



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA

**Government Pensions
Administration Agency
(GPAA)**

GPAA 19/2017

**Request for proposal (RFP) to Supply, implement and maintain
Boardrooms at the
Government Pensions Administration Agency (GPAA) and the
Government Employees Pensions Fund (GEPF)**

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TERMS OF REFERENCE

**Request for proposal (RFP) to
Supply, implement and maintain
Boardrooms at the Government
Pensions Administration Agency
(GPAA) and the Government
Employees Pensions Fund (GEPF)**

SOLUTION REQUIREMENTS DEFINITIONS

Document Classification:

[Confidential]

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Document Versions

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| 5.0 | 20/5/2017 | P Vierbergen | Modernisation | |
| | | | | |

Document Reference Library

| Document File Name | Context and Relevance |
|------------------------------|---|
| Beyerdynamic MPR210 Brochure | Brochure on the Revoluto and Scudio technology specified for PA systems. |
| THE GPAA CI | Detail specifying the Corporate Identity of the GPAA and required considerations for interior design and required corporate colours to be used. |

Notes, Abbreviations and Acronyms

| | |
|------|---|
| GPAA | Government Pensions Administration Agency |
| GEPP | Government Employees Pension Fund |
| | |
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Executive Summary

The Government Employees Pension Fund (GEPF) is the largest pension fund in Africa. The administration of the Fund is managed by the GPAA. The GPAA is seeking managed services boardroom solution for existing boardrooms for a period of 3 (three) years for the GEPF and the GPAA.

Objective

The managed solution proposed must meet the following objectives:

- High availability solution;
- Provide functional equipment;
- Easy to manage and operate;
- Integrate with existing solutions where possible;
- Standard protocols and interoperability;
- High-quality video projection;
- High-quality audio systems;
- Lower cost of ownership;
- Single supplier accountability.

Scope

GEPF

The core deliverables of this RFP is to provide a managed services boardroom solution for GEPF boardrooms for a period of 3 (three) years. This will be an all-inclusive solution that includes replacement of equipment required, maintenance of the solution at no additional cost for the GEPF for the contracted period.

The following boardrooms will be addressed:

- GEPF Guardian
- GEPF PEO
- GEPF Isibaya
- GEPF Lighthouse

GPAA

The core deliverables of this RFP is to provide a managed services boardroom solution for the GPAA Hamilton Head-Office boardrooms for a period of 3 (three) years. This will be an all-inclusive solution that includes replacement of equipment required, maintenance of the solution at no additional cost for the GPAA for the contracted period.

The following boardroom will be addressed:

- GPAA Bateleur
- GPAA H Block
- GPAA E204 Main

The project must be completed within a period of 12 weeks from the purchase order (PO) date.

Solution requirements GEPF (As Is – To Be)

The project deliverables are broken into various work packages that will be completed within a specific timeframe to make provision for availability of boardrooms to still accommodate the GEPF with the least possible inconvenience. The following work packages are proposed:

- Work Package 1 – GEPF Guardian
- Work Package 2 – GEPF PEO
- Work Package 3 – GEPF Isibaya
- Work Package 4 – GEPF Lighthouse

The main focus of work packages are that each facility would be addressed in terms of its unique specification requirements and will be a fully functional solution that will be subject to a site integration testing, operational acceptance test and commission and handover to the stakeholder.

Work Package 1 – GEPF Guardian, is a 32 seater boardroom that are utilized by the GEPF board and other external service providers.



Figure 1: The Guardian boardroom representation

The following tasks are proposed for completion of this work package:

Projection System

Existing ceiling mounted projector to be replaced, installed and configured for this boardroom. Cabling to support display from boardroom desk environment from flip top box is inclusive of this installation. 2 x HDMI and 2 x RGB extensions of at least 2,5m each should be included as part of this solution.

Note the Epson EB-G6570WU projector is a guideline. The service provider during the due diligence must determine the most cost-effective projector based on the lighting and throw

distance of the projector. Specifications of the recommended projector must be provided as part of the submission.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|-------------------------|-----|---|
| 1 | 1 | Unserviceable Projector | 1 | Projector, (36 months guarantee projector and lamp) |
| 4 | 0 | Nil | 2 | 2,5m HDMI Extension cables (On desk use, flip top box to laptops) |
| 5 | 0 | Nil | 2 | 2,5m VGA Extension cables(On desk use, flip top box to laptops) |

Public Address System (PA)

Although the PA system is currently operational, the existing gooseneck microphones (16) needs to be replaced with the same number of black horizontal array microphone with on/off button configuration not only to improve the quality of the audio but also to replace the current microphones with equipment that are more robust.

NOTE: Horizontal array microphones has to be Revoluto and Scudio technologies (or similar)

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|---|-----|--|
| 1 | 1 | Bosch DCN-CCU Central Processing Unit | 1 | Bosch DCN-CCU Central Processing Unit |
| 2 | 1 | BiAmp Tesira Forte CI Digital Sound Processor | 1 | BiAmp Tesira Forte CI Digital Sound Processor |
| 3 | 1 | Crown XLS1000 High Density Power Amplifier | 1 | Crown XLS1000 High Density Power Amplifier |
| 4 | 16 | Bosch DCN30 Gooseneck Push Button Microphones | 16 | Black horizontal array Push Button Microphones with Revoluto and Scudio Technology (or similar). |
| 5 | 4 | Kramer Rectangular ceiling mounted speakers | 4 | Kramer Rectangular ceiling mounted speakers |
| 6 | 4 | Kramer Radial ceiling mounted speakers | 4 | Kramer Radial ceiling mounted speakers |

Audio Recording Solution

Installation of audio recording functionality with integration to the current Public Address system, network and automation system is required to ensure that audio recording can be initiated from the control system with an on/off configuration. Capability should exist to save physical audio recordings onto the secure GEPF network for retrieval and later use.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|-------------------|-----|-----------------------------------|
| 1 | 0 | Nil | 1 | Integration to Public Address and |

| | | | | |
|---|---|-----|---|---|
| | | | | Video Conferencing Unit |
| 2 | 0 | Nil | 1 | Integration with existing Crestron Control System |
| 3 | 0 | Nil | 1 | Integration with existing secure GEPF network |
| 4 | 0 | Nil | 1 | Ability to save on secure network with access for retrieval |

Flip Top Boxes

Installation of flip top boxes to match existing should be installed and configured as specified by the requirement.



Figure 2: Flip top box section 1



Figure 3: Flip top box section 3

Flip top boxes to be installed with the correct alignment and symmetrical spacing to ensure the best aesthetical fit.

Flip Top Boxes

Please note that this facility should be standardized on the Black Kramer Flip Top Box configuration because of the durability and quality of the product. It is recommended for aesthetic reasons that this standard be maintained in all of the boardrooms in this location.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--|-----|--|-----|--|
| Main Table Section 1 Flip Top Box | | | | |
| 1 | 0 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each) | 4 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each) |
| 2 | 0 | Red 3 Pin (SA UPS) | 2 | Red 3 Pin (SA UPS) |
| 3 | 1 | Normal 3 Pin (SA Standard) | 2 | Normal 3 Pin (SA Standard) |
| 4 | 0 | Two Pin (SA 2-pin) | 1 | Two Pin (SA 2-pin) |
| 5 | 1 | HDMI (Single Port HDMI) | 1 | HDMI (Single Port HDMI) |
| 6 | 2 | Network (Single Port Shuttered Data RJ45) | 2 | Network (Single Port Shuttered Data RJ45) |
| 7 | 1 | VGA (Single Port 25x40mm VGA) | 1 | VGA (Single Port 25x40mm VGA) |
| 8 | 0 | Micro-phone (Single Port 25x50 Aud/Mic) | 1 | Micro-phone (Single Port 25x50 Aud/Mic) |
| Main Table Section 3 Flip Top Box 1 | | | | |
| 9 | 0 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each) | 4 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each) |
| 10 | 0 | Red 3 Pin (SA UPS) | 2 | Red 3 Pin (SA UPS) |
| 11 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 12 | 0 | Two Pin (SA 2-pin) | 1 | Two Pin (SA 2-pin) |
| 13 | 1 | HDMI (Single Port HDMI) | 1 | HDMI (Single Port HDMI) |
| 14 | 2 | Network (Single Port Shuttered Data RJ45) | 2 | Network (Single Port Shuttered Data RJ45) |
| 15 | 1 | VGA (Single Port 25x40mm VGA) | 1 | VGA (Single Port 25x40mm VGA) |
| 16 | 0 | Micro-phone (Single Port 25x50 Aud/Mic) | 1 | Micro-phone (Single Port 25x50 Aud/Mic) |
| Main Table Section 3 Flip Top Box 2 | | | | |
| 17 | 0 | Nil | 4 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each) |

| | | | | |
|--|---|-----|---|---|
| 18 | 0 | Nil | 2 | Red 3 Pin (SA UPS) |
| 19 | 0 | Nil | 1 | Normal 3 Pin (SA Standard) |
| 20 | 0 | Nil | 1 | Two Pin (SA 2-pin) |
| 21 | 0 | Nil | 1 | HDMI (Single Port HDMI) |
| 22 | 0 | Nil | 2 | Network (Single Port Shuttered Data RJ45) |
| 23 | 0 | Nil | 1 | VGA (Single Port 25x40mm VGA) |
| 24 | 0 | Nil | 1 | Micro-phone (Single Port 25x50 Aud/Mic) |
| Main Table Section 4 Flip Top Box | | | | |
| 25 | 0 | Nil | 4 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each)) |
| 26 | 0 | Nil | 2 | Red 3 Pin (SA UPS) |
| 27 | 0 | Nil | 1 | Normal 3 Pin (SA Standard) |
| 28 | 0 | Nil | 1 | Two Pin (SA 2-pin) |
| 29 | 0 | Nil | 1 | HDMI (Single Port HDMI) |
| 30 | 0 | Nil | 2 | Network (Single Port Shuttered Data RJ45) |
| 31 | 0 | Nil | 1 | VGA (Single Port 25x40mm VGA) |
| 32 | 0 | Nil | 1 | Micro-phone (Single Port 25x50 Aud/Mic) |

