

REQUEST FOR INFORMATION

RFI NUMBER: RFI 17-2025/2026

REQUEST FOR INFORMATION: Costing Of Meeting Rooms MS Teams Equipment Installation and Configuration at Market Related Price.

This Request for Information ("RFI") calls for costing of Meeting Rooms MS Teams equipment installation and configuration at market related price and provide this information to the Competition Commission of South Africa ("CCSA") on or before 15 August 2025.

A site visit to the Competition Commission premises is mandatory on the 5 August 2025. Bidders will be expected to:

- *Inspect our current infrastructure so that the requested information is in line with our existing infrastructure.*
- *Inspect the new boardroom spaces.*

Closing Date: 15 August 2025 (online only at tenders@compcom.co.za)

For enquiries contact CCSA Supply Chain Management E-mail: tenders@compcom.co.za

This RFI is an invitation for person(s) to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding of the supply of services will exist between CCSA and any Respondents unless and until CCSA has executed a formal written contract with the selected supplier and /or expert.

REQUEST FOR INFORMATION (RFI)

RFI NUMBER: RFI 17 - 2025/2026

RFI TITLE: Costing Of Meeting Rooms MS Teams Equipment Installation and Configuration At Market Related Price

EXPECTED TIMEFRAME:

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	29 July 2025
RFI Available from	29 July 2025
Compulsory Site Session Date & Time	5 August 2025 11:00 In terms of the Compulsory Site Visit and Submission of bids Bidders must enter through DTIC Security Officers at Main Gate (Corner Meintjies and Robert Sobukwe Street) with their ID cards/books to be registered and they will be directed to Block C (Competition Commission Offices) for bid submission.
Venue for Briefing Session	N/A
RFI Closing Date and Time	15 August 2025 (11:00)
Delivery Venue: Electronics Submission	tenders@compcom.co.za
Contact details	tenders@compcom.co.za

CCSA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to CCSA, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

1. MANDATORY DOCUMENTS

- 1.1** Proof of registration on CSD report (Central Supplier Database)

2. REQUEST FOR INFORMATION:

2. DEFINITIONS

- 2.1** “**RFI**” - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 2.2** “**RFI response**” - a written response in a prescribed form in response to an RFI.
- 2.3** “**Respondent**” – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded through a competitive bid process.

3. CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the CCSA, written approval to divulge such information will have to be obtained from CCSA.

The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the Competition Commission of South Africa (CCSA). No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent: _____

Physical Address: _____

Respondent's contact person: Name: _____

Telephone: _____

Mobile: _____

Fax.: _____

E-mail address: _____

4. The manner of submission of the RFI

- 4.1 Respondent shall submit RFI response in accordance with the prescribed manner.
- 4.2 Respondent shall submit one **emailed submission** including relevant supporting documents.
- 4.3 The original copy must be signed by an authorised employee, agent or representative of the respondent.
- 4.4 The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 4.5 Respondent must clearly outline costing implications of the solution required, as well as any economic factors (i.e. exchange rate implication) that may pose a risk impact against said costing.

5. BACKGROUND

- 5.1 The Competition Commission (Commission) is a statutory body constituted in terms of the Competition Act, No. 89 of 1998 (the Act). It is one of three, independent competition regulatory authorities established in terms of the Act, with the other two being the Competition Tribunal and the Competition Appeal Court. The Commission is empowered by the Competition Act to investigate, control and evaluate restrictive business practices, abuse of dominant positions, mergers, undertake market inquiries and advocacy in order to achieve equity and efficiency in the South African economy.
- 5.2 CCSA is a public entity listed in schedule 3A of the Public Finance Management Act (PFMA) and acts in compliance with section 217 of the Constitution of South Africa and applicable Public Procurement Regulations and Prescripts.
- 5.3 Therefore, the CCSA is requiring RFI 17 - 2025/2026- *Meeting Rooms MS Teams equipment installation and configuration at market related price and provide this information* to the Competition Commission brand referenced aligns to the Commissions quality expectations in terms of required costing.

6. SCOPE OF WORK

6.1 ROOM 1

NAME OF MEETING ROOM:	Room 1	
MEETING ROOM CAPACITY:	40	
CURRENT INFRASTRUCTURE:	Non-Existent	
DESCRIPTION	QUANTITY	
VIDEO CONFERENCING		
MS Teams Video Conferencing System For Medium To Large Rooms	Smart Vision 360 rotation camera for Panel-Audience coverage, with additional external audible speakers.	
Table Microphone	Table Microphone for physical/remote conferencing. (mute/unmute function)	
MSPEAKERS II	Ceiling Speakers.	
Maintenance Service Video Conferencing System	Three-year maintenance	
Wireless Presentations Dongles	Wireless presentation for remote audience as well as in-room audience.	
DISPLAY DEVICES		
New Business TV License		
65" Display (4k UHD) Commercial Lite Display(16Hr)	Display Screens for Interviewer-Interviewee setup and additional for audience.	
4 x FTCP, 5025 Aluminium and Arms Kit		
Back Brace For FTCP		
SWITCHING AND INTERGRATION		
3.0M HDMI Cable		
8-Port Gigabit Ethernet PoE + Unmanaged Switch With 120W, Rack/Wall Mount		
SERVICES		
Annual Service Level Agreement 36 Months		
Guarantee		
Warrantee		
Integration with current infrastructure		
TOTAL COST INCLUDING VAT		

