



prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: [S&IBOARD-NGR/01/2025]

**REQUEST FOR QUOTATION (RFQ) FOR THE SUPPLY, INSTALL AND CONFIGURE STANDALONE
VIDEO CONFERENCING SYSTEM AT PRETORIA PRASA CRES NGR BOARDROOM**

SECTION 1: SBD1**PART A INVITATION TO BID****YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)**

BID NUMBER:	S&I BOARD-NGR/01/2025	CLOSING DATE:	07 February 2025	CLOSING TIME:	12:00PM
DESCRIPTION	SUPPLY, INSTALL AND CONFIGURE STANDALONE VIDEO CONFERENCING SYSTEM AT PRETORIA PRASA CRES NGR BOARDROOM				

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):

546 PAUL KRUGER c/o SCHEIDING STREET

PRASA CRES BUILDING

PRETORIA STATION PRECINCT

PRETORIA

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Thobeka Shabangu
TELEPHONE NUMBER	012 748 7571
E-MAIL ADDRESS	CresNGR.Quotation@prasa.com

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.....

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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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**
- 1.3. **PRESCRIBED IN THE BID DOCUMENT.**
- 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

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 PRASA 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:

NB:

- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
- *PRASA General Conditions of Purchase shall apply.*

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

2 COMMUNICATION

Bidder/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

3 BIDDERS COMPLAINTS PROCESS

3.1 Bidders are advised utilize this email address (Complaints@prasa.com) for lodging of complaints to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

3.1.1 Bid/Tender Description;

3.1.2 Bid/Tender Reference Number;

3.1.3 Closing date of Bid/Tender;

3.1.4 Supplier Name;

3.1.5 Supplier Contact details; and

3.1.6 The detailed complaint.

4 LEGAL COMPLIANCE

The successful Bidder shall be in full and complete compliance with any and all applicable national and local laws and regulations.

5 CHANGES TO QUOTATIONS

Changes by the Bidder to its submission will not be considered after the closing date and time.

6 PRICING

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

7 BINDING OFFER

Any Quotation furnished pursuant to this RFQ shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 DISCLAIMERS

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s)/works and request Bidders to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein; and
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue.

Should a contract be awarded on the strength of information furnished by the bidder, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another bidder.

Should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked bidder provided that he/she/it is still prepared to provide the required goods at the quoted price.

9 LEGAL REVIEW

Proposed contractual terms and conditions submitted by a bidder will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a

bidder who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Bidders. PRASA agrees that it shall only process the information disclosed by Bidders in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Bidders or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Bidders. Similarly, PRASA requires Bidders to process any personal information disclosed by PRASA in the bidding process in the same manner.

12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria in choosing a Supplier/Service Provider:

EVALUATION CRITERIA	WEIGHTING
Stage 1 – Compliance	
Stage 1A	Mandatory Requirements
Stage 1B	Other Mandatory Requirements
Stage 2	
Price	80
Specific Goals	20
TOTAL	100

13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

14 VALIDITY PERIOD

14.1 PRASA requires a validity period of **60 Working Days** from the closing date.

14.2 Bidders are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period. However, once the delegated authority has approved the process the validity of the successful bidder(s)' bid will be deemed to remain valid until finalization of the of award.).

15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Bidders are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required

to publish the prices and preferences claimed of the successful and unsuccessful Bidders *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's. (Where applicable).

16 RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Bidders are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

16.1. Mandatory Returnable Documents

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Bidder's disqualification. Bidders are therefore urged to ensure that all documents are returned with their Quotations.

SECTION 3

1 EVALUATION CRITERIA:

Stage 1A – Mandatory Requirements

If you do not submit the following mandatory documents/requirements, your bid will be automatically disqualified.

Only bidders who comply with stage 1A will be evaluated further. **[Note: only include technical legislative requirements)**

No.	Description of requirement	
a)	Price Schedule and Pricing form (Section 5) To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule/BOQ and not utilize a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive.	
b)	Signed Joint venture agreement/ Consortium agreement/ Trust Deed (If applicable) JV must indicate the lead partner as per the CIDB standard for uniformity in Engineering and construction works contracts August 2019 and Construction Industry Development Regulations	

Stage 1B –Other Mandatory Requirements

If you do not submit the following mandatory documents/requirements, PRASA may request the bidder to submit the information within three (3) working days. Should this information not be provided, your bid proposal will be disqualified.