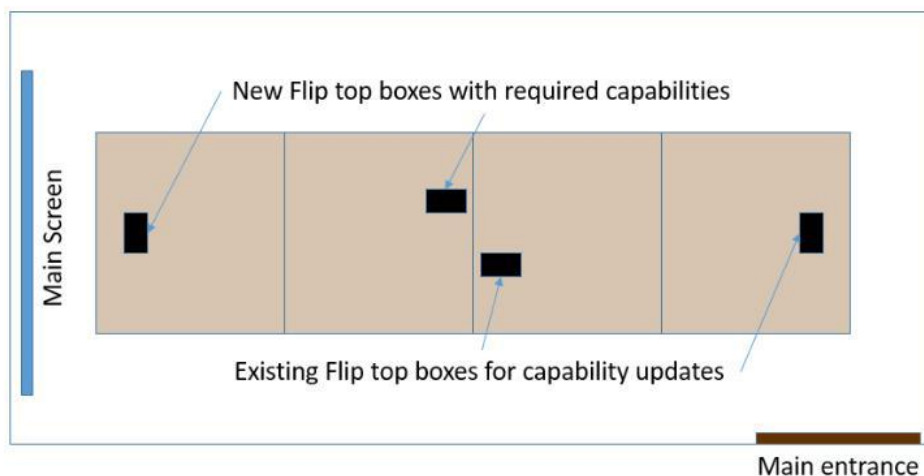


Figure 4: Flip top box positions

Cabling, Trunking and Fitting

Supporting equipment and cabling to enable functionality as required for the above flip top boxes to be installed within existing trunking where possible. Where trunking is not available it needs to be provided to match existing trunking, location, position arrangements and aesthetics.

All wiring should be neat and tidy in trunking, distribution boxes or component end-points in control cupboards with racking. It is essential that all wiring is meticulously labeled with printed labels. Cable bundling to be done with Velcro ties rather than zip-ties that typically damage the cables. Components must be neatly spaced and configured on the various racks to allow proper ventilation, where possible it is suggested that components are grouped by integrated functionality to ensure that wiring could be layout as neat as possible. Wiring diagrams should also show the labeling of each individual cable.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|----------------------|-----|---|
| 1 | 1 | Underfloor Trunking | 1 | Neat, organised and labelled Underfloor Trunking |
| 2 | 1 | Over Carpet Trunking | 1 | Neat, organised and labelled Over Carpet Trunking |
| 3 | 0 | Wiring Diagrams | 1 | Wiring Diagrams |



Figure 5: Existing over carpet cabling

Automation & Control

The new proposal should be integrated, programmed and configured with the existing automation solution. Automation to include the audio recording solution and the presentation selection to be at either flip top box no 1 or flip top box no 2.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|---|-----|---|
| 1 | 1 | Crestron® audio video control processor av2 | 1 | Crestron® audio video control processor av2 |
| 2 | 1 | Crestron® TST-602 Wireless Touch Screen | 1 | Crestron® TST-602 Wireless Touch Screen |
| 3 | 1 | Integrated Cisco TelePresence SX80 Codec | 1 | Integrated Cisco TelePresence SX80 Codec |
| 4 | 1 | Integrated Cisco SpeakerTrack 60 Camera | 1 | Integrated Cisco SpeakerTrack 60 Camera |
| 5 | 1 | Plena Feedback Suppressor (not Used) | 1 | Plena Feedback Suppressor (not Used) |
| 6 | 1 | DSTV HD PVR 2P Decoder | 1 | DSTV HD PVR 2P Decoder |
| 7 | 1 | Kramer HDMI Audio De-Embedder FC 46 XL | 1 | Kramer HDMI Audio De-Embedder FC 46 XL |
| 8 | 2 | Kramer HDMI Line Receiver PT-572+ | 2 | Kramer HDMI Line Receiver PT-572+ |
| 9 | 1 | LKV373IR HDMI Extender over Cat5e/6 with IR(HDMI extender over lan) | 1 | LKV373IR HDMI Extender over Cat5e/6 with IR(HDMI extender over lan) |
| 10 | 1 | Kramer 6 x 6 HDMI Matrix Switcher VS-66HDMI | 1 | Kramer 6 x 6 HDMI Matrix Switcher VS-66HDMI |
| 11 | 1 | BiAmp Tesira Forte CI Digital Sound Processor (Same as noted in PA Section) | 1 | BiAmp Tesira Forte CI Digital Sound Processor (Same as noted in PA Section) |
| 12 | 1 | Pioneer DV-410V-K Multi-Format DVD Player with HDMI 1080p upscaling, USB, and DivX/WMV Playback | 1 | Pioneer DV-410V-K Multi-Format DVD Player with HDMI 1080p upscaling, USB, and DivX/WMV Playback |
| 13 | 1 | Crown XLS1000 High Density Power Amplifier | 1 | Crown XLS1000 High Density Power Amplifier |
| 14 | 0 | Wiring Diagrams | 1 | Wiring Diagrams |
| 15 | 0 | Inventory, Warranties | 1 | Inventory, Warranties |
| 16 | 0 | Source Code | 1 | Source Code |
| 17 | 0 | User Manual/Operation Manual | 1 | User Manual/Operation Manual |
| 18 | 0 | Training and Manual | 1 | Training and Manual |



Figure 6: Current wireless controller for control system

DSTV HD PVR Dual View Configuration

Existing DSTV HD PVR to be configured and extended to The Guardian boardroom waiting area for use by attendees when utilizing the waiting area. The dual view needs to cater for the display of different channels from what may be displayed in the boardroom.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|-----------------------------------|-----|-----------------------------------|
| 1 | 1 | DSTV HD PVR 2P Decoder | 1 | DSTV HD PVR 2P Decoder |
| 2 | 0 | Wiring Diagrams | 1 | Wiring Diagrams |
| 3 | 0 | Inventory, Warranties, Guaranties | 1 | Inventory, Warranties, Guaranties |
| 4 | 0 | Source Code | 1 | Source Code |
| 5 | 0 | User Manual/Operation Manual | 1 | User Manual/Operation Manual |
| 6 | 0 | Training and Manual | 1 | Training and Manual |

Cleanup and Aesthetics

As part of the final site acceptance testing, wiring and configuration diagrams of the implemented solution and a full inventory of equipment with serial numbers need to be supplied to be managed as a solution.

Work Package 2 – GEPF PEO is a 6 seater boardroom that is utilized by the GEPF for GEPF board and other external service providers.

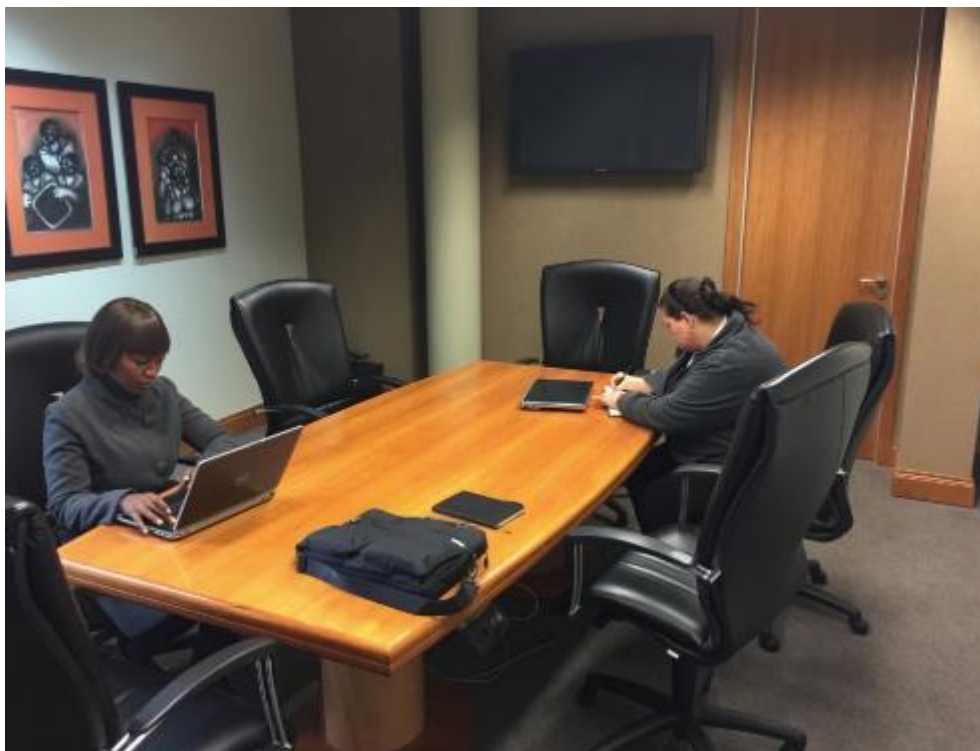


Figure 7: PEO boardroom representation

Teleconferencing Unit

Existing CISCO Teleconferencing unit to be provided for and configured for on table use with cables concealed in existing trunking.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|-----------------------------|-----|--|
| 1 | 1 | Cisco Teleconferencing Unit | 1 | Neatly installed Cisco Conferencing Unit |

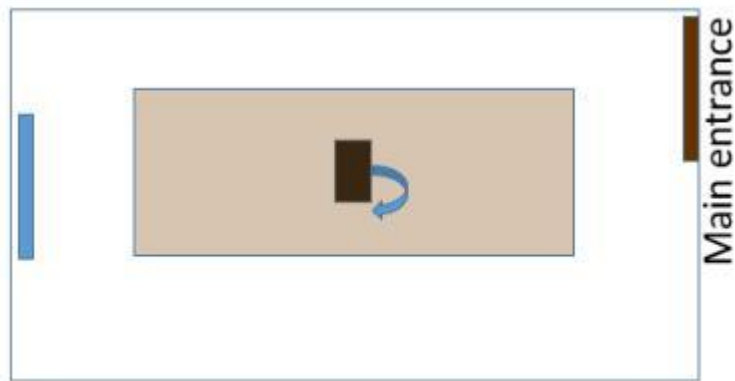
Flip Top Boxes

There are no flip top boxes currently installed at this location. Installation of 1 x flip top box is required to be installed in the center of the existing boardroom table with capabilities as specified in figure below.

