

REQUEST FOR PROPOSAL (RFP)

RFQ REFERENCE NUMBER	RFP 15-01-2026	
PROJECT NAME/ DESCRIPTION OF GOODS, WORK OR SERVICES	APPOINTMENT OF SERVICE PROVIDER – ENHANCEMENT AND EXPANSION OF BOARDROOM VIDEO COLLABORATION SOLUTIONS.	
BRIEFING SESSION DETAILS	Compulsory (please tick or cross the applicable session)	
	Non-compulsory (please tick or cross the applicable session)	X
	Date: 16-02-2026 Time: 14:00 Venue/ platform: CBRTA OFFICES	
RFQ CLOSING DETAILS	Date: 25 February 2026 Time: 11h00 a.m. RFQ must be submitted at Email: quotation2@cbrta.co.za	
RFQ VALIDITY PERIOD	60 Working days (Commencing from the official closing date)	
ENQUIRIES	Morwamoche.sekhukhune@cbrta.co.za	

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CROSS-BOARDER ROAD TRANSPORT AGENCY					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE SUBMITTED VIA THE OFFICIAL EMAIL ADDRESS ON THE COVER PAGE					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ 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.

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, 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:	

1. Introduction to C-BRTA

- 1.1. The Cross-Border Road Transport Agency (C-BRTA) is PFMA Schedule 3A Agency established through the Cross-Border Road Transport Act 4 of 1998 and provides advice, regulation, facilitation and law enforcement in respect of commercial cross border road transportation. The Act gives the C-BRTA mandate to licence commercial cross border road transport operators by issuing permits to operate. The provision of cross-border transport services in South Africa is subject to the provisions of the Cross-Border Road Transport Act. In terms of the Act, any person or organisation wishing to provide cross-border transport services must apply to the Cross-Border Road Transport Agency's Regulatory Committee for a Permit to conduct cross-border business.
- 1.2. The Cross-Border Road Transport Agency's (C-BRTA) thus exists, amongst others, to improve the flow of passengers and freight road transport in the region, introduce regulated competition in cross-border road transport, reduce operational constraints for the cross-border road transport industry, provide oversight and monitoring functions, and to improve the unimpeded transport flow by road of freight and passengers.

2. General rules and instructions

- 2.1. Bidders or their agents shall not make any news releases concerning this RFQ or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, C-BRTA and its Client.
- 2.2. Bidders must be registered on the Central Supplier Database (CSD) to be able to conduct business with C-BRTA.
- 2.3. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform C-BRTA within three (3) days after the publication of the RFQ.
- 2.4. Bidders will be given seven (7) days to correct their non-tax compliance and three (3) days to fully disclose any information on the Standard Bidding Documents, failure such bidders will be disqualified.
- 2.5. This RFQ is subject to Government Procurement: General Contract Conditions – July 2011, Special Contract Conditions and any other contract conditions to be finalised during contracting.

3. Instructions for submitting bids

- 3.1. Bidders should submit their bid responses strictly to the email address on the covering page. Bid responses received outside this email address will NOT be considered.
- 3.2. Bid responses will NOT be considered if submitted after the closing date and time.

4. RFQ Returnable

4.1. Bidders shall submit response in accordance with the response format below. Failure to do so shall result in the rejection of the bidder's RFQ response.

4.2. **Schedule Index:**

- Schedule 1: Completed and signed SBD 1
- Schedule 2: Central Supplier Database (CSD) Registration Report
- Schedule 3: Bidder's Tax Compliance System PIN
- Schedule 4: Sworn Affidavit or valid B-BBBEE Certificate
- Schedule 5: Completed and signed SBD 4 – Bidder's Disclosure
- Schedule 6: Bidder's Disclosure Annexure A
- Schedule 7: Completed and signed SBD 6.1 – Preference Points Claim
- Schedule 8: Price quotation on a company letterhead

4.3. **Evaluation Criteria for this RFQ**

The RFQ will be evaluated using the 80/20 preference points system in terms of the Preferential Procurement Regulations 2022. The following three (3) steps will be followed to evaluate this RFQ:

- a). Mandatory Compliance
- b). Price & Specific Goals and
- c). Administrative Compliance).