6.2 ROOM 2

NAME OF MEETING ROOM:	Room 2	
MEETING ROOM CAPACITY:	15	
CURRENT INFRASTRUCTURE:	Non-existent	
DESCRIPTION		QUANTITY
VIDEO CONFERENCING		
MS Teams Video Conferencing System For Medium Rooms		
Table Microphone		Table microphone (mute/unmute button function)
MSPEAKERS II		Normal speakers
Maintenance Service Video Conferencing System		Three-year maintenance
Wireless Presentations Dongles		Wireless presentation for remote audience as well as in-room audience.
DISPLAY DEVICES		
New Business TV License		
65” Display (4k UHD) Commercial Lite Display(16Hr)		Display screens for in-room audience.
4 x FTCP, 5025 Aluminium and Arms Kit		
Back Brace For FTCP		
SWITCHING AND INTERGRATION		
3.0M HDMI Cable		
8-Port Gigabit Ethernet PoE + Unmanaged Switch With 120W, Rack/Wall Mount		
SERVICES		
Annual Service Level Agreement 36 Months		
Guarantee		
Warrantee		
Integration with current infrastructure		
TOTAL COST INCLUDING VAT		

6.3. ROOM 3

NAME OF MEETING ROOM:	Room 3	
MEETING ROOM CAPACITY:	10	
CURRENT INFRASTRUCTURE:	Non-existent	
DESCRIPTION	QUANTITY	
VIDEO CONFERENCING		
MS Teams Video Conferencing System For Medium Rooms		
Table Microphone	Table Microphone for physical/remote conferencing. (mute/unmute function)	
MSPEAKERS II	Normal room speakers	
Maintenance Service Video Conferencing System	Three-year maintenance	
Wireless Presentations Dongles	Wireless presentation for remote audience as well as in-room audience.	
DISPLAY DEVICES		
New Business TV License		
65" Display (4k UHD) Commercial Lite Display(16Hr)	Display screens for in-room audience.	
4 x FTCP, 5025 Aluminium and Arms Kit		
Back Brace For FTCP		
SWITCHING AND INTERGRATION		
3.0M HDMI Cable		
8-Port Gigabit Ethernet PoE + Unmanaged Switch With 120W, Rack/Wall Mount		
SERVICES		
Annual Service Level Agreement 36 Months		
Guarantee		
Warrantee		
Integration with current infrastructure		
TOTAL COST INCLUDING VAT		

6.4. ROOM 4

NAME OF MEETING ROOM:	Room 4	
MEETING ROOM CAPACITY:	40	
CURRENT INFRASTRUCTURE:	Non-Existent	
DESCRIPTION	QUANTITY	
VIDEO CONFERENCING		
MS Teams Video Conferencing System For Medium To Large Rooms	Lecture/Audience type setup.	
Microphone	Surround Sound Microphones to pick up sound/voice in a medium to large room with 40(estimation)	
MSPEAKERS II		
Maintenance Service Video Conferencing System	Three-year maintenance	
Wireless Presentations Dongles		
DISPLAY DEVICES		
New Business TV License		
65” Display (4k UHD) Commercial Lite Display(16Hr)		
4 x FTCP, 5025 Aluminium and Arms Kit		
Back Brace For FTCP		
SWITCHING AND INTERGRATION		
3.0M HDMI Cable		
8-Port Gigabit Ethernet PoE + Unmanaged Switch With 120W, Rack/Wall Mount		
SERVICES		
Annual Service Level Agreement 36 Months		
Guarantee		
Warrantee		
Integration with current infrastructure		
TOTAL COST INCLUDING VAT		

7. DELIVERABLES

- 7.1. Expert costing-based quality and quantities – brand referenced aligns to the Commissions quality expectations in terms of required costing for Meeting Rooms MS Teams equipment installation and configuration at market related price and provide delivery timelines from potential award.

8. TIMEFRAMES & PROVISIONAL PRICING

- 8.1. *Bidders must provide an information related to the above-mentioned requirements including the potential costs associated to the delivery of goods and service within the prescribed time.*

9. GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed to:

SUPPLY CHAIN MANAGMENET

E-mail: tenders@compcom.co.za

All queries MUST be e-mailed.

END OF THE REQUEST FOR INFORMATION DOCUMENT