Please note that this facility has standardized on the Black Kramer Flip Top Box configuration because of the durability and quality of the product. It is recommended for aesthetic reasons that this standard be maintained in all of the boardrooms in this facility.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--|-----|-------------------|-----|--------------------------------|
| Main Table Section 1 Flip Top Box | | | | |
| 1 | 0 | Nil | 3 | USB Charge (Dual Port 50x50mm) |

| | | | | |
|---|---|-----|---|---|
| | | | | Smart Charger USB 3.0 (2xUSB each) |
| 2 | 0 | Nil | 2 | Red 3 Pin (SA UPS) |
| 3 | 0 | Nil | 2 | Normal 3 Pin (SA Standard) |
| 4 | 0 | Nil | 2 | Two Pin (SA 2-pin) |
| 5 | 0 | Nil | 1 | HDMI (Single Port HDMI) |
| 6 | 0 | Nil | 2 | Network (Single Port Shuttered Data RJ45) |
| 7 | 0 | Nil | 1 | VGA (Single Port 25x40mm VGA) |
| 8 | 0 | Nil | 1 | Micro-phone (Single Port 25x50 Aud/Mic) |



Proposed Flip top box

Figure 8: Flip top box position

Cabling, Trunking and Fitting

Supporting equipment and cabling to enable functionality as required for the above flip top box to be installed within existing trunking where possible. Where trunking is not available it needs to be provided for to match existing trunking, location, position arrangements and aesthetics. The installation of trunking will involve stakeholders such as the GEPP boardroom manager.

All wiring should be neat and tidy in either trunking, distribution boxes or component end-points in control cupboards with racking. It is essential that all wiring is meticulously labeled with printed labels. Cable bundling to be done with Velcro ties rather than zip-ties that typically damage the cables. Components must be neatly spaced and configured on the various racks to allow proper ventilation, where possible it is suggested that components are grouped by type to ensure that wiring could be layout as neat as possible. Wiring diagrams should also show the labeling of each individual cable.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|------------------------------|-----|-----------------------------------|
| 1 | 0 | Underfloor Trunking | 0 | Underfloor Trunking |
| 2 | 1 | Neat, organised and labelled | 1 | Neat, organised and labelled Wall |

| | | | | |
|---|---|-----------------|---|-------------------------|
| | | Wall Trunking | | / under carpet Trunking |
| 3 | 0 | Wiring Diagrams | 1 | Wiring Diagrams |



Figure 9: Current under floor trunking PEO

Projection System

Existing Panasonic 40" Television to be replaced with new 52" FHD LED Smart Television. Cabling to support display from boardroom desk environment from flip top box is inclusive of this installation.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|--|-----|---|
| 1 | 1 | 40" Panasonic Television | 1 | 52" FHD LED Smart Television |
| 2 | 1 | Neat, organised and labelled Wall Trunking | 1 | Neat, organised and labelled Wall / under carpet Trunking |
| 3 | 0 | Wiring Diagrams | 1 | Wiring Diagrams |

Cleanup and Aesthetics

Ensure that where new equipment is installed the fitment of new equipment will obscure previous installation holes, marks and other visible anomalies. This requirement will be part of the quality assurance of the site acceptance testing and penalties will apply should the service provider not comply.

As part of the boardroom solution no cabling should be visible or housed other than in existing provided trunking. No cabling, electrical, audio, visual or other may be visible or be the cause of/or trip risks in the facility. All cables should be housed in trunking or ceiling.

Work Package 3 – GEPF Isibaya is a 12 seater boardroom that is utilized by the GEPF for the GEPF board and other external service providers.



Figure 10: Isibaya boardroom representation

Projection System

Existing ceiling mounted projector to be replaced, installed and configured for this boardroom. Cabling to support display from boardroom desk environment from flip top box is inclusive of this installation. 2 x HDMI and 2 x RGB extensions of at least 2,5m each should be included as part of this solution.

Note the Epson EB-G6570WU projector is a guideline. The service provider during the due diligence must determine the most cost-effective projector based on the lighting and throw distance of the projector. Specifications of the recommended projector must be provided as part of the submission.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|---------------|------------|--------------------------|------------|---|
| 1 | 1 | Unserviceable Projector | 1 | Projector, (36 months guarantee projector and lamp) |
| 4 | 0 | Nil | 2 | 2,5m HDMI Extension cables (On desk use, flip top box to laptops) |
| 5 | 0 | Nil | 2 | 2,5m VGA Extension cables(On desk use, flip top box to laptops) |

The following tasks are proposed for completion of this work package:

Flip Top Boxes

A single flip top box is currently installed at this location. Installation of an additional flip top box is required to be installed flush as proposed in the installation diagram. It is proposed that this flip top box be replaced with a bigger size and that an additional flip top box is installed. See figure below for the configuration of the current flip top box.

Please note that this facility has standardized on the Black Kramer Flip Top Box configuration because of the durability and quality of the product. It is recommended for aesthetic reasons that this standard be maintained in all of the boardrooms in this facility.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|----------------------------|-----|---|-----|---|
| Desk 1 Flip Top Box | | | | |
| 1 | 0 | Nil | 3 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each)) |
| 2 | 0 | Nil | 2 | Red 3 Pin (SA UPS) |
| 3 | 1 | Normal 3 Pin (SA Standard) | 2 | Normal 3 Pin (SA Standard) |
| 4 | 0 | Nil | 2 | Two Pin (SA 2-pin) |
| 5 | 1 | HDMI (Single Port HDMI) | 1 | HDMI (Single Port HDMI) |
| 6 | 1 | Network (Single Port Shuttered Data RJ45) | 2 | Network (Single Port Shuttered Data RJ45) |
| 7 | 1 | VGA (Single Port 25x40mm VGA) | 1 | VGA (Single Port 25x40mm VGA) |
| 8 | 1 | Micro-phone (Single Port 25x50 Aud/Mic) | 1 | Micro-phone (Single Port 25x50 Aud/Mic) |
| Desk 2 Flip Top Box | | | | |
| 9 | 0 | Nil | 3 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each)) |
| 10 | 0 | Nil | 2 | Red 3 Pin (SA UPS) |
| 11 | 0 | Nil | 2 | Normal 3 Pin (SA Standard) |
| 12 | 0 | Nil | 2 | Two Pin (SA 2-pin) |
| 13 | 0 | Nil | 1 | HDMI (Single Port HDMI) |
| 14 | 0 | Nil | 2 | Network (Single Port Shuttered Data RJ45) |
| 15 | 0 | Nil | 1 | VGA (Single Port 25x40mm VGA) |
| 16 | 0 | Nil | 1 | Micro-phone (Single Port 25x50 Aud/Mic) |



Figure 11: Existing flip top box

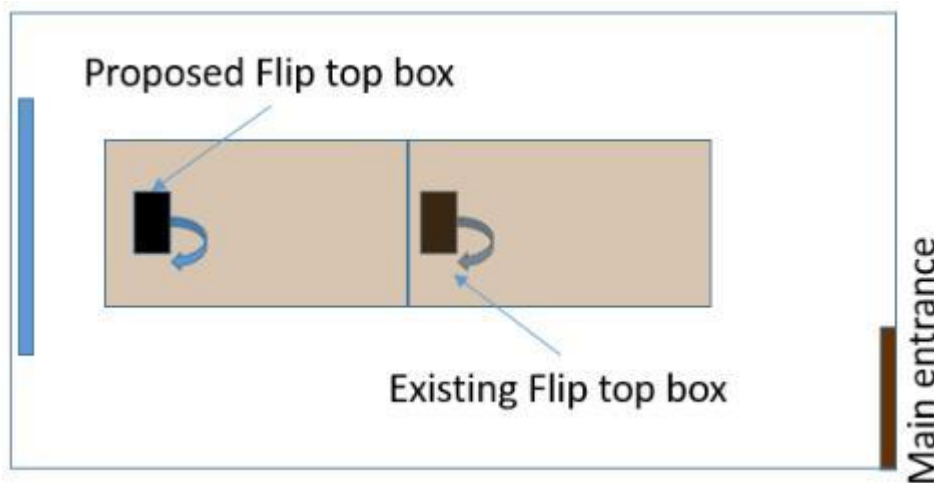


Figure 12: Flip top box positions

Cabling, Trunking and Fitting

Supporting equipment and cabling to enable functionality as required for the above flip top box to be installed within existing trunking where possible. Where trunking is not available it needs to be provided for to match existing trunking, location, position arrangements and aesthetics. The installation of trunking will involve stakeholders such as the GEPP boardroom manager.

All wiring should be neat and tidy in either trunking, distribution boxes or component end-points in control cupboards with racking. It is essential that all wiring is meticulously labeled with printed labels. Cable bundling to be done with Velcro ties rather than zip-ties that typically damage the cables. Components must be neatly spaced and configured on the various racks to allow proper ventilation, where possible it is suggested that components are grouped by type to ensure that wiring could be layout as neat as possible. Wiring diagrams should also show the labeling of each individual cable.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|-------------------|-----|-------------------|
|--------|-----|-------------------|-----|-------------------|

| | | | | |
|---|---|---------------------|---|--|
| 1 | 1 | Underfloor Trunking | 1 | Neat, organised and labelled Underfloor Trunking |
| 2 | 0 | Wiring Diagrams | 1 | Wiring Diagrams |

Cleanup and Aesthetics

Ensure that where new equipment is installed the fitment of new equipment will obscure previous installation holes, marks and other visible anomalies. This requirement will be part of the quality assurance of the site acceptance testing and penalties will apply should the service provider not comply.