Only bidders who comply with stage 1B will be evaluated further.

No.	Description of requirement	
a)	Letter of Good Standing: COIDA.	
b)	Supply of valid SARS Pin	
c)	Completion of ALL RFP documentation (includes ALL declarations)	
d)	CSD supplier registration number	

2.1 Stage 2- Price and Specific Goals

The following formula, shall be used to allocate scores to the interested bidders :

The maximum points for this tender are allocated as follows:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. 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

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.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Ownership Level	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence required for specific goals
Black Owned	10	100% Black Owned		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners For JVs/Trust Deed/Consortiums: Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
	8	75% – 99% Black Owned		
	6	60% – 74% Black Owned		
	3	51 – 59% Black Owned		
	0	0 – 50% Black Owned or irrelevant submission/No submission		
Black Youth Owned	10	100% Black youth Owned		Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners For JVs/Trust Deed/Consortiums: Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
	8	75% – 99% Black youth Owned		
	6	60% – 74% Black youth Owned		
	3	51 – 59% Black youth Owned		
	0	0 – 50% Black youth Owned or irrelevant submission/No submission		
TOTAL	20			

APPOINTMENTS OTHER THAN THE SUCCESSFUL BIDDER

1.1 PRASA may appoint a bidder other than the successful bidder under the following instances:

- (i) When a successful bidder, after having been informed of the acceptance of its Bid, fails to sign a contract within a prescribe period of time e.g. 14 (fourteen) days after being called upon to do so;

- (ii) ~~When a successful bidder has failed to provide the necessary security, bonds or guarantees within the time required to do so by PRASA;~~
 - (iii) When a successful bidder fails to meet a condition precedent for the award of business (e.g. to obtain the necessary funding); and
 - (iv) When final contract negotiations with a preferred bidder fails and a contract is not agreed upon.
- 1.2** PRASA will only award a bid to a bidder other than the highest scoring bidder provided that such bid is still within the bid validity period.
- 1.3** Only if the second ranked bidder is also unable/unwilling, PRASA may proceed to the third ranked bidder.

SECTION 5

PRICING AND DELIVERY SCHEDULE

Bidders are required to complete the attached Pricing Schedule **Annexure:**

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable (delete if not applicable).
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 8 Bidders are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Bidder. PRASA may:
- 9 Negotiate a market-related price with the Bidder scoring the highest points;
- 10 If that Bidder does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the second highest points;
- 11 If the Bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the third highest points;
- 12 If a market-related price is not agreed with the Bidder scoring the third highest points, PRASA must cancel the RFQ.

I / We _____ (Insert Name of
Bidding _____ Entity) _____ of

_____ code

(Full address) conducting business under the style or title of:

represented by:
_____ in my capacity as:
_____ being duly
authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices
quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract,
at a lumpsum, of _____ R
_____ (amount in
numbers);

(amount in words) Incl. VAT.

DELIVERY PERIOD: Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within working days from date of order. (To be completed by Service provider)

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other

than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

Warranty

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

Indemnity

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

Assignment and sub-contracting

The successful Bidder awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Bidder and PRASA, therefore, the successful Bidder and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

SECTION 6

SBD4

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

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.

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

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 Bidder's declaration regarding PEPs/PIPs

PRASA requires bidders to disclose if they have Politically Exposed Persons ("PEP")² or Prominent Influential Persons ("PIP")³ and related individuals in their organisation and/or beneficial owners / shareholders who are PEP/PIP.

PRASA reserves the right not to enter into a business relationship with such person, official or entity, provided there are objective factors that justify the conclusion of such business relationship, and the decision is based on achieving the best interest of PRASA.⁴

² Both foreign and domestic politically exposed person as specified in Schedule 3A and 3B of the Financial Intelligence Centre Act No. 38 of 2001 as amended. (refer to Annexure 2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

³ As reflected in Schedule 3C of the Financial Intelligence Centre Act No.38 of 2001 (refer to Annexure 2.1.2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

⁴ Clause 4.5 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties.

