

REQUEST FOR QUOTATION (RFQ)

DIGITAL BOARDROOMS SOLUTION (Phase 1)

1 INTRODUCTION

The purpose of the RFQ is to request quotations from bidders for the supply, installation, and support of Conference Room Solutions for the stipulated boardrooms / meeting rooms in PRASA.

2 BACKGROUND

PRASA ICT has identified several meeting rooms in Umjantshi House in Braamfontein, Cape Town and Durban (phase 1) for the implementation of digital boardroom solutions for enhanced collaboration among the ICT team. Included in the RFQ, it is the implementation of the Digital Signage Solution to push live content to several display monitors for monitoring purposes.

PRASA has entered into an Enterprise Agreement (EA) License with Microsoft. The licences allow PRASA to use various Microsoft software tools including Teams.

PRASA has implemented all-in-on Video Conference units in the Corporate Office in Braamfontein and wants to extend the capability to more offices.

The proposed technologies **MUST** meet the minimum requirements detailed in the RFQ – Section 4 below.

3 SCOPE OF WORK

The scope of the project includes items listed in the table below that will be installed in PRASA Head Office in Braamfontein and one boardroom in the Durban Regional Office and one in Cape Town.

All items to be supplied and installed in specified offices. 36-months warranty must be provided on all items. Software licences must be 36-months.

Item	Room	LED Panel 3m x 2m + Camera + Mic + Speaker	Projector with 120" Drop Screen	Interactive Screen + Camera + Mic + Speaker	65+ Monitor	Mounting	Door Booking Unit	Additional Mics	Additional Speakers	Desktop Station (power /USB)	Control Unit	Installation including cabling, trunking, etc.
1	CIO's Office				1	roof pole						x
2	GM Operations Office				1	roof pole						x
3	Service Manager Office				1	roof pole						x
4	CIO's Meeting Room			65"+		trolley				1	1	x
5	HCM Exec Office				1	roof pole						
6	GCFO's Office				1	roof pole						
7	Committee Room			85"+		trolley	1			1	1	x
8	Main Boardroom	1		65"+		Cabinet / trolley	1	Required	Required	3	1	x
9	Applications Area				1	roof pole						x
10	Network Area 1				1	roof pole						x
11	Network Area 2				1	roof pole						x
12	Service Desk Area				2	roof pole						x
13	Governance Security Area				1	roof pole						x
14	SAP CEO Area				2	roof pole						x
15	4th Foyer				2	roof pole						x
16	Cape Town Boardroom		1	85"+		trolley	1	Required	Required	6	1	x
17	Durban Boardroom		1	85"+		trolley	1	Required	Required	6	1	x
18	Digital Signage Software Licences-with live data support - 20 Licences											x

Pricing to be provided by bidders MUST be inclusive of all items required to deliver a working solution per meeting room. That is:

- All Equipment and associated warranties – 36-months,
- All software licences and associated maintenance for 36-months,
- Travel and installation costs (including the one office in Durban and one in Cape town),
- Training (train the trainer),
- Support costs for 36-months.

4 MINIMUM TECHNICAL SPECIFICATIONS

The proposed bidder's solution MUST meet all the requirements in this section. Product brochures must be submitted to proof compliance. The products must include installation and **3-year warranty and support.**

4.1 LED Panel Screen

No.	Description	Comply Y/N
1	P1.56 Indoor LED Video Wall 3.5m x 2m with All-in-One Controller (LED Video Processor + Scaling)	
2	Pixel density: 409600 dots/m ²	
3	Lifetime ≥ 100,000 hours (70% brightness)	
4	Brightness: ≥ 600nits	
5	Refresh rate: ≥3840Hz	

6	Viewing Angle: Horizontal $\geq 160^\circ$, Vertical $\geq 140^\circ$	
7	Floor standing / cabinet (not wall mounted)	
8	Warranty for 36-months	
9	Installation and commissioning in Braamfontein	