As part of the boardroom solution no cabling should be visible or housed other than in existing provided trunking. No cabling, electrical, audio, visual or other may be visible or be the cause of/or trip risks in the facility. All cables should be housed in trunking or ceiling.

Work Package 4 – GEPF Lighthouse is a 10 seater boardroom that is utilized by the GEPF for the GEPF board and other external service providers.



Figure 13: The Lighthouse boardroom representation

The following tasks are proposed for completion of this work package:

Flip Top Boxes

The current flip top box need to be replaced with a bigger unit catering for the proposed configuration, see figure below for detail of existing.

Please note that this facility has standardized on the Black Kramer Flip Top Box configuration because of the durability and quality of the product. It is recommended for aesthetic reasons that this standard be maintained in all of the boardrooms in this facility.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|----------------------------|-----|----------------------------|-----|--|
| Desk 1 Flip Top Box | | | | |
| 1 | 0 | Nil | 5 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each) |
| 2 | 0 | Nil | 2 | Red 3 Pin (SA UPS) |
| 3 | 1 | Normal 3 Pin (SA Standard) | 2 | Normal 3 Pin (SA Standard) |
| 4 | 0 | Nil | 2 | Two Pin (SA 2-pin) |
| 5 | 0 | Nil | 1 | HDMI (Single Port HDMI) |

| | | | | |
|---|---|---|---|---|
| 6 | 1 | Network (Single Port Shuttered Data RJ45) | 1 | Network (Single Port Shuttered Data RJ45) |
| 7 | 1 | VGA (Single Port 25x40mm VGA) | 1 | VGA (Single Port 25x40mm VGA) |
| 8 | 1 | Micro-phone (Single Port 25x50 Aud/Mic) | 1 | Micro-phone (Single Port 25x50 Aud/Mic) |



Figure 14: Existing flip top box

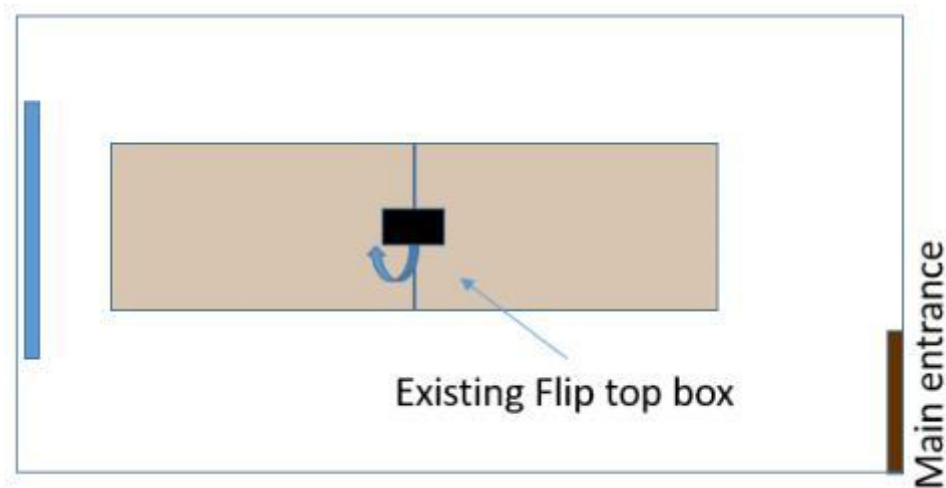


Figure 15: Flip top box position

Cabling, Trunking and Fitting

Supporting equipment and cabling to enable functionality as required for the above flip top box to be installed within existing trunking where possible. Where trunking is not available it needs to be provided for to match existing trunking, location, position arrangements and aesthetics. The installation of trunking will involve stakeholders such as the GEPF boardroom manager.

All wiring should be neat and tidy in either trunking, distribution boxes or component end-points in control cupboards with racking. It is essential that all wiring is meticulously labeled with printed labels. Cable bundling to be done with Velcro ties rather than zip-ties that typically damage the cables. Components must be neatly spaced and configured on the various racks to allow proper ventilation, where possible it is suggested that components are grouped by type to ensure that wiring could be layout as neat as possible. Wiring diagrams should also show the labeling of each individual cable.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|---------------|------------|--------------------------|------------|--|
| 1 | 1 | Underfloor Trunking | 1 | Neat, organised and labelled Underfloor Trunking |
| 2 | 0 | Wiring Diagrams | 1 | Wiring Diagrams |

Cleanup and Aesthetics

Ensure that where new equipment is installed the fitment of new equipment will obscure previous installation holes, marks and other visible anomalies. This requirement will be part of the quality assurance of the site acceptance testing and penalties will apply should the service provider not comply.

As part of the boardroom solution no cabling should be visible or housed other than in existing provided trunking. No cabling, electrical, audio, visual or other may be visible or be the cause of/or trip risks in the facility. All cables should be housed in trunking or ceiling.

Facility Drawings

Prior to installation the service provider need to submit drawings for approval for all supplied systems. These drawings shall include but not be limited to, the following:

- Title Sheet, Symbols and Legends
- All panels, plates, and designation strips, including details relating to terminology, engraving, finish and color.
- All equipment racks, cabinets, consoles, tables, support bases, and shelves.
- Schematic drawings (AV & control signal flow), system functional block drawings, including those for audio and video subsystems.
- All unusual equipment modifications.
- Front mechanical drawings of equipment racks.
- Equipment location drawings.
- Cable labelling plan.
- Floor plans, reflected ceiling plans and elevations. Show planned location for all elements and cable routing. Drawings should be at project standard scale and clearly legible.

Closeout Submittals

All close-out documentation should be submitted in hard-and-softcopy format and include the following.

- As-Built shop drawings.
- Equipment user manuals with warranty statements.
- Simple laminated "Quick Start Guide "that describes system operation for user reference.
- Equipment accessories. (Remote controls, cables, attachments, etc.)
- Editable control system software, source code and other relevant material for archiving purposes.
- Project Plan in MS Office Project format to be provided detailing the proposed timeline and delivery of the boardroom solution per work package for coordination and alignment with the appropriate stakeholders.

Warranty Service

- Provide a no-cost warranty on all work packages for a period of three years to commence after Final Acceptance. This warranty will include all preventive maintenance visits, defective equipment repair, and any other reason that would prevent the system from operating as intended.
- Provide one on-site technician for the first four (4) meetings held in the space for both locations. This technician shall have the ability to promptly troubleshoot and repair equipment in the event of system malfunction.
- Service provider shall provide an on-call technician to address any troubleshooting or repair issues Monday through Friday from 8 am to 5 pm.

Support and Maintenance

After the warranty period, provide an on-call technician to address any troubleshooting or repair issues Monday through Friday from 8 am to 5 pm for an hourly rate with the option to transition to an annual contract.

Monthly report requirements

The following template needs to be completed on a month basis for each of the facilities to reach facility managers not later than the 25th of each month. The reporting will typically focus on operability of equipment, service requests, use of life of replaceable items and feedback on any requirements from facility managers or replacement done through the course of the month. Reporting have to be deduced from a physical inspection of each one of the facilities and may not be delegated to the facility managers.

Service Requests

The service provider to provide detail on escalation procedures regarding service requests from facilities managers.

Solution requirements GPAA (As Is – To Be)

The project deliverables are broken into work packages that will be completed within a specific timeframe to make provision for availability of the boardrooms to still accommodate the GPAA with the least possible inconvenience. The following work package is proposed:

- Work Package 1 – GPAA Bateleur
- Work Package 2 – GPAA H Block
- Work Package 3 – GPAA E204 main

The main focus of the work packages are that each facility would be addressed in terms of its unique specification requirements and will be a fully functional solution that will be subject to a site integration testing, operational acceptance test and commission and handover to stakeholder.

Work Package 1 – GPAA Bateleur is a 46 seater boardroom that is utilized by the GPAA board and other external service providers.



Figure 16: Bateleur boardroom representation

The following tasks are proposed for completion of this work package:

Public Address System (PA)

Install a desk mounted wireless or wired microphone array, vertical or horizontal solution according to specification. The public address system should be capable of audio enhancements to support a maximum number of 46 attendees.

NOTE: Horizontal array microphones has to be Revoluto and Scudio technologies

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|-------------------|-----|---|
| 1 | 0 | Nil | 1 | Bosch DCN-CCU Central Processing Unit or equivalent |

| | | | | |
|---|---|-----|----|--|
| 2 | 0 | Nil | 1 | BiAmp Tesira Forte CI Digital Sound Processor or equivalent |
| 3 | 0 | Nil | 1 | Crown XLS1000 High Density Power Amplifier or equivalent |
| 4 | 0 | Nil | 46 | Black horizontal array Push Button Microphones with Revoluto and Scudio Technology or equivalent |
| 5 | 0 | Nil | 6 | Kramer Rectangular ceiling mounted speakers or equivalent |
| 6 | 0 | Nil | 12 | Kramer Radial ceiling mounted speakers or equivalent |

Audio Conferencing Solution

Installation of audio conferencing functionality with full integration with the newly installed Public Address system is required. The audio recording should be initiated from the central control desk and physical audio recordings should be saved and retrieved from the secure GPAA network.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|-------------------|-----|--|
| 1 | 0 | Nil | 1 | Cisco IP Conference Station |
| 2 | 0 | Nil | 1 | Integration with Public Address System |
| 3 | 0 | Nil | 1 | Extend microphones to boardroom wing desks |

Audio Recording Solution

The installation of audio recording functionality and integration to newly installed Public Address system, audio conferencing system and existing GPAA wireless and wired network for saving and the retrieval of recorded audio files for use by meeting organiser. The audio recording should be initiated from the central control desk and physical audio recordings should be saved and retrieved from the secure GPAA network.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|-------------------|-----|---|
| 1 | 0 | Nil | 1 | Integration to Public Address and Video Conferencing Unit |
| 2 | 0 | Nil | 1 | Integration with Control System |
| 3 | 0 | Nil | 1 | Integration with existing secure GPAA network |
| 4 | 0 | Nil | 1 | Ability to save on secure network with access for retrieval |

