



**NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL**

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<b>REQUESTS FOR QUOTATIONS</b>	
<b>HIRING OF HYBRID MEETING EQUIPMENT FOR NEDLAC EXCO MEETING OF 26 MAY 2023</b>	
<b>RFQ NUMBER:</b>	REQ10894
<b>RFQ ISSUE DATE:</b>	11 May 2023
<b>CLOSING DATE AND TIME:</b>	22 May 2023 @ 11h00
<b>SITE VISIT</b>	
<b>DESCRIPTION OF SERVICES</b>	<b>HIRING OF HYBRID MEETING EQUIPMENT FOR NEDLAC EXCO MEETING OF 26 MAY 2023</b>  <b>NB: TORs attached from pg14</b>
<b>SUBMISSION ADDRESS</b>	Submissions to be sent electronically

<b>PROCUREMENT ENQUIRIES</b>	<b>Name: JOYCE TONGWANE</b> <b>Email: <a href="mailto:joyce@nedlac.org.za">joyce@nedlac.org.za</a></b>
<b>TECHNICAL ENQUIRIES</b>	<b>Name: Moipone Molete</b> <b>Email: moipone@nedlac.org.za</b>

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**COMPANY REGISTRATION NUMBER:**.....

**CSD NUMBER :**.....

**ADDRESS:** .....

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**CONTACT PERSON :** .....

**TEL:** .....

**FAX:** .....

**E-Mail :** .....

**Mobile:** .....

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**TOTAL RFQ PRICE R .....(VAT Incl.)**

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## 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 interest<sup>1</sup> 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 institution	State

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<sup>1</sup> 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 consortium<sup>2</sup> 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

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<sup>2</sup> 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.

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 PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

**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**

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**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).

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) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>BBBEE</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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.

## **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).

## **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

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration Pmax = Price of highest acceptable tender

## 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.)***

BBBEE LEVELS	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)
BBBEE Level 1	10	20		
BBBEE Level 2	8	16		
BBBEE Level 3	5	10		
BBBEE Level 4	4	8		
BBBEE Level 5	3	6		
BBBEE 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.

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**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

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## REQUESTS FOR QUOTATIONS

### HIRING OF HYBRID MEETING EQUIPMENT FOR NEDLAC EXCO MEETING OF 26 MAY 2023

#### 1. INTRODUCTION

1.1 The National Economic Development and Labour Council (Nedlac) is a statutory body that was established through the Nedlac Act No. 35 of 1994 and operates under the terms of the Nedlac Constitution. Nedlac's vision is to promote growth, equity and participation through social dialogue.

#### 2. PURPOSE

2.1 Nedlac requires services of a reputable and experienced service provider to supply, set up and operate digital equipment for the hosting of a hybrid meeting for +- 40 onsite and +- 40 offsite delegates, at the Nedlac offices in Rosebank, Johannesburg.

2.2 The meeting room that will host the hybrid meeting is 164m<sup>2</sup> in size, set up in a chamber sitting style and has a maximum sitting capacity of +-80 people per meeting.

2.3 The meeting room is equipped with the following:

- Two drop down screens;
- Two ceiling mounted projectors;
- +- fifteen Bosch conferencing desk microphones and one control box;
- Wi-fi connectivity is 50 to 100 Mbps up and down depending on the nearest access point;
- Virtual event platform - MS Teams (O365 E 1 license);
- The meeting room has two LAN connectivity points at 100 Mbps speed.

2.4 The objective of this exercise is to ensure the successful hosting of a hybrid meeting, allowing for a seamless participation of all delegates without any technical challenges.

### 3. SCOPE OF WORK

3.1 The service provider is expected to provide the following services:

3.1.1 Supply, set up, test and commission equipment that will allow for a full hosting of a hybrid meeting for +-40 inhouse and +-40 offsite delegates.

3.1.2 The equipment supplied should comprise of and is not limited to the following:

- Pop filters
- Dedicated headphones x10
- Line-in and Line-out cables
- DSLR or mirrorless camera (with USB and HDMI connectivity)
- Secondary cameras if needed
- Tripods (for camera)
- Video switcher
- Lighting equipment
- Screen/s (optional as room is equipped with two dropdown screens)
- The equipment must be compatible with the existing software and equipment as indicated in 2.3 and scalable should there be a need.

