An array of wireless tabletop microphones will be used for voice capture during BYOD and MS Teams meetings. • BYOD meetings can be started from a laptop using the wireless presentation mechanisms or USB-C cable. Additionally, utilizing the afore-mentioned mechanisms will give the user access to any in-room systems. • Ceiling-mounted loudspeakers will be installed and used for audio playback during local and BYOD meetings. • Touch panel will be used to control all room functionality, including switching the system on/off, volume control, video switching, camera control, etc.
Business Requirement ID	Business Requirements
Display	
BRS139	55” Professional Display – AK UHD, 16/7 Usage, 500NIT Brightness, SOC Media Player: SSSP 10

BRS140	Extra Heavy Duty Display Wall Mount Bracket
Video Conferencing	
BRS141	PTZ Camera
BRS142	Wireless Dongle for Wireless Conferencing
BRS143	BYOD Extender for MS Teams Rooms
BRS144	Control Panel
BRS145	PoE Switch
BRS146	MiniPC
BRS147	Touch Panel
BRS148	Soundbar
BRS149	2 x Wired Table Microphone
Control	
BRS150	4" 1:1 aspect ratio wall mount ReAX touch panel control system with serial, relays, I/O, IR, and Ethernet control ports (black)
BRS151	8 Port PoE Switch
Switching	
BRS152	Popup with Pull Through Cable
Rack	
BRS153	6U SINGLE SEC 600X450MM, 1FAN,1 SHELF, FLAT PACK

Venue	Lebone
Overview (Requirements)	<ul style="list-style-type: none"> Ceiling-mounted projector will be installed and used to display all content in the room. Presentations can be shared using either wireless casting, a wireless presentation dongle, or a USB-C cable. BYOD meetings can be started from a laptop using the wireless presentation mechanisms or USB-C cable. Additionally, utilizing the afore-mentioned mechanisms will give the user access to any in-room systems. Device remote controls will be used to control the solution.

Business Requirement ID	Business Requirements
Display	
BRS153	1080p Laser Projector
BRS154	Extra Heavy Duty Projector Ceiling Mount Bracket
BRS155	123" 16:10 Ratio Motorised White Screen with IR Control & 12V Trigger, 2, 656 x 1,660mm
Switching	
BRS156	Popup with Pull Through Cable

Venue	Imvelo
Overview (Requirements)	<ul style="list-style-type: none"> Ceiling-mounted projector will be installed and used to display all content in the room. Presentations can be shared using either wireless casting, a wireless presentation dongle, or a USB-C cable. BYOD meetings can be started from a laptop using the wireless presentation mechanisms or USB-C cable. Additionally, utilizing the afore-mentioned mechanisms will give the user access to any in-room systems. Device remote controls will be used to control the solution.
Business Requirement ID	Business Requirements
Display	
BRS153	1080p Laser Projector
BRS154	Extra Heavy Duty Projector Ceiling Mount Bracket
BRS155	123" 16:10 Ratio Motorised White Screen with IR Control & 12V Trigger, 2, 656 x 1,660mm
Switching	

Non-Functional Requirements

Performance Requirements

- Audio and video systems should have low latency to ensure real-time communication without lag.
- High-definition audio and video quality must be maintained, even during peak usage.
- The solution should support an increasing number of users and devices without degradation in performance.

Integration Requirements

- The acquired solution should seamlessly integrate with Microsoft Teams, Office 365, and other Microsoft services.

Usability Requirements

- The system should have an intuitive and user-friendly interface for ease of use.
- The system should be accessible to users with disabilities, complying with accessibility standards.
- Provide comprehensive training materials and sessions for end-users and administrators.
- All commissioned hardware and software shall support the English language.

Maintainability Requirements

- The service provider should offer 24/7 support and maintenance services.
- The system should support regular updates and upgrades with minimal disruption.
- Comprehensive documentation should be provided for installation, configuration, and troubleshooting.

Scalability Requirements

- The system should easily accommodate additional conference rooms and cafeteria areas without significant reconfiguration.
- Capable of handling increased load during peak times without performance degradation.

Hosting Requirements

- The acquired solution shall support the storage of virtual meetings on the Office 365 environment. This integration must ensure seamless saving and retrieval of recorded meetings within the existing Microsoft ecosystem, including MS Teams.
- Virtual meetings should be stored securely in the Office 365 cloud, with appropriate encryption and access controls in place to protect sensitive information.
- For physical, in-person meetings, local storage will be required. The system should include robust local storage solutions capable of storing high-definition audio and video recordings.
- The local storage system must have backup capabilities to prevent data loss. Regular backups should be scheduled, with options for both on-site and off-site backup solutions.
- Any Audio-Video Conferencing (AVC) software required for the system will be hosted on-premises. This includes all necessary software for managing and operating the conferencing hardware.
- Ensure that the on-premises hosted AVC software is fully compatible with existing and newly integrated hardware.
- Implement robust security measures for the on-premises hosting environment, including firewalls, intrusion detection systems, and regular security audits to protect against unauthorized access and cyber threats.
- The service provider must offer support for regular maintenance and updates of the on-premises hosted software to ensure it remains secure, reliable, and up to date with the latest features and fixes.

Appendix B

Intention to respond to the Request for Proposal

We hereby accept / decline your Request for Proposal.

Company: _____

Company
Representative: _____

Position/Title: _____

Signature: _____

Please state a brief reason for declining this Request for
Proposal _____

Appendix C

BIDDER'S DISCLOSURE

SBD 4

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

2.2

Full Name	Identity Number	Name of State institution

Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATIONS

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not

2 Joint venture or Consortium means an association of people for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2022/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

Appendix D

NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made BETWEEN

The South African Bureau of Standards (SABS), an organization established in terms of section 2 of the Standards Act (29 of 1993), whose registered office is at 1 Dr Lategan Road, Groenkloof, Pretoria, 0001, South Africa.