4.3.1. **Mandatory compliance**

Documents that must be submitted	Non-submission of any of the mandatory items against shall result to immediate disqualification.
Compliance	The bidder must comply to the requirements of the specification/ terms of reference
Pricing Schedule	Submit full details of the pricing proposal

4.3.2. **Price and Specific goals (80/20)**

Criteria
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where

P_s = Points scored for comparative price of bid under consideration

The formula will calculate for price

$$P_t = \frac{P_{min}}{P_t} \times \text{Comparative price of bid under consideration}$$

following be used to the points

The detailed specific goals requirements of this RFQ are contained in the Standard Bidding Document (SBD 6.1).

4.3.3. Specific Goals

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

Note to tenderers: Bidders must indicate how they claim points for each preference point system. Thus, tenderers are required to indicate number of points in line with their B-BBEE Status Level and Ownership.

No	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Means of verification	Number of points claimed (80/20 system) (To be completed by the tenderer)
A	BBBEE Level 1 – 4	10	BBBEE or Sworn affidavit submitted with the bid	
B	Women owned Enterprises	5	Central Supplier Database	
C	Enterprises owned by disabled people	5	Medical report	
D	Total point claimed	D= A + B + C		

4.3.4. Administrative Compliance

Documents that must be submitted		
Invitation to Bid – SBD 1	Complete and sign the supplied pro forma document	NO
Tax Status	Submit proof of Central Supplier Database report.	NO
Bidders Disclosure Form – SBD4	Complete and sign the supplied pro forma document	NO

Documents that must be submitted		
Preference Point Claim Form – SBD 6.1	Non-submission will lead to a zero (0) score on Specific goals	NO

5. Terms of Reference/ specifications

The Terms of Reference and Specification for the enhancement and expansion of the Boardroom Video Collaboration Solution of C-BRTA meeting rooms to enhance physical, virtual and hybrid meetings experience.

5.1 Background

The Cross-Border Road Transport Agency (C-BRTA) is a section 3A Agency established through the Cross-Border Road Transport Act 4 of 1998 and provides advice, regulation, facilitation and law enforcement in respect of commercial cross border road transport. The Act gives the C-BRTA mandate to licence commercial cross border road transport operators by issuing permits to operate.

The C-BRTA intends to appoint a service provider to enhance and expand the current Boardroom Video Collaboration Solution to enhance the physical and virtual collaboration experience for meeting attendees. Thus, the C-BRTA hereby invites suitable qualified service providers for the expansion and enhancement of the current Boardroom Video Collaboration Solutions and post implementation support and maintenance for a period of 24 (twenty-four) months, on a time and material basis.

The existing videoconferencing setup in the meeting rooms is based on Microsoft Teams software and Logitech hardware components, as indicated in the table below (current meeting rooms solution). The purpose of the project is to enhance and expand the existing equipment solution to provide a more intelligent and seamless meeting experience. This includes:

Improved Visual Solutions: Ensuring compatibility with existing C-BRTA devices, including the Logitech Rally Plus conferencing system.

Seamless Integration: Ensuring that the enhanced solution is compatible with Microsoft Teams and other collaboration tools such as Zoom and Google Meet. Providing end-users with the ability to easily host physical, virtual, or hybrid meetings with full audio and visual capabilities.

User-Friendly Experience: Simplifying the process for setting up and managing meetings.

Current Meeting Rooms Solution

Item	Training Room	Executive Boardroom	Maputo Corridor Boardroom	Regulatory Boardroom
Existing solution	Logitech Rally Plus Conferencing System with Logitech Tap device and Microsoft Teams/Windows based mini-PC	Logitech Rally Plus Conferencing System with Logitech Tap device and Microsoft Teams/Windows based mini-PC	Logitech Rally Plus Conferencing System with Logitech Tap device and Microsoft Teams/Windows based mini-PC	None
Logitech Rally Mic Pods	Ceiling mounted	Desktop Mounted	Desktop mounted	None
Seating capacity	50+ persons	21 persons	17 persons	12 persons
Projector	Epson 2255U (x2)	Epson 2142W	Epson 2142W	None
Projector screen	Motorised (x2)	Motorised	Motorised	None
Television monitor	Smart television screen (x2)	Smart television screen (x4)	Smart television screen (x1)	None

5.2 Scope of Work

Videoconferencing Solution Enhancements

C-BRTA requires the upgrading of the current conference solution for its meeting rooms in order to provide intelligent physical and virtual videoconferencing meetings, with enhanced meeting and collaboration experience. The solution must be compatible with the existing C-BRTA devices including the projectors and TV screens, allowing end users to easily and seamlessly host physical, virtual or hybrid meetings with full audio and visual capabilities.

