



<b>SUPPLY CHAIN MANAGEMENT SPECIFICATION</b>		
<b>Name of Directorate</b>	Information Regulator	
<b>Date of Specification</b>	03 March 2026	
<b>Date of Compulsory Site Briefing</b>	25 March 2026 @13H00 pm	
<b>Closing Date</b>	30 March 2026 @ 17:00 pm	
<b>Contact Number</b>	010 023 5200	
<b>Venue for delivery of goods / services</b>	Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191, Gauteng Province, South Africa	
<b>Submission should be strictly via E-mail</b>	<a href="mailto:SCM@infoeregulator.org.za">SCM@infoeregulator.org.za</a>	
<b>Contact Person</b>	Lesego Korae /Phindulo Maphangula / Kerryn Mashaba	
<b>APPOINTMENT OF A SERVICE PROVIDER FOR TWO (2) BOARDROOMS AND ONE (1) TRAINING ROOM AUDIO VISUAL (AV) AND VIDEO CONFERENCING SOLUTION SUPPLY, INSTALLATION, CONFIGURATION AND SUPPORT, FOR THE INFORMATION REGULATOR.</b>		
<b>Specification to be supplied</b>	<b>Qty</b>	<b>Description</b>
Compulsory site survey, detailed design and Bill of Quantities (BoQ)	1	Conduct a compulsory site survey (measurements and verification of boardroom layouts, cabling routes, power, mounting points and network constraints), produce a site survey report and detailed implementation design, and submit a BoQ aligned to the final scope.
Two (2) Boardrooms, and one (1) Training room AV and video conferencing solution - supply, installation, configuration	3	Supply, install, configure, test and commission a modern two (2) Boardrooms and one (1) Training room audio visual AV and video conferencing solutions across the identified rooms, including displays/projection, cameras, microphones, speakers, controllers, room scheduling panels, cabling, network integration and power redundancy as

		specified.
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<b>Integration, optimisation and handover</b>	<b>1</b>	<b>Configure network switch ports, VLAN/QoS where required, integrate with Microsoft 365/Teams room resources, test end-to-end meeting workflows, and provide as-built documentation and administrator/user training.</b>
<b>Warranty, maintenance and support</b>	<b>1</b>	<b>Provide twenty-four (24) months warranties on all supplied equipment, and minimum of twelve (12) months post-implementation support and maintenance for a, including fault response and preventative maintenance.</b>

**1. PURPOSE**

- 1.1 The purpose of this specification is to appoint a suitable qualified Service Provider to supply, install, configure, test and commission an integrated two (2) Boardrooms and one (1) Training room audio visual (AV) and video conferencing solution at the Information Regulator’s Woodmead offices.
- 1.2 The solution must enable reliable hybrid meetings, high-quality audio/video capture and playback, wireless content sharing, and modern collaboration features across designated boardrooms and a training room.

**2. The scope includes the following:**

- 2.1 The performance of a compulsory site survey and to produce a survey report, measurements and final Bill of Quantities.
- 2.2 The design, supply, installation, configuration, testing and the commission of the AV and video conferencing solution as per this specification.
- 2.3 To provide all cabling, trunking, mounting hardware and electrical work required for complete installation.
- 2.4 To configure the relevant network components (switch ports, network points and connectivity) to enable stable service delivery.
- 2.5 To provision and setup the desk power outlets for charging devices in the boardroom.

- 2.6 To connect all critical equipment to the alternate/essential power source for redundancy (generator-backed supply).
- 2.7 To provide all handover documentation, training, warranties and post-implementation support for a minimum of twelve (12) months.
- 2.8 A minimum of two-years (24 months) warranty on all supplied hardware components.

### **3. TECHNICAL REQUIREMENTS**

#### **3.1 General Project Requirements**

- 3.1.1 The bidder must supply a detailed implementation plan (tasks, dependencies, milestones and timelines) and a methodology aligned to the compulsory site survey outcomes.
- 3.1.2 All work must comply with applicable South African standards and regulations, including (as applicable) the Occupational Health and Safety Act (OHS), SANS 10142 (electrical installations), and relevant building and fire safety standards.
- 3.1.3 The bidder must provide risk assessments and method statements (RAMS) for all on-site work, and ensure site safety, housekeeping and protection of existing assets.
- 3.1.4 All supplied equipment must be new, OEM-supported, and include manufacturer warranties.

#### **3.2 Solution Architecture and Integration Requirements**

- 3.2.1 The solution must support Microsoft Teams meetings and be compatible with Microsoft Teams Rooms (MTR) functionality; proposed room devices must be Teams Certified.
- 3.2.2 The solution must support BYOM/BYOD capability (Bring Your Own Meeting) to allow third-party conferencing software to utilise the room cameras, microphones, speakers and displays.
- 3.2.3 Room scheduling panels must integrate with Microsoft 365/Exchange room mailboxes for meeting booking, availability and check-in.
- 3.2.4 All solution components must be centrally manageable (remote monitoring, firmware updates, device health and alerting).
- 3.2.5 The bidder must, where applicable clearly indicate any additional subscriptions/licenses required (e.g., Teams Rooms licenses, device management licenses), and price them as separate line items.

