

P.O. Box 3209,
Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR PROPOSAL

Video Conferencing Rental Solution

RFP/JHB/2021/025

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

FRIDAY AT 11H00

25 FEBRUARY 2022

Terms of Reference

1. Introduction

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition HDA provides project delivery support services to organs of state at local, provincial and national level. Informal settlements upgrading and project management services are a particular focus of the organisation.

2. Scope of Work

The scope of VC includes supply of equipment, installation, integration, testing, commissioning and maintenance/support of a fully functional Video conferencing with **a 36 months' warranty on all equipment**

As listed below, the VC installation would be at different offices locations within the HDA;

Head Office (JHB) - 20 seats boardroom

- VC communication equipment including cameras (1080p)
- Projector ceiling mounted
- Ceiling microphones
- HDMI inputs/outputs
- Licenses included (if required)
- Cabling
- Sound Equipment
- Wireless Presentation System
- Installation and commissioning
- Including maintenance for 36 months
- The solution should be capable for scalability for future upgrade
- Must be able to support MS Team, Skype and Zoom
- Pop up plugs x 2

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Cape Town - 20 seats boardroom

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Port Elizabeth - 20 seats boardroom

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Limpopo - 20 seats boardroom

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KZN - 20 seats boardroom

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- Projector ceiling mounted
- Ceiling microphones
- HDMI inputs/outputs
- Licenses included (if required)
- Cabling
- Sound Equipment
- Wireless Presentation System
- Installation and commissioning
- Including maintenance for 36 months
- The solution should be capable for scalability for future upgrade
- Must be able to support MS Team, Skype and Zoom

- Pop up plugs x 2

East London - 20 seats boardroom

- VC communication equipment including cameras (1080p)
- Projector ceiling mounted
- Ceiling microphones
- HDMI inputs/outputs
- Licenses included (if required)
- Cabling
- Sound Equipment
- Wireless Presentation System
- Installation and commissioning
- Including maintenance for 36 months
- The solution should be capable for scalability for future upgrade
- Must be able to support MS Team, Skype and Zoom
- Pop up plugs x 2

Northern Cape - 20 seats boardroom

- VC communication equipment including cameras (1080p)
- Projector ceiling mounted
- Ceiling microphones
- HDMI
- Licenses included (if required)
- Cabling
- Sound Equipment
- Wireless Presentation System
- Installation and commissioning
- Including maintenance for 36 months
- The solution should be capable for scalability for future upgrade
- Must to enable to do 4-way video call
- Must be able to support skype for business
- Enable to record live VC meetings
- Pop up plugs x 2

North West - 20 seats boardroom

- VC communication equipment including cameras (1080p)
- Projector ceiling mounted
- Ceiling microphones
- HDMI
- Licenses included (if required)
- Cabling
- Sound Equipment
- Wireless Presentation System
- Installation and commissioning
- Including maintenance for 36 months
- The solution should be capable for scalability for future upgrade
- Must to enable to do 4-way video call

- Must be able to support skype for business
- Enable to record live VC meetings
- Pop up plugs x 2

Free State - 20 seats boardroom

- VC communication equipment including cameras (1080p)
- Projector ceiling mounted
- Ceiling microphones
- HDMI
- Licenses included (if required)
- Cabling
- Sound Equipment
- Wireless Presentation System
- Installation and commissioning
- Including maintenance for 36 months
- The solution should be capable for scalability for future upgrade
- Must to enable to do 4-way video call
- Must be able to support skype for business
- Enable to record live VC meetings
- Pop up plugs x 2

3. The Solution should meet the following criteria and the service provider should be accredited and be a registered dealer for the product offered. Please provide accreditation certification.

4. Evaluation

In order to facilitate a transparent selection process that allows equal opportunity to all production companies, the HDA has a policy for the appointment of consultants that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that proposals will be assessed using the 80: 20 formula for Price and B-BBEE as per the PPPFA.

The following criteria will be used for points allocation for price and BBB-EE compliance on a 80/20 point system:

Table 1 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

The HDI proposal will be evaluated as per PPPFA regulations.

5. Payment structure

Payment will be made within 30 days of receipt of the materials specified above and as per signed off proofs.

6. General

6.1 Below are compulsory requirements for this service

6.1.1 It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.

6.1.2 Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:

- Valid original tax clearance certificate.
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
- **Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**

6.2 Further information regarding technical matters can be sent by an email to: jacob.rapasa@thehda.co.za or at Tel: 011 544-1000, and

6.3 Further information regarding supply chain matter and queries can be send via email to: jerry.makofane@gauteng.gov.za or at Tel: 011 544-1000

7 Terms and Conditions.

7.1 HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

7.2 No payment will be made where there is an outstanding information/work by the service provider/s.

8 Submission of Quotation

8.1 Quotations should be submitted on or before the 25TH February 2022 by no later than 11H00 to the following address:

**The Procurement Officer
The Housing Development Agency
Block B 2nd Floor, Megawatt Park
1 Maxwell Drive, Sunninghill, Gauteng 2157
Tel: 011 544 1000**

8.2 The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.