The enhanced solution should provide for intelligent physical, virtual and hybrid videoconferencing and audio-visual capabilities of the C-BRTA meeting rooms. The potential bidder is expected to supply and install:

5.2.1 Videoconferencing Enablement:

5.2.1.1 Videoconferencing system, with Microsoft Teams, Zoom, Google Meet integration, including devices, cameras, microphones, speakers, meeting controllers, etc.

5.2.1.2 Table mounted microphones and table mounted meeting control device (including touchscreen and Teams integration).

5.2.1.3 BYOD device connectivity solution (including Microsoft Teams, Zoom, Google Meet integration).

5.2.1.4 Advanced multi-camera functionality (front and centre) with artificial intelligence (AI) capabilities.

5.2.1.5 Advanced multi-camera functionality (front and centre) with artificial intelligence (AI) capabilities.

5.2.1.6 Mounting, installation, cabling and wiring, sundries, and system connectivity and configuration.

5.2.2 Meeting Room Optimisations:

5.2.2.1 Ability to display video content to all of the available room display devices (projectors and television screens) including single, multi-mirrored and split screen options.

5.2.2.2 The upgrade/optimisation of meeting room camera functionality so that attendees are automatically framed and centred in picture when speaking.

5.2.2.3 Seamless integration for the hosting of virtual meetings using platforms such as Microsoft Teams, Zoom, Google Meet, Cisco Webex, etc, - using '*bring your own device*' (BYOD) integration capability with '*plug and play*' features.

5.2.2.4 Mounting, installation, cabling and wiring, sundries, and system connectivity and configuration.

5.3 Digital Meeting Room Schedule Displays

For the meeting rooms, it is required that compatible scheduler devices are implemented for the convenient display and booking of meeting rooms, from outside the doors of the meeting rooms.

The digital meeting room schedule display solution should make it simple to check meeting rooms availability, resources, and capacity, and should include the below requirements:

5.3.1 Integration of the digital meeting room schedule displays with the enhanced meeting rooms solution.

5.3.2 Overview meeting details and customize privacy by choosing which event details to display.

5.3.3 Seamlessly integrate with Microsoft Teams, Outlook, Exchange Online and Exchange.

- 5.3.4 Easily book meeting rooms from existing Outlook calendars, the Microsoft Teams app, or directly on the meeting room display.
- 5.3.5 Ethernet cabling from digital meeting room schedule displays to (existing) PoE network switches.
- 5.3.6 Mounting, installation, cabling and wiring, sundries, and system connectivity and configuration.

5.4 Television Monitor Display

For the Regulatory Boardroom, a television monitor display is required for meeting collaboration and integration with virtual meetings.

5.4.1 The Television Monitor Displays should include the following requirements:

- 5.4.1.1 High-end quality brands
- 5.4.1.2 QLED or OLED panel technology
- 5.4.1.3 4K or 8K resolution
- 5.4.1.4 Smart TV operating system
- 5.4.1.5 Anti-glare screen with wide viewing angle
- 5.4.1.6 Three-year on-site warranty.

5.4.1.7 Mounting, installation, cabling and wiring, sundries, and system connectivity and configuration.

5.5 Digital Interactive Smart Whiteboard

For the Executive Boardroom, a digital interactive whiteboard solution is required with touch-enabled interactive screen that can be used for taking notes, drawing diagrams, collaborating over video calls, streaming content, playback of video media, presenting slides, etc. The Digital Interactive Smart Whiteboard solution should include the following requirements:

- 5.5.1 Touch-enabled interactive whiteboard screen for taking notes, drawing diagrams, collaborating over video calls.
- 5.5.2 Controlled by touch or a stylus with multiple simultaneous touch points, and virtual pen options.
- 5.5.3 Smart collaboration software tools to enable engaging and interactive presentations.
- 5.5.4 Ability to screencast, stream, and present over an HDMI connection for streaming content, playing back of video media, and presenting slides.

- 5.5.5 Wireless display adapter for screen casting/presenting from Windows, MacOS, iPad OS, and Android device with a USB-C port).
- 5.5.6 Integration and compatibility with Microsoft Teams and the enhanced videoconferencing meeting rooms solution.