4.2 All-in-One Interactive Whiteboard Screen

No.	Description	Comply Y/N
1	<p>All-in-One Interactive Whiteboard Screen. The proposed product must be all-in-one. The product must have embedded white board, touch screen, speaker, microphone, and camera. Must be available in at least 65+ inch and 85+ -inch screen sizes</p> <p>With built-in: Open Pluggable Specification (OPS) Computer/engine (I5-8500,8G DDR4,128G SSD, Win11 - minimum) with Wireless Projection to allow compatibility with conference software such as Zoom, Teams, and Webex.</p> <p>With built-in: Camera (Minimum 4K) with Voice Recognition</p> <p>With built-in: Microphone, the pickup radius is not less than 5 meters, and the audio pickup is not less than 180° forward.</p> <p>With built-in: speakers</p>	
2	The proposed product must support intelligent speaker tracking function, using sound source positioning and face recognition technology, automatically switch the speaker close-up picture without manual intervention.	
3	The proposed product must support adaptive panoramic shooting, the system can be automatically adjusted according to the number of participants and location, the panoramic screen should cover all participants, and ensure that the participants are displayed in the middle.	
5	The proposed product should support video+presentation with 1080p 30fps+1080p 30fps, 1080p 30fps+4K 8fps	
6	The proposed product must support wireless projection code function.	
7	The proposed product must support wireless presentation sharing of the PC desktop by transmitter. The video resolution is not less than 4K and support audio transmission.	
8	The proposed product should support mobile device wireless projection function, mobile device's projection content can be sent to the remote site, the video clarity is not less than 1080P	
9	The proposed product should support acoustic baffle function, which allows users to define the sound pickup scope to eliminate the impact of ambient noise during the conference.	

10	The proposed product must support connection with wireless keyboard and mouse, which can be used to operate the proposed product.	
11	<p>The proposed product must support various control functions, including:</p> <ul style="list-style-type: none"> • Apply or release chairman right • Wakeup or sleep device • Control volume • Control camera • share presentation • Call or disconnect sites • View site • Voice activation • Mute or unmute microphones • Extend or end a conference 	
	Whiteboard Touch Controller unit	
	Must include a Rolling Stand/trolley	

4.3 65" LED TV Monitor To work with Digital Signage Software

No.	Description	Comply Y/N
1	4K UHD DIGITAL SIGNAGE DISPLAY 3,840 x 2,160 (UHD)	
2	Lifetime of over 35,000 hours (7 Day x 17 Hour)	
3	WiFi 2.4/5.0GHz dual,802.11a/b/g/n/ac	
4	Brightness 400nits (minimum)	
5	Compatible with AV Control Systems	
6	The Display MUST work with the proposed Digital Signage Software	
7	Displays to me roof-mounted	

4.4 Touchscreen Console Common Functions

No.	Description	Comply Y/N
1	<ul style="list-style-type: none"> • Users must be able to book boardrooms from the touchscreen console • Enable a recording and transcription feature for meeting taking. 	

	<ul style="list-style-type: none"> • A feature or icon must be available on the touchscreen console for users to activate the smart document camera and whiteboard. • All the applications and components within a digital room must be integrated and accessible from the touchscreen console 	
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4.5 Boardroom Display Panels: Outside boardroom door

No.	Description	Comply Y/N
1	Ability to integrate with Microsoft Teams and Outlook to book boardroom	
2	Ability to integrate with Microsoft Teams and Outlook to display/view boardroom booking schedule	

4.6 Laser Projector

No.	Description	Comply Y/N
1	Laser Projector	
2	Motorised drop-down screen must be included with every projector	
3	Laser Light source - 20.000 hours Durability High, 30.000 hours Durability Eco	
4	White Light Output - 5.200 Lumen - 3.640 Lumen (economy) In accordance with ISO 21118:2020 Resolution - WUXGA High Definition - Full HD Aspect Ratio - 16:10 Contrast Ratio - 2.500.000 : 1	
5	Projector to be roof mounted (MUST include all accessories required to mount)	

4.7 HD Camera (standalone)

No.	Description	Comply Y/N
1	Supports at least 1080p 60fps and 12x optical zoom	
2	Supports a horizontal viewing angle of at least 80°	

4.8 Microphone ceiling/tabletop (additional standalone)

No.	Description	Comply Y/N
1	Compact design with omnidirectional, 5-meter voice pickup distance and 360°voice pickup range.	
2	Supports automatic echo cancellation (AEC), automatic gain control (AGC), and automatic noise suppression (ANS).	
3	The sampling rate is not less than 48 kHz.	
4	Supports cascading of three microphone arrays to meet various application requirements for different-sized conference rooms.	

4.9 Ceiling/wall Speakers

No.	Description	Comply Y/N
1	Speakers must be supplied with an amplifier where required. Number of speakers will be determined by the size of the room to provide adequate coverage / sound distribution. Dimensions of rooms are provided for rooms that require speakers.	