3.1 Is the bidder a PEP/PIP? **YES/NO**

3.2 Does the bidder have an existing relationship with a PEP/PIP? **YES/NO**

3.3 Where a relationship with a PEP/PIP exists, the bidder is required to furnish particulars of the nature of the exposure, term of the office and description of activities relating to exposure, in table below.

Name of PEP/PIP & Nature of the Exposure/Influence	Term of the office	Description of activities relating to Exposure/Influence

3.4 Declaration:

I/We the undersigned _____ (Name) hereby certify that the PEP/PIP information furnished in this bid document is true and correct. We further certify that we understand that where it is found that we have made a false declaration or statement in this bid, PRASA may disqualify our bid or terminate a contract we may have with PRASA where we are successful in this tender.

Signature

Date

Position

Name of bidder

4 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 consortium⁵ 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, 3 and 4 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

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.

⁵ 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.

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) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and Specific Goals	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

3.2. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.3. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.3.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = 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.

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:

.....

.....

.....

SECTION 11

Specification:

Supply, install and Configure standalone Video conferencing system at Pretoria Prasa Cres NGR Boardroom

- 1.Scope of service
- 2.Duration and Special condition
- 3.Definitions
4. Abbreviations, Terms and Definitions
- 5.Installation References & Regulations
- 6.Certificate Of Compliance By An Accredited Person and support of the system and licensing.
7. Bidder's solutions required functional requirements
- 8.Equipment & Materials
- 9.Non-Compliance 1
- 10.Quality of work and workmanship
11. Specific Goals
12. Bill of Quantities
13. Annexure 2: Rooms sizes and pictures of Prasa Cres Boardroom
14. Annexure 1: Health Safety Requirements Template for Issuing of Site Access

1. Scope Of Work

The scope of the works covers the following

1.1Supply, install and configure the following items at Main Pretoria PRASACRES Boardroom

- An integrated video and audio-conferencing system with full interpretation, broadcast and webstreaming integration for boardroom.
- Multimedia presentation systems with screens, cameras and speakers.
- A digital recording system for audio and video recording
- Web streaming facilities for virtual meetings, hybrid meetings or traditional in boardroom meetings.
- Full touch panel control for all systems in the boardroom.
- Supply and install Dimmable LED Lighting luminaires (Fittings with Tubes) to aid orientation, prevent fatigue while accommodating versatile multimedia formats. Lights to be controlled by Smart Wi-Fi Mechanical Light Switch Dimmer – 2 Gang.
- Supply and install Interior - Motorized horizontal roller Blinds suitable for the Meeting boardroom. The blinds should be controlled by voice command or remote controlled.
- Supply and install double steel floor pedestal.
- Supply and install new Power logic Wave Flip up Recessed Multiplug Black with its accessories

1.2 Remove the following items at Pretoria PRASACRES Boardroom.

- 1xPresentation Screen
- 1x Ceiling mount projector
- 14x 7W LED Ceiling down lights and 6x 1200mm x 600mm LED Recessed Panel Light fittings with Tubes.
- 4xHorizontal Blinds for 4x windows.

2. Duration and Special conditions

- 2.1. A work program shall be submitted to the Project Manager within 5 days from the date of the acceptance of the tender and shall match the duration stated in the specification
- 2.2. A fully complete and compliant safety file as per the attached safety check list shall be submitted to the Project Manager within 5 days from the date of the acceptance without failure.

~~2.3. No work will commence without an approval of fully complete and compliant safety file~~

2.4. The duration of the project shall be 6 months, and the contractor is expected to commence work within 7 days upon receipt of the appointment letter.

2.5. Failure to adhere to specified timelines will result in termination of contract.

2.6. All quantities will be re-measured and checked on completion for final account purposes

2.7. All manuals (CDs), Quick start guide, configuration documentations and software's of installed products must be handed over to the PRASACRES Project Manager after Installation as part of the sign-off.

2.8. The certificate of Compliance must be handed over to PRASACRES after installation at no cost at all.

3. Definitions

3.1 **PRASACRES:** One of the subsidiaries of Passenger Rail Agency of South Africa (PRASA) group responsible for managing the property portfolio of the group and the maintenance thereof.