Flip Top Boxes

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--|-----|----------------------------|-----|---|
| Wing 1 Table 1 Flip Top Box | | | | |
| 1 | 0 | Nil | 2 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each)) |
| 2 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 3 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 4 | 1 | Two Pin (SA 2-pin) | 1 | Two Pin (SA 2-pin) |
| 5 | 0 | Nil | 0 | HDMI (Single Port HDMI) |
| 6 | 0 | Nil | | Network (Single Port Shuttered Data RJ45) |
| 7 | 0 | Nil | 0 | VGA (Single Port 25x40mm VGA) |
| 8 | 0 | Nil | 0 | Micro-phone (Single Port 25x50 Aud/Mic) |
| Wing 1 Table 2 Flip Top Box | | | | |
| 9 | 0 | Nil | 2 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each)) |
| 10 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 11 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 12 | 1 | Two Pin (SA 2-pin) | 1 | Two Pin (SA 2-pin) |
| 13 | 0 | Nil | 0 | HDMI (Single Port HDMI) |
| 14 | 0 | Nil | 0 | Network (Single Port Shuttered Data RJ45) |
| 15 | 0 | Nil | 0 | VGA (Single Port 25x40mm VGA) |
| 16 | 0 | Nil | 0 | Micro-phone (Single Port 25x50 Aud/Mic) |
| Main Table Section 1 Flip Top Box | | | | |
| 17 | 0 | Nil | 2 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each)) |
| 18 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 19 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 20 | 1 | Two Pin (SA 2-pin) | 1 | Two Pin (SA 2-pin) |

| | | | | |
|--|---|----------------------------|---|---|
| 21 | 1 | HDMI (Single Port HDMI) | 1 | HDMI (Single Port HDMI) |
| 22 | 0 | Nil | 1 | Network (Single Port Shuttered Data RJ45) |
| 23 | 0 | Nil | 1 | VGA (Single Port 25x40mm VGA) |
| 24 | 0 | Nil | 1 | Micro-phone (Single Port 25x50 Aud/Mic) |
| Main Table Section 2 Flip Top Box | | | | |
| 25 | 0 | Nil | 2 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each)) |
| 26 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 27 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 28 | 1 | Two Pin (SA 2-pin) | 1 | Two Pin (SA 2-pin) |
| 29 | 0 | Nil | 0 | HDMI (Single Port HDMI) |
| 30 | 0 | Nil | 0 | Network (Single Port Shuttered Data RJ45) |
| 31 | 0 | Nil | 0 | VGA (Single Port 25x40mm VGA) |
| 32 | 0 | Nil | 0 | Micro-phone (Single Port 25x50 Aud/Mic) |
| Main Table Section 3 Flip Top Box | | | | |
| 33 | 0 | Nil | 2 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each)) |
| 34 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 35 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 36 | 1 | Two Pin (SA 2-pin) | 1 | Two Pin (SA 2-pin) |
| 37 | 0 | Nil | 0 | HDMI (Single Port HDMI) |
| 38 | 0 | Nil | 1 | Network (Single Port Shuttered Data RJ45) – voice vlan |
| 39 | 0 | Nil | 0 | VGA (Single Port 25x40mm VGA) |
| 40 | 0 | Nil | 0 | Micro-phone (Single Port 25x50 Aud/Mic) |
| Main Table Section 4 Flip Top Box | | | | |
| 41 | 0 | Nil | 2 | USB Charge (Dual Port 50x50mm Smart Charger) |

| | | | | |
|----|---|----------------------------|---|--|
| | | | | USB 3.0 (2xUSB each) |
| 42 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 43 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 44 | 1 | Two Pin (SA 2-pin) | 1 | Two Pin (SA 2-pin) |
| 45 | 0 | Nil | 0 | HDMI (Single Port HDMI) |
| 46 | 0 | Nil | 1 | Network (Single Port Shuttered Data RJ45) - voice vlan |
| 47 | 0 | Nil | 0 | VGA (Single Port 25x40mm VGA) |
| 48 | 0 | Nil | 0 | Micro-phone (Single Port 25x50 Aud/Mic) |

Main Table Section 5 Flip Top Box

| | | | | |
|----|---|----------------------------|---|---|
| 49 | 0 | Nil | 2 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each)) |
| 50 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 51 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 52 | 1 | Two Pin (SA 2-pin) | 1 | Two Pin (SA 2-pin) |
| 53 | 0 | Nil | 0 | HDMI (Single Port HDMI) |
| 54 | 0 | Nil | 0 | Network (Single Port Shuttered Data RJ45) |
| 55 | 0 | Nil | 0 | VGA (Single Port 25x40mm VGA) |
| 56 | 0 | Nil | 0 | Micro-phone (Single Port 25x50 Aud/Mic) |

Main Table Section 6 Flip Top Box

| | | | | |
|----|---|----------------------------|---|---|
| 57 | 0 | Nil | 2 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each)) |
| 58 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 59 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 60 | 1 | Two Pin (SA 2-pin) | 1 | Two Pin (SA 2-pin) |
| 61 | 0 | Nil | 1 | HDMI (Single Port HDMI) |
| 62 | 0 | Nil | 1 | Network (Single Port Shuttered Data RJ45) |
| 63 | 0 | Nil | 1 | VGA (Single Port 25x40mm VGA) |

| | | | | |
|------------------------------------|---|----------------------------|---|--|
| 64 | 0 | Nil | 1 | Micro-phone (Single Port 25x50 Aud/Mic) |
| Wing 2 Table 1 Flip Top Box | | | | |
| 65 | 0 | Nil | 2 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each) |
| 66 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 67 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 68 | 1 | Two Pin (SA 2-pin) | 1 | Two Pin (SA 2-pin) |
| 69 | 0 | Nil | 0 | HDMI (Single Port HDMI) |
| 70 | 0 | Nil | 0 | Network (Single Port Shuttered Data RJ45) |
| 71 | 0 | Nil | 0 | VGA (Single Port 25x40mm VGA) |
| 72 | 0 | Nil | 0 | Micro-phone (Single Port 25x50 Aud/Mic) |
| Wing 2 Table 2 Flip Top Box | | | | |
| 73 | 0 | Nil | 2 | USB Charge (Dual Port 50x50mm Smart Charger USB 3.0 (2xUSB each) |
| 74 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 75 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 76 | 1 | Two Pin (SA 2-pin) | 1 | Two Pin (SA 2-pin) |
| 77 | 0 | Nil | 0 | HDMI (Single Port HDMI) |
| 78 | 0 | Nil | 0 | Network (Single Port Shuttered Data RJ45) |
| 79 | 0 | Nil | 0 | VGA (Single Port 25x40mm VGA) |
| 80 | 0 | Nil | 0 | Micro-phone (Single Port 25x50 Aud/Mic) |

Flip Top Boxes

- Installation of flip top boxes is not required for the Bateleur.
- Cat6 cabling will be provided by the GPAA



Figure 17: Current Flip top box

The installation of additional capabilities in existing flip top boxes to match the proposed equipment configuration. See required capabilities in figure below.

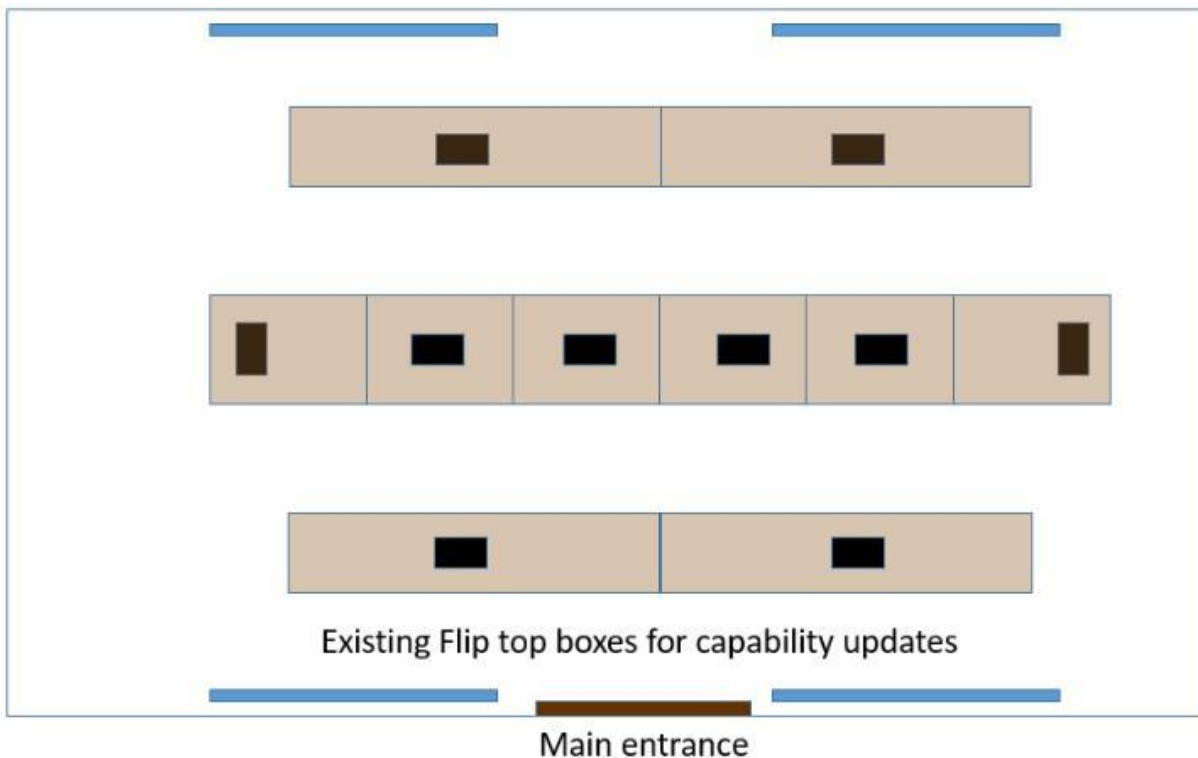


Figure 18: Flip top box positions

Cabling, Trunking and Fitting

Supporting equipment and cabling to enable functionality as required for the above flip top boxes to be installed within existing trunking where possible. Where trunking is not available it needs to be provided for to match existing trunking, in this case the existing power skirting needs to be extended on the southern wall to enable power feed to the boardroom desks, this have to be the same type as already used in the boardroom.