AND _____ (“the Bidder”),

Registration Number: _____ whose registered office is at

(Hereinafter referred to as the “parties”)

WHEREAS in the course of discussions and/or negotiations with the South African Bureau of Standards, the Bidder has received, or may receive in future, information relating to **RFP 201788 Video Conferencing Upgrade**, for the South African Bureau of Standards and other related information hereinafter referred to as “Confidential Information”. “Confidential information” shall include, but not be limited to any information disclosed by the SABS and / or any of its their affiliates, employees, agents, representatives, subcontractors and consultants to the Bidder, its employees, agents, representatives and consultants, whether orally, in writing, by graphic, pictorial or electronic format, which information includes but is not restricted to Business information, including know how, commercial and technical aspects of products, processes and services; status and capabilities of the SABS’ business; The SABS or its subcontractors’ marketing and planning programs, products specifications, Service specifications, plans, drawings, test results and findings; financial, operational and technical data; and particular types of technologies and inventions, that already currently exist or that the SABS wishes to be developed, which could be subject to intellectual property rights, whether registered and/or unregistered.

Therefore, the parties wish to agree as follows:

1. The Bidder undertakes to keep strictly secret and confidential all confidential information relayed or transmitted to it in any manner or form and will not divulge any part of the Confidential Information directly or indirectly to any person, firm or entity (other than such of its employees who have a need to know the Confidential Information for the purposes of fulfilling the Bidder’s obligation to the South African Bureau of Standards).
2. The Bidder undertakes to not make copies of the Confidential Information or otherwise disseminate any of the Confidential Information (except as may be required to fulfil specific obligations towards South African Bureau of Standards) without South African Bureau of Standards express prior written consent.

3. This agreement applies to information whether such information is marked as or appears to be confidential and whether such information is of commercial use to South African Bureau of Standards or any other party.
4. This agreement shall not apply to information which: -
 - (a) The Bidder can show had been lawfully received by it prior to disclosure under this agreement.
 - (b) is in the public domain or becomes so otherwise than through breach of this agreement.
 - (c) was disclosed to the Bidder by a third party who was under no obligation of confidence in respect thereof.
5. The Bidder further undertakes that the South African Bureau of Standards retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to SABS, including undertaking to sign all forms necessary to affect such transfer.
6. The Bidder acknowledges that the confidentiality obligations extend from signature of this agreement and survive the termination of the tender process, whether the Bidder is successful or not.

IN WITNESS WHEREOF the parties hereto have executed this agreement in duplicate.

Signed at.....on this.....day of2025

On behalf of the South African Bureau of Standards (signature)
Luvuyo Tshabalala (Procurement)

Witness 1. Witness 2.

Signed at..... on this..... day of2025

Signed on behalf of the Bidder, duly authorized thereto..... (signature)

..... (name) (title)

Witness 1. Witness 2.

To: tenders.luvuyo@sabs.co.za

Appendix F

SABS STANDARD TERMS AND CONDITIONS

Bidders must sign the terms and conditions to indicate acceptance thereof. Should the bidder have a variation/s, these must be submitted as Annexure F1 indicating the clause number, the rational for not accepting that specific clause and provide an alternative clause.

<https://www.sabs.co.za/Procurement/docs/SABS%20STANDARD%20TERMS%20AND%20CONDITIONS%20FOR%20PROCUREMENT%20OF%20GOODS%20AND%20SERVICES....pdf>

Annexure G CSD REPORT

Appendix H – BBBEE Certificate/Sworn Affidavit

Appendix I

Quotation

Appendix J

Management Summary

Appendix

Statement of Compliance to the Request for Proposal

Company Name: _____

Proposed Service: _____

It is hereby confirmed that the proposal response to SABs’ RFP is fully compliant with all points except for the specific issues outlined below:

Signed: _____ (Authorized Signatory)

Name: _____

Position: _____

Date: _____

Appendix

Page 2 of tender document L

Appendix
AUDITED FINANCIAL STATEMENT M

Appendix

Request for Proposal Enquiry N

To: Luvuyo.Tshabalala@sabs.co.za

From:

Questions:

Answers:

To: Luvuyo.Tshabalala@sabs.co.za

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 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.

1.6 The organ of state reserves the right to require a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps=90(1-\frac{Pt-Pmin}{Pmin}) \quad \text{or} \quad Ps=80(1-\frac{Pt-Pmin}{Pmin})$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps=90(1+\frac{Pt-Pmax}{Pmax}) \quad \text{or} \quad Ps=80(1+\frac{Pt-Pmax}{Pmax})$$

P_{max}

P_{max}

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 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.)

Specific Goal	The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
	100% black ownership		10		

Persons historically disadvantaged on the basis of race	75% - 99% black ownership		8		
	60% - 74% black ownership		6		
	51% - 59% black ownership		4		
	0% - 25% black ownership		2		
	0% black ownership		0		
Persons historically disadvantaged	100% black women ownership		6		
	51% - 99% black women ownership		4		
on the basis of gender	30% - 50% black women ownership		2		
	0% black women ownership		0		
Persons historically disadvantaged on the basis of disability	100% owned by persons living with disabilities		4		
	51% - 99% owned by persons living with disabilities		2		
	0% - 50% owned by persons living with disabilities		0		

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that: i) The information furnished is true and correct; ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process.
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation.
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP 201788	CLOSING DATE:	10 th October 2025	CLOSING TIME:	11:00am
DESCRIPTION	Video Conferencing Upgrade				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
--	--	---	--

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

SBD1

PART B - TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE: