



SOUTH AFRICAN TOURISM

Delivered by e-mail:

Date: **13 January 2023**

Dear Bidder

Subject Matter: RFQ-ICT-02-23 - Procurement of Video Conferencing Equipment and PEXIP Google Interop VCI Licences

South African Tourism Board (SAT) was established by section 2 of the Tourism Act No 72 of 1993 and continues to exist in terms of section 9 of the new Tourism Act No 3 of 2014. South African Tourism is a schedule 3 A Public Entity in terms of schedule 3 of the Public Finance Management Act 1 of 1999.

The mandate of SAT in terms of the Tourism Act is to provide for the development and promotion of sustainable tourism for the benefit of the Republic, its residents and its visitors. It is common cause that tourism is a key strategic industry in terms of National Tourism Sector Strategy documents as it supports government objectives of alleviating the triple challenges of unemployment, poverty and inequality.

Section 217 of the Constitution of the Republic of South Africa, 1996, prescribes that goods and services must be contracted through a system that is fair, equitable, transparent, competitive and cost-effective and also confers a constitutional right on every potential supplier to offer goods and services to the public sector when needed.

SAT fully supports and upholds the initiatives employed by government regarding good corporate governance and have, and maintain, policies and procedures which are aligned to best practice in ensuring that all SAT officials are executing their work in a manner which is consonant with the objectives of said government initiatives.

Background and Requirement:

With the growing requirement for companies to cater to hybrid meeting rooms SA Tourism has identified key implementations that it would like to implement in order to strengthen its already existing video conferencing capability in many of its board rooms by extending the functionality to connect to Google meet meetings rooms, our preferred online meeting room platform, via the PEXIP Google Interop License. SA Tourism currently has 4 Avaya equipped meeting rooms that will require the interop license to extend the functionality of connecting seamlessly from the meeting room equipment to the google meeting rooms. This capability was tested in a recent Proof of Concept and found to be working perfectly in line with our needs.

SA Tourism will also be implementing the Logitech Room solution for Google meet, including the Swytch connection and 65 inch Mecer Screens in two of its boardrooms that do not currently have Video Conferencing capabilities. This will enable two of our smaller board rooms with the desired ability to connect with google meet meetings via the Logitech equipment but also be able to connect to other online meeting platform via the Swytch cable connected to a participating notebook/computer in the meeting. The Swytch Cable enables the participant to make use of the Logitech meeting equipment, screen, speakers, microphone, and camera in any online meeting platform.

Having regard for the aforementioned, SA Tourism is hereby extending an invitation to your firm, as part of a competitive bidding process, to submit a technical and cost proposal for the possible appointment of a service provider to Implement 4 X PEXIP Google Interop Licences as well as the provision of Logitech Rally Bar + Google Meet Compute + Tap conference room solution including Mounting and installation of the Logitech equipment as well as a Mecer 65 Inch 4K UD smart led panel for two board rooms.

The scope of services:

SA Tourism is looking for service providers that will provide the PEXIP interop License for 4 existing Avaya Video Conferencing equipment units that will enable seamless integration into the Google meet platform via sip integration and sip calling.

The service provider will also be required implement one Logitech Rally Bar plus the Google meet Compute unit, plus the Tap conference room device including the Mecer 65 inch screen and installation to enable the 2 boardrooms to be video conference ready and capable for google meetings. We also require the solution to include the Logitech Swytch option to enable the ability to use the Logitech room equipment with any video conferencing software, webinar platform or streaming service simply by plugging into a laptop. The preferred bidder would need to install and setup the Logitech and Mecer equipment in the selected board room along with any mounting hardware that may be required.

Detailed list of specifications:

PEXIP CVI Licenses (X4):

- PEXIP – Google Interop License, Concurrent call, 1 year subscription

Conferencing Equipment(X2):

- Logitech Rally bar + Google meet compute unit + Tap meeting room touch controller
- Logitech Swytch
- Mecer 65 Inch 4K smart LED Panel
- All mounting hardware that may be required, for instance for the TV Panel and VC equipment.
- Complete installation and configuration in the identified board room.

1. Key considerations when preparing proposals:

- (a) Cover letter introducing your company;
- (b) National Treasury Centralized Supplier Database (CSD) registration summary report;
- (c) Valid certified copy of B-BBEE certificate;
- (d) Financial proposal to deliver the assignment including and any other cost SAT should be aware off for the successfully implementation. This should also include an hourly rate card for the various proposed resources where the rates of remuneration will be subject to negotiation, not exceeding the applicable rates as contained in The “Guideline on Fees for Audits done on behalf of the Auditor-General of South Africa as issued by the South African Institute of Chartered Accountants (SAICA) or The “Guide on Hourly Fee Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA).