All wiring should be neat and tidy in either trunking, distribution boxes or component end-points in control cupboards with racking. It is essential that all wiring is meticulously

labeled with printed labels. Cable bundling to be done with Velcro ties rather than zip-ties that typically damage the cables. Components must be neatly spaced and configured on the various racks to allow proper ventilation, where possible it is suggested that components are grouped by type to ensure that wiring could be layout as neat as possible. Wiring diagrams should also show the labeling of each individual cable.

Note: Over Floor Raceways need to be Wiremold OFR Series Overflow Raceway

Installation should include two 2.5m HDMI-to-HDMI and two 2.5m VGA-to-VGA extensions.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|---------------------|-----|--|
| 1 | 1 | Wall Trunking | 1 | Neat, organised and labelled Wall Trunking |
| 2 | 0 | Over Floor Trunking | 1 | Neat, organised and labelled Black Wiremold OFR Series Over Floor Raceway Trunking system by Legrand |
| 3 | 0 | Wiring Diagrams | 1 | Wiring Diagrams |
| 4 | 0 | Nil | 2 | HDMI extensions for flip top box to laptop |
| 5 | 0 | Nil | 2 | VGA extensions for flip top box to laptop |

Automation & Control

Lighting in the boardroom should automatically switch on when the room is entered. Existing lighting to be replaced with energy efficient LED technology for tubes and flood lights which should all be controlled from the central control desk and preferably wireless controller.

The Promethean smartboard, lighting, 4 x projectors and audio recording should all be centrally controllable from the control desk and wireless controller. Wireless controller needs to be programmed in an easy to use configuration for the switching and controlling of the various components.

Audio Conferencing unit to be integrated with the Public address and audio recording solution.

Install a 90” 2,1 m control cupboard matching the existing furniture in the South Eastern corner of boardroom to house all control equipment, processors, amplifiers etc. in a closed and well ventilated rack configuration to ensure temperature control and dust elimination to extend the use of life of the equipment.

The control of the boardroom should be situated at the South-Eastern most end-of-desk. No cabling, electrical, audio, visual or other may be visible or the cause of trip risks in the facility. All cables should be housed in trunking, ceiling and cabinets in South-Eastern corner of boardroom.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|-------------------|-----|---|
| 1 | 0 | Nil | 1 | Crestron® audio video control processor av2 or equivalent |

| | | | | |
|----|---|-----------------------------------|---|---|
| 2 | 0 | Nil | 1 | Crestron® TST-602 Wireless Touch Screen or equivalent |
| 3 | 0 | Nil | 1 | Kramer HDMI Audio De-Embedder FC 46 XL or equivalent |
| 4 | 0 | Nil | 2 | Kramer HDMI Line Receiver PT-572+ or equivalent |
| 5 | 0 | Nil | 1 | LKV373IR HDMI Extender over Cat5e/6 with IR(HDMI extender over lan) or equivalent |
| 6 | 0 | Nil | 1 | Kramer 6 x 6 HDMI Matrix Switcher VS-66HDMI or equivalent |
| 7 | 0 | Nil | 1 | BiAmp Tesira Forte CI Digital Sound Processor (Same as noted in PA Section) or equivalent |
| 8 | 0 | Nil | 1 | DVD Player with HDMI 1080p , USB, and DivX/WMV Playback or equivalent |
| 9 | 0 | Nil | 1 | Crown XLS1000 High Density Power Amplifier or equivalent |
| 10 | 0 | Nil | 1 | 90" 2.1m Control Cupboard |
| 11 | 0 | Nil | 1 | Equipment rack to accommodate all new equipment as per required layout requirements |
| 12 | 0 | Wiring Diagrams | 1 | Wiring Diagrams |
| 13 | 0 | Inventory, Warranties, Guaranties | 1 | Inventory, Warranties, Guaranties |
| 14 | 0 | Source Code | 1 | Source Code |
| 15 | 0 | User Manual/Operation Manual | 1 | User Manual/Operation Manual |
| 16 | 0 | Training and Manual | 1 | Training and Manual |

Projection System

Installation of light eliminating tint film to all windows in this facility is required to ensure that most of the light is blocked out to ensure the best possible conditions for projection purposes.

Four Full HD HDMI Projectors to be installed in adjustable ceiling mounted brackets, two East facing towards fixed screens and two West facing towards fixed screens. Projection systems must allow for functionality such as bottom up display and rotation as well as keystone for optimal configuration for display on fixed screens. Projection system must allow and be configured for wireless and wired use and be controlled from suggested control desk.

The service provider during the due diligence must determine the most cost-effective projector based on the lighting and throw distance of the projector. Specifications of the recommended projector must be provided as part of the submission.

Note the Epson EB-G6570WU projector is only a guideline

Promethean interactive smart board installation to include wiring to control desk switch configuration for control operator to switch between Laptop-to-Screen to Laptop-to-Smartboard configuration.

The installation of four 100” Fixed Screens flush with the ceiling, two on the Western wall and two on the Eastern wall, mounted from the ceiling to ensure movement of curtains behind the screen to maintain light elimination and acoustics.

All equipment installation has to have a 5-10 cm clearance from curtaining to ensure proper acoustics and best possible environment to guarantee optimal sound quality. The Prometheon Smartboard currently installed at boardroom C203 have to be removed, disassembled, re-assembled and installed in the new location. The move and reassemble of the Prometheon will be excluded in this proposal however the integration will not be excluded. The installation of cabling will also require certain structural changes in the sense of under floor trunking and distribution to each boardroom table unit and boardroom main control unit.

| | | | | |
|---|---|--|---|--|
| 1 | 0 | Nil | 4 | Epson EB-G6570WU Projector (or Equivalent) 36 months guarantee projector and lamp |
| 2 | 0 | Nil | 4 | Black Diamond frameless projection screens |
| 3 | 1 | Prometheon interactive Smartboard C203 | 1 | Prometheon interactive Smartboard moved from C203 to this venue. (Move excluded from this tender. Integration must be accommodated in this tender) |
| 4 | 0 | Wiring Diagrams | 1 | Wiring Diagrams |
| 5 | 0 | Inventory, Warranties, Guaranties | 1 | Inventory, Warranties, Guaranties |
| 6 | 0 | Source Code | 1 | Source Code |
| 7 | 0 | User Manual/Operation Manual | 1 | User Manual/Operation Manual |
| 8 | 0 | Training and Manual | 1 | Training and Manual |

Sound and Acoustics

The installation of railing and floor to ceiling curtains is required to improve the acoustics in the Bateleur. Curtains need to have a light elimination lining and should be fitted all round to ensure consistency. Curtain installation is primary meaning that all other equipment will be installed without obstructing movement and removal of curtains. The material for the curtains must be velvet in Beige or as close as possible to the RGB values as per figure 19.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|-------------------|-----|-------------------|
|--------|-----|-------------------|-----|-------------------|

| | | | | |
|---|---|-----|---|--|
| 1 | 0 | Nil | 9 | Complete Window Tinting |
| 2 | 0 | Nil | 2 | 10m and 12m railing and Floor-to-Ceiling Light eliminating Lining |
| 3 | 0 | Nil | 2 | 10m and 12m railing and Floor-to-Ceiling Curtaining according to branding specifications |

Corporate Colors

Primary and secondary colors The GPAA Green Pantone 349C and Pantone Coated 389U are the primary colors for the GPAA Use them as the dominant color palette for all internal and external visual presentations of the Organisation. Hex colour #e04700, Hex colour #8a7500, black and white is the secondary colors. Use them to accent and support the primary color palette.

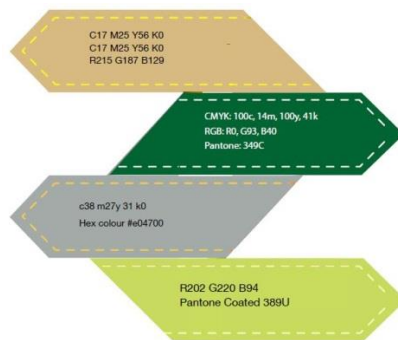


Figure 19 - Corporate Colors

Cleanup and Aesthetics

Ensure that where new equipment is installed the fixture of new equipment will obscure previous installation holes, marks and other visible anomalies. This requirement will be part of the quality assurance of the site acceptance testing and penalties will apply should the service provider not comply.

As part of the boardroom solution no cabling should be visible or housed other than in existing provided trunking. No cabling, electrical, audio, visual or other may be visible or be the cause of/or trip risks in the facility. All cables should be housed in trunking or ceiling.

Electrical

The service provider should ensure that a certified electrician is utilised during installations. This facility has been provided with a dedicated DB box for power feed to the boardroom. After installation a Certificate of Compliance (C of C) on this DB box has to be provided.