3.2 **Facilities Manager:** A manager of PRASA-CRES responsible of building and infrastructure portfolio or any person authorized to act in that capacity.

3.3 **Contractor:** Successful tender who is appointed by PRASA-CRES shall be responsible to carry out the works as per this specification.

4. Abbreviations, Terms and Definitions

HD	High Definitions
p	pixels
IEC	International Electrotechnical Commission
LED	Light Emitted Diodes
ISO	International Organization for Standardization
LCD	Liquid Crystal Display
30fsp	30 frame per second
db.	decibel
mm	millimeter
DDR4	Double Data Rate Memory
SANS	South Africa National Standards
POPIA	Protection of Personal Information Act
OHSMS	Occupation Health and Safety Management System
SSD	Solid State drive
Rpm	Root per Minute
HDMI	High-Definition Multimedia Interface
RJ45	Registered Jack-45
4K	horizontal display resolution of approximately 4,000p
USB	Universal Serial Bus
AEC	Automatic Echo Cancellation
ANS	Automatic Noise Suppression
AGC	Automatic Gain Control
(PoE)	Power over Ethernet

5. Regulatory, Quality and Standards

5.1. The supplier must ensure compliance with ISO/IEC General Quality for the duration of the contract.

Standards, ISO9001.

5.2. The supplier must for the duration of the contract ensure compliance with ISO/IEC ISO 14001 General

5.3. The supplier must ensure compliance with ISO/IEC General for the duration of the contract,

OHSMS, ISO 45001:2018

5.4 The Supplier must for the duration of the contract ensure compliance with ISO/IEC ISO27001 standard to manage information security and POPIA.

5.5. Electrical Works: The Supplier must ensure that Electrical Work is performed as prescribed by the Occupation Health and Safety Act (Act 85 of 1993 as amended), Electrical Regulations 2009, Including:

- (i) The Supplier is registered at the Department of Labour as an Electrical Contractor.
- (ii) The standard of work conforms to SABS SANS 10142-1: The code of practice for wiring of Premises

6. Certificate Of Compliance by An Accredited Person and support with licensing

6.1 On completion of the electrical installation the contractor shall complete the Certificate of Compliance for the electrical installation. This form must be handed to PRASACRES project manager or its representative. The Certificate of Compliance will be completed and signed by an accredited electrical contractor.

6.2. The support and licensing of the system should be based on 36-month period

6.3. The Ceiling Mount Conferencing Loudspeaker, microphones and sound tracking camera must be certified for Microsoft Teams Room Pro.

7. Bidder's solutions required Functional Requirements

7.1 The standalone Video Conference system must be:

- Certified for use with conference software Microsoft Teams Room Pro
- The bidding product must support intelligent speaker tracking function, using sound source positioning and face recognition technology, automatically switch the speaker close-up picture without manual intervention.
- The bidding product must support adaptive panoramic shooting, the system can be automatically adjusted according to the number of participants and location, the panoramic screen should cover all participants, and ensure that the participants are displayed in the middle.
- The bidding product should support built-in linear microphone arrays, the pickup radius is not less than 5 meters, and the audio pickup is not less than 180° forward.
- The bidding product should support video presentation with 1080p 30fps+1080p 30fps, 1080p 30fps+4K 8fps.
- The bidding product must support wireless projection code function. It is not necessary to input the terminal IP address, and the mobile or PC can be shared to terminal by the projection code
- The bidding product must support wireless presentation sharing of the PC desktop by transmitter. The video resolution is not less than 4K and support audio transmission.

- The bidding product should support mobile device wireless projection function, mobile device's projection content can be sent to the remote site, the video clarity is not less than 1080P
- The bidding product should support acoustic baffle function, which allows users to define the sound pickup scope to eliminate the impact of ambient noise during the conference.
- The bidding product must support connection with wireless keyboard and mouse, which can be used to operate the bidding product.
- The solution must be able to operate on an Ethernet Network, WIFI and ADSL Network
- All solutions should include a room panel outside the door and all applicable software and licensing for meeting scheduling.

