



REQUEST FOR QUOTATION FOR SERVICE PROVIDER TO SUPPLY AND INSTALL A LOGITECH GROUP HD VIDEO AND AUDIO-CONFERENCEING SYSTEM PREFERABLY 4K QUALITY	
RFQ NUMBER:	REQ10852
RFQ ISSUE DATE:	10 May 2023
CLOSING DATE AND TIME:	19 May 2023 @ 11h00
RFQ VALIDITY PERIOD	30 Days (COMMENCING FROM RFQ CLOSING DATE)
DESCRIPTION OF SERVICES	REQUEST FOR QUOTATION: A Service provider to supply and deliver and install a Logitech Group HD Video and Audio- conferencing system preferably 4K quality. Refer to terms of reference from page 14
SITE VISIT DATES	
SUBMISSION EMAIL ADDRESS	sibongile@nedlac.org.za and copy procurement@nedlac.org.za



PROCUREMENT ENQUIRIES	Name: Sibongile Pheeha Tel: 0607710835 Email: sibongile@nedlac.org.za
TECHNICAL ENQUIRIES	N/A



REQUEST FOR QUOTATION

BIDDER NAME:

COMPANY REGISTRATION NUMBER:.....

CSD NUMBER :.....

ADDRESS:
.....
.....

CONTACT PERSON :

TEL:

FAX:

E-Mail :

Mobile:

TOTAL RFQ PRICE R (VAT Incl.)
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SBD 4

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

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.



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:

.....
.....

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 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 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

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.



PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT

SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



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 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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) BBBEE

1.4 **To be completed by the organ of state:**



The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
BBBEE	20
Total points for Price and BBBEE	100

- 1.5 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.
- 1.6 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

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

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

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

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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The BBEE allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Level 1	10	20		
Level 2	8	16		
Level 3	5	10		
Level 4	4	8		
Level 5	3	6		
Level 6-8	0	0		



DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. 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]

4.6. 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:

.....

.....

.....



REQUEST FOR QUOTATIONS FOR A SERVICE PROVIDER A VIDEO CONFERENCING SYSTEM

1. BACKGROUND

- 1.1. NEDLAC is a statutory body which is governed and mandated by The National Economic Development and Labour Council Act, Act 35 of 1994.
- 1.2. NEDLAC's environment is a hybrid one, where 90 % of its staff work from home and sometime host hybrid meeting at the Nedlac offices.
- 1.3. Current technologies used is O365 E 1 License and 90 % of meeting are conducted via the MS Teams platform.
- 1.4. Main Chamber boardroom has mounted screens and HDMI projector with Bosch Conferencing system, in the main chamber that can host about 80 people.

2. PURPOSE

- 2.1. Nedlac seeks to appoint a service provider to provide an off the shelf Video group conferencing system to conduct hybrid meeting.

3. SCOPE OF WORK

- 3.1. Provide a Logitech Group HD Video and Audio-Conferencing System preferably 4K quality
- 3.2. The system must be able to integrate with the current CCS Bosch 900 conferencing system currently installed
- 3.3. Install and configure the Group HD Video and Audio-Conferencing System



4. KEY DELIVERABLES

- 4.1. Install and configure the system.
- 4.2. Provide training to administrators who will be operating the device and archive the training in video format for future use.
- 4.3. Provide warranty and guarantee.
- 4.4. Provide support information e.g. support number and support email address of the device manufacture, should the device fail to operate as desired.

5. SUBMISSION OF DOCUMENTS

Bidders must submit the following documents:

- 5.1. A proposal outlining the approach and methodology as to the execution of the terms of reference.
- 5.2. Budget indicating all the cost assumptions and a maximum amount for the assignment. This includes pricing schedule
- 5.3. Provide South African Revenue Services (SARS) Tax PIN.
- 5.4. Proof of Central Supplier Database (CSD) registration.
- 5.5. Entity ownership type and BBBEE certificate or affidavit.
- 5.6. Provide completed SBD forms.
- 5.7. Company profile, including CVs and qualifications of the relevant individuals assigned to the project, which must clearly demonstrate the necessary skills and experience in the areas of expertise listed below.
- 5.8. Contactable references, supported by signed reference letters on company letter heads.
- 5.9. Details of similar projects for the past years.
- 5.10. All submitted documents must be separated, marked (Index), and adhere to this structure:
 - 5.10.1. Separate compliance documents.e.g. SBD forms, SARS etc
 - 5.10.2. Approach and Methodology
 - 5.10.3. Reference letters (with Similar projects)
 - 5.10.4. CV with qualifications (Certification)



5.10.5. Clear Pricing schedule

6. BID SUBMISSION AND ENQUIRIES

- 6.1. Bidders should send their completed bids and accompanying relevant documentation to Sibongile@nedlac.org.za and Copy procurement@nedlac.org.za unit by **19 May at 11 am.**
- 6.2. Any technical questions regarding the RFP should be emailed to Benedict@nedlac.org.za.
- 6.3. Note that no late proposals will be considered.
- 6.4. Nedlac reserves the right to cancel this bid should such be deemed necessary.