### **3.3 Rooms in Scope**

3.3.1 Executive Boardroom.

3.3.2 Second Floor Boardroom.

3.3.3 Training Room.

### **3.4 Installation, Cabling, Network and Power Requirements.**

3.4.1 Installation must include all cabling, trunking/conduit, patching, terminations, labelling and testing required for a complete end-to-end solution.

3.4.2 LAN cabling and network point installation/configuration must be included where required (Cat6/Cat6A or better, to be confirmed at site survey).

3.4.3 Switch port configuration and setup must be included, including PoE provisioning where required for room controllers and scheduling panels.

3.4.4 The bidder must implement AV/VC network segmentation where appropriate (e.g., dedicated VLAN) and configure Quality of Service (QoS) for real-time audio/video traffic to ensure call quality.

3.4.5 All installed equipment must be connected to the alternate/essential power source (generator-backed supply).

3.4.6 Provision and installation of integrated desk-mounted power outlets within the boardroom furniture to enable convenient connection and charging of laptops and related meeting devices.

3.4.7 All wiring, trunking, and terminations shall be professionally installed and concealed to maintain aesthetics and operational safety.

### **3.5 Functional and Performance Requirements**

3.5.1 High-quality audio capture across the room with echo cancellation, automatic gain control and noise suppression.

3.5.2 High-quality video capture with auto-framing/speaker tracking where supported.

3.5.3 Wireless content sharing and multi-participant collaboration (including multiple presenters where required).

3.5.4 Support for dual display or extended display scenarios where applicable (e.g., main display + side display).

3.5.5 Ability to start/join meetings easily, with intuitive in-room control and minimal user steps.

### 3.6 Minimum Technical Specification.

#### 3.6.1 All-in-One Interactive Whiteboard Screen

<p>All-in-One Interactive Whiteboard Screen. The proposed product must be all-in-one. The product must have embedded native OS build in (System configuration: 8 core CPU, 12 GB RAM, 64GB Flash), hardware video conference codec, white board, touch screen, speaker, microphone, and camera. Must be available in at least 85+ -inch screen sizes or higher.</p>	<p>The built-in whiteboard can recognize handwritten characters as standard text, without needing an internet connection. With built-in: Open Pluggable Specification (OPS) Computer/engine (I5-12400,8G DDR4,256G SSD, Win11) with Wireless Projection to allow compatibility with conference software such as Microsoft Teams.</p>
<p>Screen must support Optical anti-blue light with corresponding authentication certificate. Whiteboard writing latency no more than 16ms and supports page with a capacity of at least 100 pages.</p>	<p>With built-in: Camera (Minimum 4K) with Voice tracking auto framing function and built-in privacy cover. With built-in: Microphone, the pickup radius is not less than 12 meters, and the audio pickup is not less than 180° forward with Acoustic baffle to eliminate the impact of environmental noise.</p>
<p>With built-in: speakers, Two built-in, total power not less than 40 W. 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.</p>	<p>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.</p>
<p>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.</p>	<p>The proposed product must support BYOM feature, third-party video conferencing software can utilise the cameras, microphones, speakers, and displays connected to the endpoint to capture and play conference, audio and video, delivering professional audiovisual experience. This feature can support via app, projection key and Type-Cable.</p>

**3.6.2 75"/85" LED TV Monitor for Side Viewing**

4K UHD Digital Signage Display 3,840 x 2,160 (UHD)	Wi-Fi 2.4/5.0GHz dual,802.11a/b/g/n/ac
Brightness 400nits (minimum)	Compatible with AV Control Systems
Displays to be Wall-mounted	The Display MUST work with the proposed Digital Signage Software (where applicable)

**3.6.3 Touchscreen Controller Common Functions**

Users must be able to book boardrooms from the touchscreen console Enable a recording and transcription feature for minute taking.
A feature or icon must be available on the touchscreen console for users to activate the smart document camera and whiteboard. 11.6" diagonal screen Display Angle: 14° Viewing Angle: 85° (up/down/left/right) Resolution: 1280 x 800 Brightness: 400 nits Contrast: 1000:1 Power over Ethernet Microsoft Teams Compatibility & Certification Built-in motion sensor

**3.6.4 HD Camera (Standalone)**

Supports at least 1080p 60fps 4K Ultra HD Zoom: 12x HD zoom (5x optical + 3x digital) Pan: 180° (±90°) Tilt: 140° (+50° / -90°) Wide Dynamic Range
Human figure detection Auto-frame participants at meeting start Video noise reduction, Low-light saturation optimization

### 3.6.5 Ceiling Microphone

Compact design with omnidirectional, 7 m diameter voice pickup distance and 360°voice pickup range.