The product equipment's must support various control functions, including:

7.1.1 4K Interactive Touchscreen

No	Requirements:
1	Anti-glare (AG) Protective and tempered glass.
2	Wireless screen share for Android and Windows (E-Share app). Supplied with IR remote control
3	Inputs: HDMI, USB 3.0, RS323 Mic In, AV, VGA, Audio, Gigabyte Network, 2.4GHz Wi-Fi
4	Outputs: SPDIF, AV, HDMI, RJ45
5	High Precision Technology that offers the most fluid writing experience on a touchscreen – as smooth as writing on a whiteboard. Able to differentiate between palm-erase, finger touch and stylus-writing.
6	Screen sharing and lesson planning apps
7	40 Touch points (20 for writing) White Board Mode Annotation
8	Native screen sharing with up to 4K resolution
9	Multi user profiles and launch screen
10	Compatible with cloud accounts
11	Must Include Classroom Essential Apps Includes Whiteboard, Annotate, Timer, Media, Players, Browser, PDF Reader, Screen Record, Spinner, Voting, Math Tools
12	Compatible with Landscape and Portrait orientations
13	Wake-on-Lan
14	Must be able to do projection via Wi-Fi from laptop

7.1.2 Mini PC

No	Requirements:
1	Must be designed for conference room systems
2	Dimensions: 168 mm * 197 mm * 39 mm
3	Must support the simultaneous display of three screens to provide a diverse video conferencing experience
4	The automatic wake-up screen feature supported by CEC allows you to enjoy the convenient experience by one touch
5	Interface: 3 X HDMI out,1 X Touch Port (RJ-45),4 X USB3.0 Type-A Port,1 X 10/100/1000 Gigabyte Ethernet Port,1 X Power Supply Port,1 X Security Slot, WIFI, Bluetooth

7.1.3. In-Ceiling Microphones

No	Requirements:
1	Compact design with omnidirectional, 5-meter voice pickup distance and 360°voice pickup range.
2	Supports AEC, AGC and ANS.
3	The sampling rate is not less than 48 kHz.
4	Supports cascading of three microphone arrays to meet various application requirements for different-sized conference rooms.
5	installation options must be in-ceiling
6	Intelligent Sound Processing which ensures crystal-clear audio in every meeting.
7	The microphones must be certified for Microsoft teams

8	Intelligent Tracking which features 8 beam outputs for precise speaker tracking and integrates with room cameras for enhanced camera tracking.
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7.1.4 4K UHD Dual-Eye Intelligent Tracking Camera

No	Requirements:
1	Supports at least 1080p 60fps and 12x optical zoom
2	Supports a horizontal viewing angle of at least 80° without adding an external wide-angle lens.
3	Mounting type: Stand
4	Digital zoom: 3x
5	HD type: 4K Ultra HD
6	Supported video modes: 720p, 1080p
7	When video conference is not in use the camera must automatically hide away.
8	Intelligent Camera solution which automatically zooms in on the person speaking, transmitting facial expressions and body language for higher impact and more productive video collaboration.
9	Must support AI-driven features like Presenter Tracking, Speaker Tracking, Auto Framing, and Picture-in-picture,
10	Easy mechanical pan and tilt controlled via remote or camera.
11	Designed for medium to large boardroom (20 to 30 members)
12	Must come with wall mount brackets
13	Must come with three years hardware warranty

7.1.5. Full Microsoft Teams & Zoom Collaboration Touch Panel

	Requirements:
1	Apply or release chairman right
2	Wakeup or sleep device
3	Control camera
4	Control volume
5	Share presentation
6	Call or disconnect sites
7	View site
8	Voice activation
9	Mute or unmute microphones
10	Extend or end a conference
11	8-inch Touch console

7.1.6. Microsoft Teams Panels

No	Requirements:
1	Employees must be able to book an available room on the spot or find another time slot and reserve it right from the panel.
2	Must be easy to determine space availability from a distance with vibrant, color-coded LED indicators and the intuitive and easy-to-read UI presents space and meeting information, so you can confirm you're in the right place at the right time
3	If the time slot is not booked it must appear green.
4	The panel must be Microsoft teams certified
5	users can have insight in the meeting space free or busy status at any time
6	Room Check-in Notification to sends a message to the in-room display that people in the next meeting are waiting outside
7	Room Capacity Warning leverages select in-room cameras to detect when the maximum people allowed per room is reached.
8	Remove Unused Scheduled Room identifies and allows for the removal of 'ghost' meetings to free up unused meeting space time slots.