4.10 Table Desktop Station

No.	Description	Comply Y/N
1	Desktop Popup Box - power supply, network, 3.5 audio, data USB, HDMI, VGA	

4.11 Digital Signage Software (On-premises Solution)

No.	Description	Comply Y/N
1	Support to integrate live data from various sources directly into the digital signage.	
2	Continuous and automated synchronization	
3	Content management system (CMS)	
4	Compatibility with MS Windows	

4.12 Other

No.	Description	Comply Y/N
1	The solution pricing must include all other equipment and/or accessories to make the solution fully functional . For example, cabling, trunking, etc.	
	The solution pricing must include travel and installation of the equipment at designated addresses.	
2	The solution must include support and licencing based on 36-month period	
3	All equipment must be quoted with a 36-month warranty.	
4	The solution pricing must include user training for each installation.	

5 Briefing

Compulsory Briefing:

- Site Details: 30 Wolmarans Street, Braamfontein
- Date: to be advised
- Time: to be advised

6 EVALUATION PROCESS

Interested bidders for this project shall be evaluated in terms for their administrative responsiveness, substantive responsiveness, technical/functional (capacity testing) evaluation and preference points. The evaluation committee shall use the following Evaluation Criteria depicted in table below for the selection of the preferred bidder that shall render / deliver the required works, goods and / or services.

EVALUATION PROCESS	
Stage 1A - Mandatory Compliance	Substantive responsiveness (mandatory)
Stage 1B - Basic Compliance	Administrative Responsiveness
Stage 1C - Technical Compliance	Mandatory Technical Compliance – Compliance to all requirement items under section 4 (Mandatory Requirement Specification).
Stage 2	
Technical/Functional Criteria	Testing of capacity – meet minimum threshold of 70%.
Stage 3	
Preference Points	
Price	80
BBBEE	20
TOTAL	100

Figure 7.1: Evaluation criteria for the selection of a potential bidder

5.1 STAGE 1 - Mandatory and Basic Compliance Requirements (Substantive and Administrative Responsiveness)

Stage 1A - Mandatory Compliance Requirements (Substantive Responsiveness)

If a supplier / bidder does not submit the following documents the Proposal will be disqualified automatically:

No.	Description of requirement	Compliant
a)	Completion of ALL RFP documentation (includes ALL declarations, ALL Standard Bidding Documents (SBD) and Commissioner of Oath signatures required)	
b)	Bidder MUST be accredited by the OEMs of the proposed technologies that they can supply and support the technologies. For technologies proposed for LED Panel Screen, All-in-One Interactive Boards and TV Monitors.	

No.	Description of requirement	Compliant
	Evidence in a form of a letter or certificate from the respective OEM MUST be provided.	
c)		

Stage 1B - Basic Compliance Requirements (Administrative Responsiveness)

If you do not submit the following basic compliance documents your bid may be disqualified and these documents must be made available within a specified period should an award be made: e.g 7 days

No.	Description of requirement	Compliant
a)	Signed Joint Venture, Consortium Agreement or Partnering Agreement (<i>whichever is applicable</i>)	
b)	Original or certified B-BBEE certificate issued by SANAS (Certificates issued by IRBA and Accounting Officers have been discontinued, however valid certificates already issued before 1 January 2017 may be used until they phase out completely by December 2017) Bidder to include Affidavit for QSEs and EMEs. In cases of JVs or consortiums, a combined B-BBEE certificate in the name of the JV/Consortium must be submitted	
c)	CSD supplier registration number (<i>should a bidder not registered on CSD, the bidder will be afforded 14 days after the closing date to register accordingly</i>)	
d)	A valid and Original Tax Clearance Certificate (valid as at the closing date of this RFP) Or supply SARS Pin	
e)	Company registration documents	
f)	Copies of Directors' ID documents	

Stage 1C – Mandatory Technical Compliance Requirements

The bidder solution MUST meet all the requirements in this section 4. Product brochures must be submitted to support compliance.

**Failure to meet the requirement in the section 4 will lead to automatic disqualification.*

5.2 STAGE 2 - Technical / Functionality Requirements

Qualifying bidders shall be evaluated on technicality / functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 70%. Bidders who score below the minimum requirement shall not be considered for further evaluation in **stage 3**.

