



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

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THE HEAD OF DEPARTMENT
REGIONAL MANAGEMENT
EASTERN, WESTERN AND NORTHERN CAPE
STATE INFORMATION TECHNOLOGY AGENCY
PRIVATE BAG X 0047
BHISHO
5605

Dear Mr. X. Mbulawa,

**RE: REQUEST FOR PROCUREMENT OF A NEW AUDIO-VISUAL AND VIDEO
CONFERENCING SOLUTION ON BEHALF OF THE DEPARTMENT**

The department engaged with your team regarding the upgrading and configuration of the Audio-Visual and Video Conferencing System of the Eastern Cape Provincial Disaster Management Centre.

The teams agreed to convene weekly meetings to discuss the implementation of the project. It then transpired that brand specification information including the serial numbers was required to align the upgrade with the already existing equipment. The department could unfortunately not access the required information as it dates back to the time when the Disaster Management Centre was still being commissioned.

In this regard, it was agreed that a revised tasking letter requesting the installation of a new AV/VC solution should be submitted to SITA. It is against this background that the department is requesting SITA to proceed with the process of procuring a new Audio-Visual and Video Conferencing system for the department.

It will be greatly appreciated if your team can speedily expedite this process as the project has been delayed for quite some time.

**RE: REQUEST FOR PROCUREMENT OF THE AUDIO-VISUAL AND VIDEO
CONFERENCING SOLUTION ON BEHALF OF THE DEPARTMENT WITH A
REVISED TASKING LETTER**

Please do not hesitate to contact Ms. Marge Peters on 082 4444 245 or email peters.marge@eccogta.gov.za and Ms. Luke on 076141149 or Tswakai.luke@eccogta.gov.za should you require further information.

Yours in Service Delivery


Mr. V. Mlokothe
Acting Head of Department
Department of Cooperative Governance and Traditional Affairs

Date: 20/06/2024