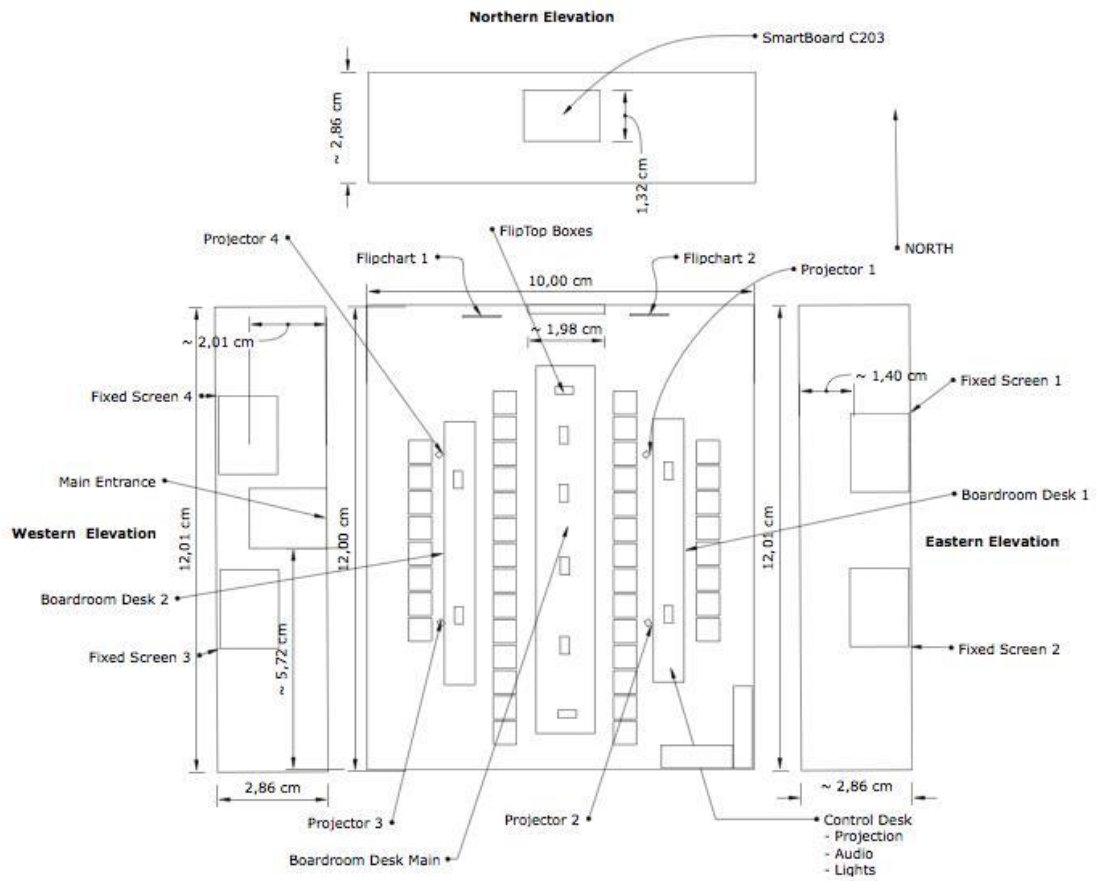


Figure 20: Bateleur layout diagram

Work Package 2 – GPAA H Block boardroom is a new 18 seater boardroom that will be utilized by GPAA departments (furniture is not a representation of actual furniture)



Figure 21: ICT Boardroom (North view)



Figure 22: ICT Boardroom (South view)

The GPAA is in the process of upgrading the environment and as part of the upgrade the following layout was proposed

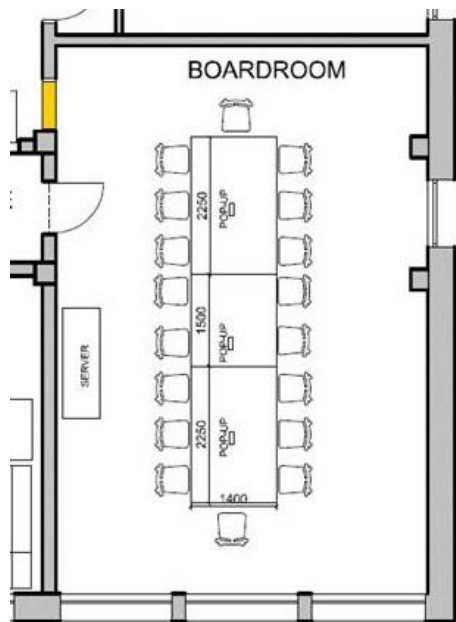


Figure 23: Proposed H block boardroom layout

Rectangular boardroom table with maple strip inlay on surface - reverse chamfer edge – 2 x 2250mm x 1400mm tops and 1 x 1400 x 1500 top.

Legs to allow for horizontal reticulation under the table tops.

3 x pop-ups required to be built in to table top

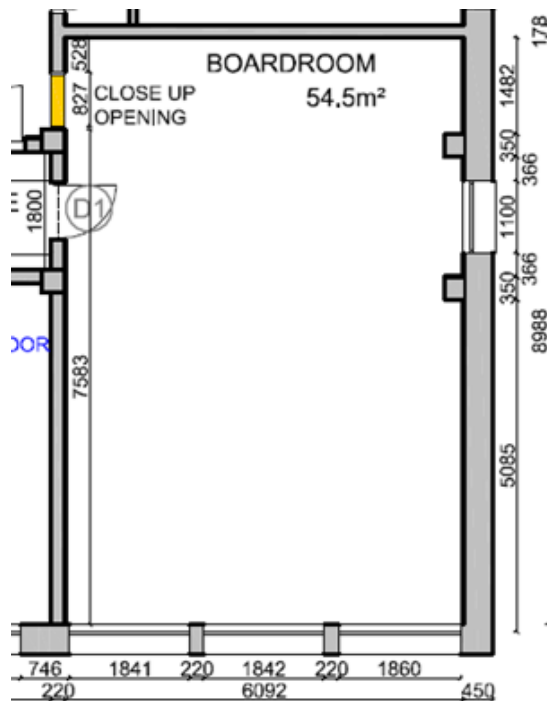


Figure 24: H Block boardroom dimensions

The following tasks are proposed for completion of this work package:

Public Address System (PA)

Install a desk mounted wireless or wired microphone array, vertical or horizontal solution according to specification. The public address system should be capable of audio enhancements to support a maximum number of 18 attendees.

NOTE: Horizontal array microphones has to be Revoluto and Scudio technologies

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|-------------------|-----|--|
| 1 | 0 | Nil | 1 | Bosch DCN-CCU Central Processing Unit or equivalent |
| 2 | 0 | Nil | 1 | BiAmp Tesira Forte CI Digital Sound Processor or equivalent |
| 3 | 0 | Nil | 1 | Crown XLS1000 High Density Power Amplifier or equivalent |
| 4 | 0 | Nil | 18 | Black horizontal array Push Button Microphones with Revoluto and Scudio Technology or equivalent |
| 6 | 0 | Nil | 4 | Kramer Radial ceiling mounted speakers or equivalent |

Audio Conferencing Solution

Installation of audio conferencing functionality with full integration with the newly installed Public Address system is required. The audio recording should be initiated from the central control desk and physical audio recordings should be saved and retrieved from the secure GPAA network.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|-------------------|-----|--|
| 1 | 0 | Nil | 1 | Cisco IP Conference Station |
| 2 | 0 | Nil | 1 | Integration with Public Address System |
| 3 | 0 | Nil | 1 | Extend microphones to boardroom wing desks |

Audio Recording Solution

Installation of audio recording functionality and integration to newly installed Public Address system, audio conferencing system and existing GPAA wireless and wired network for saving and retrieval of recorded audio file for use by meeting organiser. The audio recording should be initiated from the central control desk and physical audio recordings should be saved and retrieved from the secure GPAA network.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|-------------------|-----|---|
| 1 | 0 | Nil | 1 | Integration to Public Address and Video Conferencing Unit |

| | | | | |
|---|---|-----|---|---|
| 2 | 0 | Nil | 1 | Integration with Control System |
| 3 | 0 | Nil | 1 | Integration with existing secure GPAA network |
| 4 | 0 | Nil | 1 | Ability to save on secure network with access for retrieval |



Figure 25: Flip top boxes provided for H Block boardroom

Equipment provides as part of additional tender

HORISONTAL POWER DOCK INSTALLED IN CONFERENCE TABLE:

1 x SA RED 3-pin SOCKET; 1 x SA NORMAL 3-pin SOCKET; 1 x SA NORMAL 2-pin SOCKET; 1 x VGA; 2 x SHUTTERED BEZELS ONLY FOR RJ45 NOT SIERED. INCLUDES 1 x VGA CABLE; 1 x HDMI CABLE AND A 3m FLY LEAD

| Flip Top Boxes | | | | |
|----------------------------------|------------|---|------------|--|
| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
| Main Table Flip Top Box 1 | | | | |
| 1 | 0 | Nil | 1 | USB Charge with access to Promethean display |
| 2 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 3 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 4 | 1 | Two Pin | 1 | Two Pin (SA 2-pin) |
| 5 | 1 | HDMI (Single Port HDMI) | 1 | HDMI (Single Port HDMI) |
| 6 | 1 | Network (Single Port Shuttered Data RJ45) | 1 | Network (Single Port Shuttered Data RJ45) |
| 7 | 1 | VGA (Single Port 25x40mm VGA) | 1 | VGA (Single Port 25x40mm VGA) |
| 8 | 0 | Nil | 1 | 3.5 mm audio |
| Main Table Flip Top Box 2 | | | | |
| 9 | 0 | Nil | 1 | USB Charge with access to Promethean display |
| 10 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 11 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 12 | 1 | Two Pin | 1 | Two Pin |

| | | | | |
|----------------------------|---|---|---|--|
| 13 | 1 | HDMI (Single Port HDMI) | 1 | HDMI (Single Port HDMI) |
| 14 | 1 | Network (Single Port Shuttered Data RJ45) | 1 | Network (Single Port Shuttered Data RJ45) |
| 15 | 1 | VGA (Single Port 25x40mm VGA) | 1 | VGA (Single Port 25x40mm VGA) |
| 16 | 0 | Nil | 1 | 3.5 mm audio |
| Main Flip Top Box 3 | | | | |
| 17 | 0 | Nil | 1 | USB Charge with access to Promethean display |
| 18 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 19 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 20 | 1 | Two Pin | 1 | Two Pin |
| 21 | 1 | HDMI (Single Port HDMI) | 1 | HDMI (Single Port HDMI) |
| 22 | 1 | Network (Single Port Shuttered Data RJ45) | 1 | Network (Single Port Shuttered Data RJ45) |
| 23 | 1 | VGA (Single Port 25x40mm VGA) | 1 | VGA (Single Port 25x40mm VGA) |
| 24 | 0 | Nil | 1 | 3.5 mm audio |

- **Cat6 cabling will be provided by the GPAA**

Cabling, Trunking and Fitting

Supporting equipment and cabling to enable functionality as required for the above flip top boxes to be installed within existing trunking where possible. Where trunking is not available it needs to be provided for to match existing trunking.