2. Format of proposals:

Bidders must complete and return all the necessary standard bidding documents (SBD’s) attached to this request for technical and financial proposals.

Bidders are advised that their proposals should be concise, written in plain English and simply presented in the same order as indicted below:

2.1. Administrative Requirement

- (a) Cover letter introducing your firm and credentials, capacity, capability and experience for this assignment;
- (b) National Treasury Centralized Supplier Database (CSD) registration summary report with a valid tax status;
- (c) Valid certified copy of B-BBEE certificate;
- (d) Financial proposal to deliver the assignment including any other cost SA Tourism should be aware off for the successful completion of the assignment;
- (e) Declaration of Interest – SBD 4;
- (f) Preference Point Claim Form – SBD 6.1;

3. Cost structure and project plan:

Bidders must submit the total bid price for the delivery of the required services.

(a) The total bid price for the implementation, inclusive of VAT

4. Evaluation Method:

The evaluation process of bids will comprise of the following phases:

Phase I	Phase II
Administration and Mandatory bid requirements	Price and B-BBEE
Compliance with administration and mandatory bid requirements	The bidders that have successfully progressed through to Phase ii will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act, 80 points will be awarded for price while 20 points will be allocated for preference points for BBBEE as prescribed in the regulations.

4.1 Awarding of points for Price and Broad Based Black Economic Empowerment:

The bidders that have successfully progressed through to Phase ii will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations of 2017.

80 points will be awarded for price while 20 points will be allocated for preference points for BBBEE as prescribed in the regulations.

Points for B-BBEE level of contribution will be awarded in accordance with the below table:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2

Non-compliant contributor	0
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4.2 Adjudication and Final Award of Bid:

The successful bidder will usually be the service provider scoring the highest number of points for comparative price and B-BBEE level of contribution or it may be a lower scoring bid on justifiable grounds or no award at all.

National Treasury Centralized Supplier Registration and B-BBEE Certificates:

All bid submissions must include a copy of successful registration on National Treasury's Centralized Supplier Database (CSD) with a valid tax clearance status and an original or certified copy of a B-BBEE verification certificate (if you have been assessed).

Proposals which does not include these documents might not be considered.

Deadline of submissions:

Due to the urgent nature of this assignment all proposals must be e-mailed, in PDF format, to thembelihle@southafrica.net no later than **14h00 on Friday, 20 January 2023** and quotes must remain valid for **45 days** from the closing date.

Confidentiality:

The request for a technical and cost proposal and all related information shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. All bidders are bound by a confidentiality agreement preventing the unauthorized disclosure of any information regarding SA Tourism or of its activities to any other organization or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of SA Tourism.

Terms of engagement:

Prior to commencing the Google Licensing and Branding solution, the successful bidder will be required to meet with SA Tourism to align the final statement of work (SOW) for approval.

Payments:

No advance payments will be made in respect of this assignment. Payments shall be made in terms of the deliverables as agreed upon and shall be made strictly in accordance with the prescripts of the PFMA (Public Finance Management Act, 1999. Act 1 of 1999).

The successful bidder shall after completion of the contract, invoice SA Tourism for the services rendered. No payment will be made to the successful bidder unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to SA Tourism.

Payment shall be made into the bidder's bank account normally 30 days after receipt of an acceptable, valid invoice.

Non-compliance with delivery terms:

The successful bidder must ensure that the work is confined to the scope as defined and agreed to. As soon as it becomes known to the bidder that they will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SA Tourism must be given immediate written notice to this effect.

Retention:

Upon completion of the assignment and / or termination of the agreement, the successful bidder shall on demand hand over to SA Tourism all documentation, information, etc. relevant to the assignment without the right of retention.

Cost:

The bidder will bear all the costs associated with the preparation of the response and no costs or expenses incurred by the bidder will be borne by SA Tourism.

Cancellation of the request for a technical and cost proposal:

SA Tourism may, prior to the award of the bid, have the right to cancel the bid if:

- (a) Due to changed circumstances, there is no longer a need for the service; or
- (b) Funds are no longer available to cover the part and/or total envisaged expenditure; or
- (c) No acceptable bids are received.

SA Tourism reserves the right to withdraw this request for technical and cost proposals, to amend the term or to postpone this work by email notice to all parties who have received this request.

Clarification:

Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning this request for technical and cost proposals, is to be requested in writing from SA Tourism, e-mail: quotes@southafrica.net.

Thanking you and looking forward to your proposal in this regard.

Yours in Tourism

Lerato Dlamini?