5.6 Support and Maintenance

Provide for support and maintenance services (on a time and materials is basis) for a period of 24 (twenty-four) months for the entire solution (including existing equipment).

- 5.6.1 Provide preventative maintenance at least quarterly for the duration of the contract (to be inclusive of all labour and call-out costs).
- 5.6.2 Allocation for corrective maintenance, including time and material costs.
- 5.6.3 Bidder is to indicate labour and call-out rates for time and material work to be undertaken.
- 5.6.4 Bidder is to indicate response times in the proposal.
- 5.6.5 Adhere to maximum time to respond requirements as agreed upon.

6. Meeting Rooms Solution Requirements Summary

Item	Training Room	Executive Boardroom	Maputo Corridor Boardroom	Regulatory Boardroom
Videoconferencing Enablement				
Videoconferencing system with Microsoft Teams, Zoom, Google Meet integration (including device (appliance mode), wall mount, camera, microphone and speakers)	N/A	N/A	N/A	Required (x1)
Table mounted microphones (including mounts)	N/A	N/A	N/A	Required (x1)
Table mounted meeting control device (including touchscreen and Teams integration)	N/A	N/A	N/A	Required (x1)
BYOD device connectivity solution (with support Microsoft Teams, Zoom, Google Meet integration)	N/A	N/A	N/A	Required (x1)
Additional AI camera (with support for Microsoft Teams, Zoom, Google Meet integration)	N/A	Required (x1)	Required (x1)	N/A
Mounting, installation, cabling and wiring, sundries, and system connectivity and configuration	N/A	Required	Required	Required
Compatible with the existing Logitech Rally Plus solution	N/A	Required	Required	N/A
Meeting Room Optimisations				
Enhanced / optimised camera functionality for videoconferencing solution	Required	Required	Required	Required
Intelligent voice / visual activated cameras for framing when meeting participants are speaking	Required	Required	Required	Required
Single, multi-mirrored and split screen display of video (to TV monitors and/or projectors)	Required	Required	Required	Required
Mounting, installation, cabling and wiring, sundries, and system connectivity and configuration	Required	Required	Required	Required

Digital Meeting Room Schedule Displays				
Schedule display devices for meeting rooms (including wall and/or glass mounts)	Required (x1)	Required (x1)	Required (x1)	Required (x1)
Mounting, installation, cabling and wiring, sundries, and system connectivity and configuration	Required	Required	Required	Required
Compatible with the existing Logitech Rally Plus Solution	Required	Required	Required	Required
Television Monitor Displays				
Smart Television Monitor Displays (wall/ceiling mounted)	N/A	N/A	N/A	Required (x1) Size: 75"
Mounting, installation, cabling and wiring, sundries, and system connectivity and configuration	N/A	N/A	N/A	Required
Digital Interactive Smart Whiteboards				
Digital Interactive Smart Whiteboard solution (including multi touch screen and advanced collaboration software)	N/A	Required (x1)	N/A	N/A
Mounting, installation, cabling and wiring, sundries, and system connectivity and configuration	N/A	Required	N/A	N/A
Compatible with the existing Logitech Rally Plus Solution	N/A	Required	N/A	N/A
Support and Maintenance				
Support and Maintenance for 24 (twenty-four) months for all solutions (including existing)	Required	Required	Required	Required
On-site warranty for all new equipment supplied (2 to 3 years)	Required	Required	Required	Required

7. Implementation Approach

The following boardrooms are in scope for the boardroom collaboration solutions project:

Boardroom Name
1. Training Room
2. Executive Boardroom
3. Maputo Corridor Boardroom
4. Regulatory Boardroom

NB: The C-BRTA reserves the right to award this bid either partially (for either of the above boardrooms or any selection thereof) or in its entirety (for all of the above boardrooms).

8. Briefing Session

A non-compulsory briefing session will be held at the C-BRTA offices in Centurion on **23rd January 2026 from 11h00 to 12h00**, so that bidders may conduct a site visit to view the boardrooms as well as obtain clarity related to the scope of work or solution requirements.

9. Pricing schedule

Table 1: Cost Breakdown as per Scope of Work: Bidders are expected to complete the following table as part of their proposals.