7.1.6. Two-way 6.5-inch thin edge in ceiling build in conferencing loudspeaker

No	Requirements:
1	Operating Range:50 Hz - 20 kHz
2	Sensitivity (1W/1m) 88 dB
3	Impedance 16Ω
4	Operating Range (10dB)
5	Diameter: Bezel Diameter: 9.8 inches (250 mm)
6	Cutout Diameter: 8.8 inches (223 mm)
7	Nominal Maximum SPL @ 1m, Peak 110 dB, Continuous 104 dB
8	Continuous Power Handling@ Nominal Impedance 22V 60W @ 8Ω (240W peak)
9	Depth 3.4 inches (87 mm)
10	Applications: Conference rooms and Boardrooms
11	Have a thin edge grill with neodymium magnets
12	Dimensions: H x Diameter: 151 mm x 276 mm
13	Loudspeakers must be able to deliver superior audio clarity

7.1.7 Dimmable LED Panel Ceiling lights

No	Requirements:
1	Adjustable brightness to provide a more comfortable environment, ensuring meeting agenda effectiveness.
2	Lights are must be installed on the ceiling of a conference room
3	provides bright and comfortable illumination but also enhances energy savings
4	To avert unforeseen interruptions, The boardroom must always have a backup lighting system in place, ensuring that meetings can proceed seamlessly without delays.
5	balanced light levels throughout the conference hall is imperative
6	lighting utilized should fulfill functional requirements while enhancing the overall aesthetic appeal of the space.
7	They must be LED in ceiling mount type of fittings with lights

7.1.8 . Smart Wi-Fi Mechanical Light Switch Dimmer – 2 Gang.

No	Requirements:
1	Must be compatible with most Dimmable LED ceiling Lights such as LED panel down lights and LED tubes
2	Dimming is controlled by holding down the button until the desired light level is set and then releasing the switch face to stop dimming
3	If the dimmer is released and then held down again the dimming must change direction and increase or decrease depending on the previous dimming action
4	The dimmer must have a memory and so once a light level has been set every time one turns on the lights, the light intensity will return to its previously set position
5	Mounting type must be surface mount

7.1.8. Indoor Motorized Roller Blinds suitable for boardroom meetings.

No	Requirements:
1	Blinds must be automated to be able to be opened and closed by the click of a button or from the command of your voice, App control or Bluetooth control
2	Good UV Control with adjustable speed
3	Ideal For Privacy and Visibility of Projection or LCD Screens
4	Motor for opening and closing must be silent and designed to withstand thousands of use cycles
5	The motor should use normal plug point
6	The blinds to must come with 20 Channel Remote for Motorized Blinds

7.1.10. Wave Rectangular flip flop Recessed Multiplug

No	Requirements:
1	1 x Splitter connector
2	2 x Normal plug sockets
3	2 x Data CAT 6 modules
4	1 x Illuminated overload switch
5	1 x USB A

8. Equipment & Materials.

- 8.1 All equipment and fittings supplied must be in accordance with the attached quality specification (of this document), suitable for the relevant supply voltage and frequency and must be approved by the PRASACRES Project manager.
- 8.2 Materials and equipment used in this installation must be of the best quality of their respective types, must meet the relative SANS or SABS specifications and must be installed to the satisfaction of the PRASA CRES Project manager or his representative.
- 8.3 The contractor will be informed in writing if any material or workmanship is not of the required quality in such a case the contractor must replace the material concerned or repair the installation to the satisfaction of the PRASA CRES Project manager or its representative.
- 8.4 If requested to do so, the contractor must provide samples of materials or equipment, for the approval by PRASA CRES Project manager, before it may be installed. The samples will be kept for comparison with materials and equipment installed and will be returned after the contract has been satisfactorily completed.