Supports automatic echo cancellation (AEC), automatic gain control (AGC), and automatic noise suppression (ANS).

The sampling rate is not less than 48 kHz.

Background noise suppression

Mute button with LED status indicator

Supports cascading of three microphone arrays to meet various application requirements for different-sized conference rooms.

### 3.6.6 Ceiling Speakers

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 and quantity of speakers to be determined during the site survey.

6" White Coaxial Ceiling Speaker, With Back box (Where there is suspended Ceiling)

### 3.6.7 Table Desktop Station

Desktop Popup Box - power supply, 3.5 audio, data USB, HDMI

### 3.6.8 Mini PC (or Equivalent)

11th Gen Intel® Core i5

Memory: 8 GB (2 x 4GB)

Storage: 128 GB SSD

3x HDMI video output with CEC supported

TPM2.0

Kernel DMA

EDID

Wi-Fi: IEEE 802.11 a/b/g/n/ac/ax

Bluetooth: BT 5.2

4 x USB 3.0 Type-A

1 x 10/100/1000M Ethernet port

1 x Power port

1 x Security lock slot, Integrated cable management

### **3.7 Documentation, Testing and Acceptance**

- 3.7.1 Provide an acceptance test plan and checklist covering video, audio, wireless sharing, room booking, network connectivity, and power redundancy testing.
- 3.7.2 Provide as-built documentation (cabling diagrams, port maps, IP addressing where applicable, room-by-room equipment schedule, and configuration backups).
- 3.7.3 Provide administrator training (minimum four administrators) and end user orientation for typical meeting workflows.

### **3.8 Warranty, Maintenance and Support Requirements**

- 3.8.1 The bidder must provide warranties on all supplied equipment (minimum two (2) years for hardware) and support arrangements for a minimum of twelve (12) months from sign-off.
- 3.8.2 Provide service desk/contact details, escalation path and response times for critical and non-critical faults.
- 3.8.3 Provide preventative maintenance visits (at least quarterly) and submit maintenance reports, including firmware status and health checks.
- 3.8.4 Provide spare parts/advance replacement approach for critical room components (e.g., mic arrays, controllers) where feasible.

## **4. COMPULSORY SITE BRIEFING**

- 4.1 A compulsory site briefing is required to enable accurate quoting and to take the required measurements. Only bidders who attend the compulsory site survey (and sign the attendance register) will be eligible for evaluation.
- 4.2 The site survey will be conducted at Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191.
- 4.3 **The date and time for compulsory site briefing will be on 25 March 2026 @ 13H00 pm.**
- 4.4 During the survey, bidders must verify and measure: room dimensions and layouts, mounting points, ceiling type, cable routes, table positions, power availability, PoE and switch capacity, Wi-Fi and RF considerations for wireless projection, and generator/essential power connection points.
- 4.5 Bidders must submit, with their quotation, a brief site survey confirmation and a BoQ that clearly reflects the measured scope and any assumptions.

## **5. TECHNICAL COMPLIANCE DOCUMENTATION**

- 5.1 Proof of capability and relevant experience for similar boardroom AV/video conferencing implementations.
- 5.2 Electrical Certificate of Compliance (CoC) for any electrical works performed (to be delivered at project completion).
- 5.3 Proof of competency/registration for specialised works (e.g., registered electrician; ceiling installation credentials).
- 5.4 Manufacturer datasheets/certifications for all proposed equipment (including Teams Certification evidence where applicable).

## **6. REQUEST FOR QUOTATION REQUIREMENTS**

- 6.1 To guarantee an objective and fair evaluation process, all quotations submitted must be in accordance with the format described in the RFQ.
- 6.2 Failure to provide all or any part of the requested information in the required format may result in a quotation being excluded from the evaluation process.

### **6.3 Submission of Documents**

- 6.3.1 Company Profile comprising of a description of the organisation, primary business activity, clients, relevant experience, management, partnerships, etc.
- 6.3.2 Two (2) signed reference letters for similar work done within the last four (4) years, issued on the client's letterhead, indicating similar work and including verifiable contact details.
- 6.3.3 Detailed project plan and project schedule.
- 6.3.4 Bank rating/code

### **6.4 RFQ Terms and Conditions**

- 6.4.1 Bidders must be registered with National Treasury (CSD) and attach a copy of their CSD report, or Unique number and Tax Pin.
- 6.4.2 Bidders are required to submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit, as applicable.
- 6.4.3 Bidders must complete, sign, and submit updated SBD 4 and SBD 6.1 forms.
- 6.4.4 Bidders must indicate estimated delivery/implementation timeframes.