7. SELECTION AND EVALUATION CRITERIA

7.1. Evaluation criteria

- 7.2. As this procurement is expected not to exceed a maximum of R50 million, the 80/20 preferential procurement measure is applicable. In order to achieve specific goals, a maximum of 20 points will be awarded to a tenderer for broad-based black economic empowerment as follows:

- B-BBEE status Level 1 contributor: 20 points
- B-BBEE status Level 2 contributor: 16 points
- B-BBEE status Level 3 contributor: 10 points
- B-BBEE status Level 4 contributor: 8 points
- B-BBEE status Level 5 contributor: 6 points
- B-BBEE status Level 6 - 8 contributor: 0 points

- 7.3. The RFQ will be evaluated in two phases as follows:

Phase 1 – Functionality Evaluation



Functionality	100
Threshold	70

Phase 2 – Pricing and Goal Evaluation

Price	80
Goal Evaluation	20

7.4. Functionality Evaluation criteria

The following evaluation criteria will be utilised:

5= Excellent, 4 = Good, 3 = Satisfactory, 2 = Poor, 1= Unacceptable

The below matrix will be used in scoring the proposals: Description of Quality Criteria and Sub-criteria	Scoring	Weight
Total Functionality	Total Score	100%
A. Approach and methodology in managing this project which should include:		
Interpretation of Terms of Reference to demonstrate understanding of what is required:		
5. Excellent understanding of what is required in the terms of reference; innovative and practical approach to developing the proposal; proposed action plan including milestones and timeframes.	5 = Excellent	20%
4. Good understanding of what is required in the terms of reference; practical approach and methodology; proposed action plan including milestones and timeframes.	4 = Good	
3. Satisfactory understanding of what is required in the terms of reference; generic or text book approach and methodology; proposed action plan including milestones and timeframes.	3 = Satisfactory	
2. Poor understanding (wrong interpretation) of what is required in the terms of reference and missing one of the of the following critical components.	2 = Poor	



The below matrix will be used in scoring the proposals: Description of Quality Criteria and Sub-criteria		
	Scoring	Weight
Total Functionality	Total Score	100%
1. No action plan submitted.	0 = Not Acceptable	
B. Certified Expertise		
Experience in AV and Video conferencing system.		
Certified and Experienced AV system installer by the manufacture (Provide proof)	5 = Excellent	30%
Experienced AV system installer by the manufacture (Provide proof) (Provide proof)	4 = Good	
Not Certified but experienced AV system installer (Provide proof)	3 = Satisfactory	
Not Certified AV system installer	2 = Poor	
No Certification and Proof of experience of AV system installer = Not Acceptable	1 = Not Acceptable	
C. Relevant experience		
To evaluate each of the above components, the following criteria will apply:		
6 and above years or more relevant experience = Excellent	5 = Excellent	30%
4 to 5 years' relevant experience = Good	4 = Good	
3 years' relevant experience = Satisfactory	3 = Satisfactory	
2 years' experience = Poor	2 = Poor	
1-year experience = Not Acceptable	1 = Not Acceptable	
D. Similar projects Completed		
Number of Completed Similar Projects:		



The below matrix will be used in scoring the proposals: Description of Quality Criteria and Sub-criteria	Scoring	Weight
Total Functionality	Total Score	100%
5 or More Completed Similar Projects with signed reference letters = Excellent	5 = Excellent	
4 Completed Similar Projects with signed reference letters = Good	4 = Good	
3 Completed Similar Projects with signed reference letters = Satisfactory	3 = Satisfactory	
2 Completed Similar Projects with signed reference letters = Poor	2 = Poor	
1 Completed Similar Project with signed reference letters = Acceptable	1 = Not Acceptable	

7.5. TO NOTE

- The final decision and successful appointment will be made by Nedlac and no correspondence will be entered into thereafter.
- Nedlac reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this call for quotations.

7.6. PAYMENT TERMS

- Payments will be made within 30 days from receipt of invoice and signed off job card.