9. Non-Compliance

- **Safety** – the contractor will always ensure that work is performed in accordance with all the prescribed legal prescripts.
- **NB:** No work is to be done without approval of Safety File and valid signed site access certificate being issued to the contractor. No Contractor will be allowed on site without having attended the safety Induction training and proof is to be submitted to the Project Manager.
- **Qualified personnel-** It is a requirement that personnel performing/overseeing works issued to the contractor be qualified in specific Trade.
- In case PRASA CRES find that the contractor's team is executing any activities without qualified personnel the penalty of **R1000** per incident will be imposed.
- If during inspection, the workers are not found in proper PPE (Personnel protective equipment) a penalty of **R 500** per employee per day will be imposed.

10. Quality of work and workmanship

- 10.1 Works with poor workmanship will not be signed off and PRASACRES reserve the right to hold payments until satisfied with the quality of the work
- 10.2 The solution must have Higher Engagement and Better Collaboration
- 10.3 The solution must support remote workers with increased efficiency

11. Bill of Quantities – Supply, install and Configure standalone Video conferencing system at Pretoria Prasa Cres NGR Boardroom

#	DESCRIPTION OF AIRCONDITIONERS	Unit	Qty	Rate (Excl. Vat)	Total
1.	Supply, install and configure: 1x100 -inch interactive screen with: ➤ 1xmini PC MS Teams Computer/engine (i7 with support for TPM 2.0,16G DDR4,512G SSD, Win11) with Wireless Projection.	Ea.	1	R	R

	➤ 1 x Camera (Minimum 4K for the size of the Boardroom) with Voice Recognition ➤ 1xTouch Controller Unit. ➤ 6x Mics to cover the whole Boardroom. ➤ 8xSpeakers to cover the whole room. ➤ 1x 10-inch Room Panel for Microsoft Teams ➤ 1x meeting room Digital signal processors with 6 integrated PoE+ ports ➤ 4-channel PoE+ conferencing amplifier for ceiling speakers ➤ Adjustable Remote Controlled Retractable Motorized Lift Flip Down Pitched Roof Ceiling Folding Electric TV Wall Bracket Mount The solution must be Teams certified and support for Teams rooms licensing. • NB: The main screen to be interlinked with the new 55-inch screen and existing 48-inch screen and the bidder must include the cost for all equipment required to make the solution fully functional in the room including all accessories and cabling. Screen to be mounted and secured with a motorized retractable folding bracket.					
2.	Supply, install and configure 55 inch tv including but not limited to: ➤ 1x 5 Inch DU7000 Crystal UHD 4K Upscaling Smart TV (including brackets) ➤ Crystal Processor 4K ➤ Pure Colour and Adaptive Sound, for a balanced audio experience ➤ High Dynamic Range ➤ 3840 x 2160 resolution ➤ Crystal processor 4K ➤ Motion Xcelerator ➤ UHD Dimming ➤ Inputs: HDMI, USB 3.0, RS323 Mic In, AV, VGA, Audio, Gigabyte Network, 2.4GHz Wi-Fi ➤ Outputs: SPDIF, AV, HDMI, RJ45	Ea.	1	R	R	

3.	Supply and Install boardroom smart roller Blinds for 3 windows sized: Window1:1,15m heightx1,74m length Window2:1,15m height x 1,74m length Window3:1,15m heigh x 1,74m length Rated torque: 10N m Rated speed: 17rpm The blinds must come with all accessories including 20 Channel Remote and super silent motor which features a rechargeable battery, must have light filtering fabrics and come with motor plug point.	Ea.	3	R	R
4.	Supply and Install boardroom smart roller Blinds for 1 window sized: Window4:1,15m height x1,10m length Rated torque: 10N m Rated speed: 17rpm The blinds must come with all accessories including 20 Channel Remote and super silent motor which features a rechargeable battery, must have light filtering fabrics and come with motor plug point	Ea.	1	R	R
5.	Supply and install Ceiling LED Dimmable downlights: • Wattage: 10W • Installation Type must be recessed • Voltage: 220V • Colour: White • Colour Temperature:4000K Dimming range :8%-100%	Ea.	14	R	R
6.	Supply and Install Smart Wi-Fi Mechanical Light Switch Dimmer – 2 Gang • Electrical Voltage: 110-240V AC / 50-60Hz • Power Rating: 10A max, 2300W Product dimensions : 126mm x 80mm x 26mm (L x W x D)	Ea.	01	R	R
7.	Supply and install double steel floor pedestal with the following Specification: • 2xRJ45 network points • 2xnormal Plugs The Pedestal must come with all accessories	Ea.	01	R	R
8.	Supply and install Power logic Wave Flip up Recessed Multiplug: Colour: Silver Grey Dimention:34.5cm length x15cm width	Ea.	03	R	R