ITEM	CRITERIA	WEIGHT
1	Company Years of active existence	30
2	Company Experience	35
3	Evidence of key Technical Personnel Certifications	35
	TOTAL	100

Details of the scoring methodology presented above are outlined below:

ITEM	CRITERIA	WEIGHT	MINIMUM PER CRITERIA	SCORES
1	Company Years of active existence: Bidders MUST proof years of active existence by providing verifiable references for ICT/AV work performed in the past years.	30	18	0: Information to determine organizational experience is not provided 1: Existing for less than 2 years 2: Existing for less than 3 years 3: Existing for less than 4 years 4: Existing for less than 5 years 5: Existing for more than 5 or more years
2	Company Experience: Requirement Information: The tenderer must submit at least three (3) customer reference letters on a client company letterhead for the projects that have taken place within the past 5 years.	35	21	0: Information to determine organizational experience is not provided 1: One qualifying reference submitted 2: Two qualifying references submitted

ITEM	CRITERIA	WEIGHT	MINIMUM PER CRITERIA	SCORES
	Each reference letter must have a date, signed by the customer, and contain: <ul style="list-style-type: none"> • Customer company name • Company Address • Customer contact details (Email and Phone) • Project Scope of work • Project Start and End dates 			3: Three qualifying references submitted 4: Four qualifying references submitted 5: Five or more qualifying references submitted
3	Evidence of key Technical Personnel Certifications Bidders MUST provide proof of key technical personnel OEM certifications. Evidence must be provided in the form of certificates obtained or achieved by the bidders' personnel and/or confirmation of training issued by the OEM.	35	21	0: Information to determine qualifications of key technical personnel not provided 1: One person certified/trained. 2: Two persons certified/trained. 3: Three persons certified/trained. 4: Four persons certified/trained. 5: Five or more persons certified/trained.
	TOTAL	100		

Bidders *MUST* score the stipulated minimum score per criteria item **AND** meet the 70% threshold to proceed to Price and Specific Goals evaluation.

5.3 Stage 3 - Price and Specific Goals

The following formula, shall be used to allocate scores to the interested bidders:
The maximum points for this tender are allocated as follows:

Details	Points
Price	80
Specific Goals	20
Total Points for Price and Specific Goals	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$PS = 80 (1 - \frac{Pt - Pmin}{Pmin})$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

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.


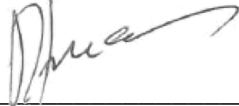
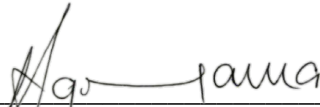
For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this RFQ	Returnables	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Women Owned	Certified copy of ID Documents of the Owners	04	
Black Youth Owned	Certified copy of ID Documents of the Owners	04	
Owned by Black People with Disability	Certified copy of ID Documents of the Owners and Doctor's note confirming the disability	04	
Entities with B-BBEE contributor status of at least level 2	B-BBEE Certificate / Affidavit	04	

EME or QSE 51% Black Owned	Audited Annual Financial/ B-BBEE Certificate / Affidavit	04	
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PREPARED BY:  Thaodi Mapodile Senior Manager: ICT PMO Date: 08 August 2024	SUPPORTED BY:  Thanyani Mashau General Manager: ICT Operations Date: 08 August 2024
APPROVED BY:  Nokuthula Ngonyama Interim CIO Date: 8 August 2024	

PRICING SCHEDULE

Item	Room	LED Panel 3m x 2m + Camera + Mic + Speaker	Projector with 120" Drop Screen	Interactive Screen + Camera + Mic + Speaker	65+" Monitor	Mounting	Door Booking Unit	Additional Mics	Additional Speakers	Desktop Station (power /USB)	Control Unit	Installation including cabling, trunking, etc.	Price (Exc. VAT)
1	CIO's Office				1	roof pole						x	
2	GM Operations Office				1	roof pole						x	
3	Service Manager Office				1	roof pole						x	
4	CIO's Meeting Room			65"+		trolley				1	1	x	
5	HCM Exec Office				1	roof pole							
6	GCFO's Office				1	roof pole							
7	Committee Room			85"+		trolley	1			1	1	x	
8	Main Boardroom	1		65"+		Cabinet / trolley	1	Required	Required	3	1	x	
9	Applications Area				1	roof pole						x	
10	Network Area 1				1	roof pole						x	
11	Network Area 2				1	roof pole						x	
12	Service Desk Area				2	roof pole						x	
13	Governance Security Area				1	roof pole						x	
14	SAP CEO Area				2	roof pole						x	
15	4th Foyer				2	roof pole						x	
16	Cape Town Boardroom		1	85"+		trolley	1	Required	Required	6	1	x	
17	Durban Boardroom		1	85"+		trolley	1	Required	Required	6	1	x	
18	Digital Signage Software Licences-with live data support - 20 Licences											x	
												Total Without Vat	
												VAT	
												Total With Vat	

NB. Bidders **MUST** provide detailed quotation for each meeting room and post the total room prices in the pricing schedule above. These quotations are required for capitalization of equipment per room.