3.1.3 Provide an onsite technician for setting up, operation and management of the equipment during the meeting.

3.2 Service provider to conduct a site visit prior to quoting as follows:

**Date: Tuesday 16 May 2023 at 12:00-13:00**

**Venue: Nedlac House, 14A Jellicoe Avenue, Rosebank.**

**NB: Please ask for Samuel upon arrival**

### 4. REQUIREMENTS OF THE SERVICE PROVIDER

4.1 The successful service provider must meet the following mandatory requirements:

- 4.1.1 Possess a minimum of three (3) years' experience in the supply, installation and configuration of hybrid meeting digital equipment and systems.
- 4.1.2 Must have completed a minimum of five (5) similar assignments and attach company assignment portfolio to substantiate company experience in this field of work.
- 4.1.3 Must provide proof of industry related accreditation.
- 4.1.4 Must have technicians with proven skills and technical experience in commissioning the required hybrid meeting digital equipment and systems required in this assignment.
- 4.1.5 Recognised accreditation in the field of
- 4.1.6 Ensure to assign a competent technician/s who will be dedicated to this assignment.
- 4.1.7 Provide a plan outlining deliverables, timelines and costs for this assignment.
- 4.1.8 Provide at least five (5) signed and traceable reference letters for similar work done.
- 4.1.9 Provide a company profile.

## **5. SUBMISSION OF DOCUMENTS**

- 5.1 Additional to the requirements listed as part of 5.1 above, the service provider **must** submit the following documents:
  - 6.1.1 BBBEE certificate or affidavit.
  - 6.1.2 Company registration.
  - 6.1.3 Proof of CSD registration.
  - 6.1.4 Completed SBD forms.



## 6. SELECTION AND EVALUATION CRITERIA

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

6.1 The RFQ will be evaluated in two phases as follows:

### Phase 1 – Functionality Evaluation

<i>Functionality</i>	<i>100</i>
<i>Threshold</i>	<i>70</i>

### Phase 2 – Pricing and Goal Evaluation

<b>Price</b>	<b>80</b>
<b>Goal Evaluation</b>	<b>20</b>

### 6.2 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 submissions:

<b>A. Competence and expertise of the service provider measured in years of experience</b>		
<b>What is required</b>	<b>Application of evaluation criteria</b>	<b>% Allocation</b>
<p>Availability of appropriate skills and resources to undertake the assignment.</p> <p>Demonstration of skills and capabilities by showing current and previous work done, as well as number of years in the fields set out above.</p> <p>Proof of industry related accreditation.</p>	<p>5= five and above years' experience</p> <p>4=four years' experience</p> <p>3=three years' experience</p> <p>2= two years' experience</p> <p>1 = one years' experience</p>	50%
<b>B. Similar projects completed</b>		
<b>What is required</b>	<b>Application of evaluation criteria</b>	<b>% allocation</b>
<p>Work performance on previous assignments (service providers to specify area of speciality) successfully completed in the areas set out above (supported by signed reference letters).</p>	<p>5= five and above successfully Completed projects</p> <p>4= four successfully completed projects</p> <p>3= three successfully completed projects</p> <p>2= two successfully completed projects</p> <p>1= one successfully completed project</p>	50%

## 7.2 Selection Criteria

7.2.1 Bidders that attain a minimum score of 70% on functionality will be evaluated further for price and BBBEE.

7.2.2 The final decision and successful appointment will be made by Nedlac and no correspondence will be entered into thereafter.

7.2.3 Nedlac reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this call for quotations.

7.2.4 Bidders must be ready and available to commence work immediately after appointment.

## **7. BID SUBMISSION AND ENQUIRIES**

7.1 Bidders should send their completed quotations and accompanying relevant documentation to SCM unit at [joyce@nedlac.org.za](mailto:joyce@nedlac.org.za) and copy [procurement@nedlac.org.za](mailto:procurement@nedlac.org.za) by **the 22<sup>nd</sup> May 2023 at 11h00.**

7.2 Note that no late proposals will be considered.

7.3 Technical enquiries regarding this Terms of Reference should be emailed to [moipone@nedlac.org.za](mailto:moipone@nedlac.org.za).

7.4 Procurement enquiries regarding these terms of reference should be emailed to [joyce@nedlac.org.za](mailto:joyce@nedlac.org.za) and copy [procurement@nedlac.org.za](mailto:procurement@nedlac.org.za).

## **8. PAYMENT TERMS**

Payments will be made within 30 days from receipt of invoice and against presentation of satisfactory deliverables as will be agreed upon on appointment of the successful bidder/service provider.