No	Description	Bid Price In ZAR (Including VAT)
1.	Training Room:	
	Meeting Room Optimisations	R
	Digital Meeting Room Schedule Display	R
	Mounting, installation, cabling and wiring, sundries, and system connectivity and configuration	R
	On-site warranty	R
	Sub-Total	R
2.	Executive Boardroom:	
	Videoconferencing Enablement	R
	Meeting Room Optimisations	R
	Digital Meeting Room Schedule Display	R
	Digital Interactive Smart Whiteboard	R

	Mounting, installation, cabling and wiring, sundries, and system connectivity and configuration	R
	On-site warranty	R
	Sub-Total	R
3.	Maputo Corridor Boardroom:	
	Videoconferencing Enablement	R
	Meeting Room Optimisations	R
	Digital Meeting Room Schedule Display	R
	Mounting, installation, cabling and wiring, sundries, and system connectivity and configuration	R
	On-site warranty	R
	Sub-Total	R
4.	Regulatory Boardroom:	
	Videoconferencing Enablement	R
	Meeting Room Optimisations	R
	Digital Meeting Room Schedule Display	R
	Television Monitor Display	R
	Mounting, installation, cabling and wiring, sundries, and system connectivity and configuration	R
	On-site warranty	R
	Sub-Total	R
Total cost (including VAT)		R

NB: The total cost on the table above will be used for evaluation purposes.

Table 2: Support and Maintenance: Bidders are expected to complete the following table as part of their proposals.

No	Description	Bid Price In ZAR (Including VAT)
1.	Support and Maintenance (for 24 months on a time and materials basis)	
	Labour rate (per hour)	R
	Call-out fee (per hour)	R
	Other (please specify)	R
	Sub-Total	R
Total cost (including VAT)		R

10. Technical Evaluation

The proposals will be evaluated based on 80/20 preferential procurement system as follows:

Evaluation Criteria – Boardroom Collaboration Solutions				
80 points = Price				
20 points = BBBEE				
100 points = Functionality				
Threshold = 70%				
Please note: Bidders who score LESS than 70 points on this phase shall not be considered for further evaluation on Price and Specific Goals .				
Past performance of the organization in supplying and installing Boardroom Collaboration Solutions (30 points)				
A bidder must demonstrate relevant, recent experience in supplying and installing Boardroom Collaboration Solutions.				
Bidder details, experience and track record:				
Provide details of projects successfully completed by the organisation locally of similar scope and complexity over the last 10 years				
More than 8 projects	7 - 8 projects	5 - 6 projects	2 - 4 projects	Less than 2 projects
30 points	25 points	20 points	10 points	0 points
The information required must include a list of the following:				
- Client name and contact details - Description and relevance in supplying and installing Boardroom Collaboration Solutions				

- Duration of project (including start and end date)

The C-BRTA reserves the right to contact the bidder's references.

The information required must include a list of projects and provided for in the following table format (a project list template document has been added as an annexure). If the projects list is not provided in the required list format, then the points for this section will not be allocated and will be scored zero (0).

Project Description	Client Name	Client Contact Details	Project Duration	
			Start Date	End Date

Technical skills of key resources (30 points)

The competence and expertise of key resources that will implement and support the Boardroom Collaboration Solutions as per scope of work; emphasis must be on the skills and experience in technical areas comparable to the project.

Provide a list of the team members and their CV's (replacements must be professionals with the same expertise and experience). Information required must include the following:

Combined experience of the implementation team in years, demonstrating roles and the organisation where the resource was successfully implementing similar solutions.

16 years or more	13 – 15 years	10 - 12 Years	7 - 9 years	4 – 6 years	3 years or less
30 points	25 points	20 points	15 points	10 points	0 points

The information required must include a list of resources, and provided for in the following table format (a resources list template document has been added as an annexure). If the resources list is not provided in the required list format, then the points for this section will not be allocated and will be scored zero (0).

Resource Name	Technical Skills or Expertise	Experience in Relation to Skills (Number of Years)	Role in Project

Technical approach (40 points)

Bidders are required to demonstrate in their proposal the technical approach that will ensure the Boardroom Collaboration Solutions are successfully implemented and will meet the requirements of the C-BRTA.

Points scored for information provided will be scaled from full points to zero points, or any value in between, as per the below table for the points allocated for the criteria evaluation.