	1 x Splitter connector 2 x normal plugs 2 x Data CAT 6 modules 1 x Illuminated overload switch 1 x USB A To be supplied with its 2 meter supply cable				
9.	Allowance for compulsory health and safety files that must be completed daily and must be handed to the employer on completion of the contract	Sum	Sum	R6000.00	R6000.00
10.	Allow for compulsory JBCC contract the agreement is to be the Minor Works Agreement, May 2018 edition 5.2 published by the Joint Building Contracts Committee	Sum	Sum	R1000.00	R1000.00
11.	Allowance for reconfiguring existing suspended ceiling to fit the 100inch TV when the bracket folds	Sum	Sum	R10 000.00	R10 000.00
				Total (Excl. Vat):	
				15% VAT:	
				Total (Inc. Vat):	

12. Annexure 2: Rooms sizes and pictures for Pretoria PRASACRES Boardroom

Site Information	Site Pictures
Site Name: PRETORIA PRASACRES BOARDROOM Room Capacity: 20 - 35-seater Height of the room =2.45m Width of the room = 8m Length of the room = 13m Shape of the table: rectangular	

13. ANNEXURE 1: Health Safety Requirements Template for Issuing of Site Access

Annexure 1: Health Safety Requirements Template For Issuing of Site Access

CONTRACTOR SAFETY FILE CONTENTS LIST

The purpose of this checklist is to guide the contractors and their sub-contractors as to what documents are required for them to prepare a safety file that must be issues to PRASA Cres Regional Departments or Head Office for evaluation before a site access is issued.

Name of the Contractor:

Project:

Safety File Assessor and Date:

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
1	Scope of works and Project Duration		
2	Notification to DOL (If applicable and as defined in the 2014 Construction Regulations)		
3	Registration of the project with DOL for the construction permit (If applicable and as defined in the 2014 Construction Regulations)		
4	Valid Letter of Good Standing		
5	Employee List and Certified Copies of their Identity Documents (RSA Citizens) or Passports and Work Permits for foreign Nationals. Employee register to include home address; Contact Numbers; Residential Address; Name of Next of kin with Contacts		
6	Approved Organizational Structure		
7	Approved S/HE Policy		
8	Approved S/HE Plan		
9	Risk Assessments for the projects as per project scope, approved by the Risk Assessor. These should cover any prevalent communicable diseases at the time.		
10	Proof of medical fitness of employees who will be working on the project, from an Occupational Health Practitioner not a General Practitioner (Provide completed		

	Annexure 3 of the Construction Regulations).		
11	All applicable Statutory Appointments e.g. First Aider, SHE Officer, etc. (Signed by the appointer and accepted by appointee's, include CV's and competency certificates)		
12	Tool inspections Checklists and Register		
13	PPE Matrix and Issue Records		
14	Safe Working Procedures or Method Statements for the scope of work and the following: - Waste management protocols - Incident reporting procedures - Emergency procedures - Protocols for reporting any prevalent communicable diseases		
15	Tool box Talks Templates and contractor's induction material		
16	Equipment Maintenance (Calibrations, Safe Working load certificates, etc.) if applicable		
17	Chemicals substances list and Safety Data Sheets (SDSs) for chemicals to be used (14-point format). Include Proof of training on SDSs if applicable.		
18	Excavation plan (when applicable)		
19	Fall Protection plan, including scaffolding plan (when applicable)		
20	Declaration of Sub-contractors (when applicable)		
21	Proof of Third Party Liability Cover (Not older than 1 year)		
22	Conclusion / Statement of Compliance		