



an agency of the
Department of Arts and Culture

18 JUNE 2020

TERMS OF REFERENCE

PROCUREMENT OF NEW VIDEO CONFERENCE EQUIPMENT FOR HEAD OFFICE, CAPE TOWN AND PRETORIA OFFICE

1. PURPOSE

- 1.1. The purpose of this procurement is to procure new Video Conference Equipment for both the SAHRA Head Office Boardroom located at 111 Harrington Street, Cape Town as well as the office located in Pretoria, Office 101, 1st floor, Sancardia Mall, 541 Madiba Street.

2. BACKGROUND

- 2.1. The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Arts and Culture and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.
- 2.2. SAHRA currently have a Polycom HDX 7000 VIDEO CONFERENCING system at Head Office and in Pretoria.
- 2.3. The two SAHRA sites currently connect to each other via Internal IP.
- 2.4. We have a 100Mbps Fibre lines in each office.
- 2.5. Video Conferencing calls are routed through a secure firewall.
- 2.6. The two SAHRA sites, each have two LCD screens mounted in their boardroom (4 in total).

3. SCOPE REQUIRED

The proposed video conferencing system must:

- 3.1 Be able to connect in the same manner as the current system.
- 3.2 Be able to connect to external Video Conferencing by means of Public IP.



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- 3.3 Be able to use HDMI cable, as well as Bluetooth/wireless to do presentations on the Video Conferencing calls.
- 3.4 Include two (2) Smart LCD HD flatscreens (42”) for each site (4 in total).
- 3.5 Provide pan, tilt & zoom camera for each site.
- 3.6 Include a “smart” conference phone for each site (mid-size meeting room); and
- 3.7 Be compatible with Office365 products, including Skype for Business and Teams.

4. TERMS AND CONDITIONS

- 4.1 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.2 Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- 4.3 Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.
- 4.4 SAHRA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise all project proposals shall become the property of SAHRA and shall not be returned.
- 4.5 Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.6 SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- 4.7 Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 4.8 In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.



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- 4.9 All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.
- 4.10 The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes, verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
- 4.11 The proposal must include a company profile/ organization profile, comprising a description of the organization of the bidder, its primary business activity, clients experience, management etc., including at least three references for companies, to whom the service provider has supplied the same service.
- 4.12 After the successful service provider has received the purchase order, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.

5. RETURNABLE DOCUMENTS

1. SBD 1 Invitation to BID
2. SBD 2 Tax Clearance Requirements
3. SBD 3 Pricing Schedule
4. SBD 4 Declaration of Interests form.
5. SBD 6.1 Preference points claim form (**valid BBBEE certificate must be submitted together with this completed document**).
6. SBD 7.2 Contract Form (Rendering Services).
7. General Conditions of Contract
8. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
9. SBD 9 Certificate of Independent Bid Determination.

NB: Failure to submit completed returnable forms as mentioned above may disqualify your quotation.

6. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Quotations Issued	Website/e-Tender/Tender Bulletin	
Closing Date	Proposals submitted to SAHRA	



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7. EVALUATION CRITERIA

All proposal offers received shall be evaluated based on the following phase out approach:

- **Phase one:** Compliance to the terms of reference and conditions of the tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender on this phase.
- **Phase two:** preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are allocated to BBBEE status level as follows.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

8. Price (Vat included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

9. SUBMISSION OF TENDERS

Bids must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management - Bid No: SAHRA/ICT/18/03/2020**
Project Name: Video Conference Equipment



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**BIDS must be submitted to: 111 Harrington street
Cape town
8001**

Bids must be placed in the tender box with a clear marking of the tender number and the project name clearly reflected

SAHRA takes no responsibility for mailed tender documents. It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.

10. CLOSING DATE AND TIME

CLOSING DATE: 03 JULY 2020 AT 11H00 – NO LATE TENDERS WILL BE ACCEPTED.

For enquiries, please contact:

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South African Heritage Resources Agency
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