Criteria	Points Allocated
Provide comprehensive details on the implementation of enhancements and the upgrade of the meeting rooms to facilitate intelligent physical and virtual videoconferencing meetings. Explain how the proposed solution will enhance the overall meeting and collaboration experience , including specific features and benefits. Consider aspects such as ease of use, reliability, scalability, and user satisfaction.	0 - 10 points
Provide detailed information on how the proposed solution will support 'bring your own device' (BYOD) integration with 'plug and play' features. Explain how this will enhance compatibility with other conferencing solutions such as Microsoft Teams, Zoom, Google Meet, Webex, etc., and provide examples of seamless integration. Include details on the types of devices supported, the ease of connection, and any additional software or hardware requirements.	0 - 10 points
Provide detailed information on how the proposed solution will incorporate enhanced AI-powered cameras with intelligent multi-participant framing. Explain the implementation process and how it will improve the meeting experience. Highlight the benefits of AI technology, such as automatic adjustment to the number of participants, improved focus and clarity, and the ability to capture non-verbal cues.	0 - 10 points
Provide detailed information on how the proposed solution will include room schedule display devices for the convenient status display of meeting rooms . Explain the implementation process and how it will improve meeting room management. Include details on the integration with existing scheduling systems, the user interface, and the ability to display real-time availability and booking information.	0 - 10 points
Criteria Evaluation	Points Allocated

Information provided greatly exceeds the requirements	10 points
Information provided exceeds the requirements	8 points
Information provided meets the requirements	6 points
Information provided does not meet the requirements	4 points
Information provided is poor or insufficient	2 points
No information provided	0 points

PRICING SCHEDULE – FIRM PRICES

Name of bidder:	RFQ No:
Closing Time: 11:00	Closing date:

OFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF RFQ.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE (VAT EXCL.)	Total PRICE (VAT EXCL.)
1.	Board room solution as per specification	1		
Value Added Tax (VAT) at 15%				
Total RFQ Price (VAT Inclusive)				

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers 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.

Full Name	Identity Number	Name of State institution

2.2 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:

.....
.....

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:

.....
.....

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.

3 DECLARATION

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.
- 3.6.1 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

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

sector for a period not 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 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Annexure A – bidders Disclosure form as per section 2.3 of SBD 4

Bidders are requested to declare all enterprises/ companies any of its directors/ trustees/ shareholders/members/ partners have interest in, the enterprises/companies disclosed must be equal or more than those disclosed on the Central Supplier Database (CSD) report.



350 Witch-Hazel Avenue,
Eco Point Office Park,
Block A, Eco Park,
Centurion, Pretoria
South Africa

PO Box 560
Menlyn
0063
Pretoria
South Africa

Tel.: +27 12 471 2000
web.: www.cbrta.co.za

Name of Director	Name of the enterprise/ company	Supplier (MAAA....)	No.	Registration No	Director status [Active/Resigned]

SBD 6.1

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 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 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 Points for specific goals for this tender will be allocated on the basis B-BBEE Status Level as shown in Table 1 below.

1.6 In order to claim points for specific goals, bidders must submit B-BBBEE Certificate and/or sworn affidavit, as the case may be.

1.7 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.

- 1.8 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to 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:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$
Where		

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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:

80/20	or	90/10
--------------	-----------	--------------

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

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 tenderers: The tenderer must indicate how they claim points for each preference point system. Thus, tenderers are required to indicate number of points in line with their B-BBEE Status Level and Ownership

No	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Means of verification	Number of points claimed (80/20 system) (To be completed by the tenderer)
A	BBBEE Level 1 – 4	10	BBBEE or Sworn affidavit submitted with the bid	
B	Women owned Enterprises	5	Central Supplier Database	
C	Enterprises owned by disabled people	5	Medical report	
D	Total point claimed	D= A + B + C		

5. SUBMISSIONS BY CONSORTIUMS AND JOINT VENTURES

5.1 If a submission is made by a consortium or Joint Venture, the points claimed for ownership must be detailed separately on an attachment showing the following:

- The percentage (%) of the contract allocated to each JV member or consortium member. This should also be included in an agreement to be made available on request by C-BRTA
- The percentage ownership by race category of each JV member or consortium member in each of the specific goals relevant to this bid.
- The total points claimed will be the sum of the percentage contract allocation for each partner multiplied by the percentage weighting for the race category, multiplied by the percentage ownership in the relevant specific goal.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm.....

6.2. Company registration number:

6.3. 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]

6.4. I, the undersigned, who is duly authorised 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 favourable 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:

.....

.....

.....