6.4.5 The quotation and required documents must be submitted through email to

[SCM@infoeregulator.org.za](mailto:SCM@infoeregulator.org.za) or as prescribed elsewhere in the RFQ.

6.4.6 Detailed Bill of Quantities with unit pricing and totals, including separate line items for optional items (if any).

6.4.7 Any software/licensing components must be quoted separately with clear terms and renewal implications.

6.4.8 The Service Provider is required to register their Information Officer (IO) on the Information Regulator's eServices portal.

## **7. Evaluation Process and Criteria**

7.1 The quotes will be evaluated in 3 (three) stages.

7.1.1 SCM Pre-qualification criteria

7.1.2 Functional criteria, and

7.1.3 Price and Specific Goal

### **7.2 The first stage will be pre-qualification in line with SCM requirements:**

7.2.1 Tax Compliance Status Pin;

7.2.2 Original certified BBBEE Certificate/ Sworn Affidavit;

7.2.3 CSD registered and submission of CSD report not older than three (3) months;

7.2.4 Completed and signed SBD 4, SBD 6.1,

7.2.5 Bids not in compliance with the above-mentioned and received after the closing date of request for quotation will **not be considered**.

Quotations that qualify will proceed to the second stage of evaluation.

A panel representing the Regulator will evaluate the quotations received according to a set of evaluation criteria.

### **7.3 The second stage will evaluate functionality, and the minimum threshold will be 70 points. Evaluation of quotations will be done according to the following criteria (sufficient information should be provided):**

Table 1

Evaluation Criteria	Description	Score Guidelines		Points
Reference Letters (Past Experience)  NB: NO PURCHASE ORDERS TO BE PROVIDED AS REFERENCE	Submit two (2) signed reference letters performing similar services within the last four (4) years in providing video conferencing solutions with contactable references. References must be in the form of signed letters on a client's official business letterhead stating the scope and description of the services rendered, contract duration with contact name and contact number.	<ul style="list-style-type: none"> <li>The submission of two (2) letters demonstrates proven experience in providing video conferencing solutions</li> </ul>	(30)	<b>30</b>
		<ul style="list-style-type: none"> <li>The submission of one (1) letter demonstrates proven experience in providing video conferencing solutions</li> </ul>	(20)	
		<ul style="list-style-type: none"> <li>The non-submission or submission of irrelevant letters do not demonstrate proven experience in providing video conferencing solutions</li> </ul>	(0)	
Detailed Project Plan	A concise Project Plan / written summary of no longer than five (5) pages that demonstrate the full scope of work as indicated in the Terms of reference or specification; timelines and deliverables; and understanding of specifications, methodology and approach to be used for this project.	<ul style="list-style-type: none"> <li>Submission of detailed project plan addressing every aspect of the scope of work</li> </ul>	(20)	<b>20</b>
		<ul style="list-style-type: none"> <li>Submission of project plan that partially addresses the scope of work</li> </ul>	(10)	
		<ul style="list-style-type: none"> <li>Non-Submission of project plan that partially addresses the scope</li> </ul>	(0)	
Company profile, client management, partners and years in operation	Company Profile comprising client management, partners and years in operation, company address, contact details.	<ul style="list-style-type: none"> <li>Excellent summary of the company profile</li> </ul>	(30)	<b>30</b>
		<ul style="list-style-type: none"> <li>Good summary of company</li> </ul>	(20)	
		<ul style="list-style-type: none"> <li>Average summary of company</li> </ul>	(10)	
		<ul style="list-style-type: none"> <li>No summary of the company</li> </ul>	(0)	
Bank rating	Providing valuable insight into the financial status of a business or entity, allowing you to determine the terms of business or risk involved when extending credit.	<ul style="list-style-type: none"> <li>Rating A -B Good to do business with a company</li> </ul>	(20)	<b>20</b>
		<ul style="list-style-type: none"> <li>Rating C- D Unlikely to commit themselves beyond their means</li> </ul>	(15)	

• Rating E Good to modest business commitments	(10)
• Non-Submission of Bank Rating	(0)

**NB\*\*\*\*Service Providers who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration.**

**6.3 The third stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality.**

In accordance with the Preferential Procurement Regulations, 2022 pertaining to Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20- point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points, and 20 points will be awarded as per points allocated to a bidder on the specific goals: (In reference to SBD 6.1)

- Enterprises with ownership of 51% or more by person/s who are black person/s – 10 points
- Enterprises with ownership of 51% or more by person/s who are women – 5 points
- Enterprises with ownership of 51% or more by person/s who are youth – 3 points
- Enterprises with ownership of 51% or more by person/s with disability – 2 points

<b>Prepared By</b>	
Signature:	 <p>Signed by: 5254EC1C4470441...</p>
Name	Pheko Laka
Title:	BSC Chairperson
Date:	03-Mar-2026   15:20 SAST