All wiring should be neat and tidy in either trunking, distribution boxes or component end-points in control cupboards with racking. It is essential that all wiring is meticulously labeled with printed labels. Cable bundling to be done with Velcro ties rather than zip-ties that typically damage the cables. Components must be neatly spaced and configured on the various racks to allow proper ventilation, where possible it is suggested that components are grouped by type to ensure that wiring could be layout as neat as possible. Wiring diagrams should also show the labeling of each individual cable.

Note: Over Floor Raceways need to be Wiremold OFR Series Overflow Raceway

Installation should include two 2.5m HDMI-to-HDMI and two 2.5m VGA-to-VGA extensions.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|---------------------|-----|---|
| 1 | 1 | Wall Trunking | 1 | Neat, organised and labelled Wall Trunking |
| 2 | 0 | Over Floor Trunking | 1 | Neat, organised and labelled Black Wiremold OFR Series Over Floor |

| | | | | |
|---|---|-----------------|---|--|
| | | | | Raceway Trunking system by Legrand |
| 3 | 0 | Wiring Diagrams | 1 | Wiring Diagrams |
| 4 | 0 | Nil | 2 | HDMI extensions for flip top box to laptop |
| 5 | 0 | Nil | 2 | VGA extensions for flip top box to laptop |

Automation & Control

Lighting in the boardroom should automatically switch on when the room is entered. Existing lighting to be replaced with energy efficient LED technology for tubes and flood lights which should all be controlled from the central control desk and preferably wireless controller.

The 52" LED screen, lighting, 1 x projectors and audio recording should all be centrally controllable from the control desk and wireless controller. Wireless controller needs to be programmed in an easy to use configuration for the switching and controlling of the various components.

Audio Conferencing unit to be integrated with the Public address and audio recording solution.

Install a 90" 2.1 m control cupboard matching the existing furniture in the South-western corner of boardroom to house all control equipment, processors, amplifiers etc. in a closed and well ventilated rack configuration to ensure temperature control and dust elimination to extend the use of life of the equipment.

The control of the boardroom should be situated at the South end-of-desk. No cabling, electrical, audio, visual or other may be visible or the cause of trip risks in the facility. All cables should be housed in trunking, ceiling and cabinets in South-western corner of boardroom.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|---------------|------------|--------------------------|------------|---|
| 1 | 0 | Nil | 1 | Crestron® audio video control processor av2 or equivalent |
| 2 | 0 | Nil | 1 | Crestron® TST-602 Wireless Touch Screen or equivalent |
| 3 | 0 | Nil | 1 | Kramer HDMI Audio De-Embedder FC 46 XL or equivalent |
| 4 | 0 | Nil | 2 | Kramer HDMI Line Receiver PT-572+ or equivalent |
| 5 | 0 | Nil | 1 | LKV373IR HDMI Extender over Cat5e/6 with IR(HDMI extender over lan) or equivalent |
| 6 | 0 | Nil | 1 | Kramer 4 x 4 HDMI Matrix Switcher VS-44HDMI or equivalent |
| 7 | 0 | Nil | 1 | BiAmp Tesira Forte CI Digital |

| | | | | |
|----|---|-----------------------------------|---|---|
| | | | | Sound Processor (Same as noted in PA Section) or equivalent |
| 8 | 0 | Nil | 1 | DVD Player with HDMI 1080p, USB, and DivX/WMV Playback or equivalent |
| 9 | 0 | Nil | 1 | Crown XLS1000 High Density Power Amplifier or equivalent |
| 10 | 0 | Nil | 1 | 90" 2.1m Control Cupboard |
| 11 | 0 | Nil | 1 | Equipment rack to accommodate all new equipment as per required layout requirements |
| 12 | 0 | Wiring Diagrams | 1 | Wiring Diagrams |
| 13 | 0 | Inventory, Warranties, Guaranties | 1 | Inventory, Warranties, Guaranties |
| 14 | 0 | Source Code | 1 | Source Code |
| 15 | 0 | User Manual/Operation Manual | 1 | User Manual/Operation Manual |
| 16 | 0 | Training and Manual | 1 | Training and Manual |

Projection System

Installation of light eliminating tint film to all windows in this facility is required to ensure that most of the light is blocked out to ensure the best possible conditions for projection purposes.

1x52" LED Samsung TV (Not part of the BOM) must be installed on mounted bracket. Projection system must allow and configured for wireless and wired use and be controlled from suggested control desk.

The service provider must provide a Promethean Smart board similar to the Promethean smart boards already used by the GPAA.

Promethean interactive smart board installation to include wiring to control desk switch configuration for control operator to switch between Laptop-to-Screen to Laptop-to-Smartboard configuration. Interaction will be via USB therefore extensions must be provided from the promethean screen to the flip top boxes

All equipment installation has to have a 5-10 cm clearance from curtaining to ensure proper acoustics and best possible environment to guarantee optimal sound quality.

| | | | | |
|---|---|-------------------------------------|---|---|
| 1 | 0 | Nil | 1 | Promethean Smart board (36 months guarantee projector and lamp) |
| 2 | 1 | Samsung 52" LED TV | 1 | Samsung 52" LED TV |
| 2 | 1 | Mounting bracket for 52" Samsung TV | 1 | Mounting bracket for 52" Samsung TV |
| 3 | 0 | Wiring Diagrams | 1 | Wiring Diagrams |
| 4 | 0 | Inventory, Warranties, Guaranties | 1 | Inventory, Warranties, Guaranties |

| | | | | |
|---|---|------------------------------|---|------------------------------|
| 5 | 0 | Source Code | 1 | Source Code |
| 6 | 0 | User Manual/Operation Manual | 1 | User Manual/Operation Manual |
| 7 | 0 | Training and Manual | 1 | Training and Manual |

Sound and Acoustics

The installation of railing and floor to ceiling curtains is required to improve the acoustics in the H-Block boardroom. Curtains need to have a light elimination lining and should be fitted to the west and north facing walls (wall that has windows). Curtain installation is primary meaning that all other equipment will be installed without obstructing movement and removal of curtains. The material for the curtains must be velvet in beige or as close as possible to the RGB values as per figure 19.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|--------|-----|-------------------|-----|--|
| 1 | 0 | Nil | 4 | Complete Window Tinting |
| 2 | 0 | Nil | 2 | Railing and Floor-to-Ceiling Light eliminating Lining |
| 3 | 0 | Nil | 2 | Floor-to-Ceiling Curtaining according to branding specifications |

Work Package 3 – E204 Main is a 16 seater boardroom that are utilized by GPAA departments



Figure 26 : E204 Main representation (west view)



Figure 27 : E204 Main representation (east view)

The following tasks are proposed for completion of this work package:

Projection System

Existing ceiling mounted projector to be remained, installed and configured for this boardroom. Cabling to support display from boardroom desk environment from flip top box is inclusive of this installation. 3 x HDMI and 3 x RGB extensions of at least 2,5m each should be included as part of this solution.

Existing Promethean unit to be provided for and configured for on table use with cables concealed in trunking. Interaction with the Promethean is via USB cabling

Both projection systems are currently connected only with RGB cabling

Presenter/s must be able to select display or display to both projection systems not necessary the same image. Provision must be made for a maximum of 2 (two) presenters simultaneously

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|---------------|------------|--------------------------|------------|--------------------------------|
| 1 | 1 | Epson EB-98 | 1 | Epson EB-98 |
| 2 | 1 | Promethean smartboard | 1 | Promethean smartboard |
| 3 | 0 | Nil | 3 | 2,5m HDMI Extension cables (On |

| | | | | |
|---|---|-----|---|---|
| | | | | desk use, flip top box to laptops) |
| 4 | 0 | Nil | 3 | 2,5m VGA Extension cables (On desk use, flip top box to laptops) |
| 5 | 0 | Nil | 3 | Audio extension to Promethean |
| 6 | 0 | Nil | 1 | Fixed wall mount screen for projector (service provider to provide screen for optimal projection from existing projector) |

The following tasks are proposed for completion of this work package:

Flip Top Boxes

Three (3) single flip top boxes are currently installed at this location. See figure below for the configuration of the current flip top box.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|----------------------------|-----|---|-----|--|
| Desk 1 Flip Top Box | | | | |
| 1 | 0 | Nil | 1 | USB Charge with access to Promethean display |
| 2 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 3 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 4 | 1 | Two Pin (SA 2-pin) | 1 | Two Pin (SA 2-pin) |
| 5 | 0 | Nil | 1 | HDMI (Single Port HDMI) |
| 6 | 0 | Network (Single Port Shuttered Data RJ45) | 1 | Network (Single Port Shuttered Data RJ45) |
| 7 | 1 | VGA (Single Port 25x40mm VGA) | 1 | VGA (Single Port 25x40mm VGA) |
| 8 | 1 | Audio 3.5 mm | 1 | Audio 3.5 mm |
| Desk 2 Flip Top Box | | | | |
| 9 | 0 | Nil | 1 | USB Charge with access to Promethean display |
| 10 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 11 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 12 | 1 | Two Pin (SA 2-pin) | 1 | Two Pin (SA 2-pin) |
| 13 | 0 | Nil | 1 | HDMI (Single Port HDMI) |
| 14 | 0 | Network (Single Port Shuttered Data RJ45) | 1 | Network (Single Port Shuttered Data RJ45) |
| 15 | 1 | VGA (Single Port 25x40mm VGA) | 1 | VGA (Single Port 25x40mm VGA) |

| | | | | |
|----------------------------|---|---|---|--|
| 16 | 1 | Audio 3.5 mm | 1 | Audio 3.5 mm |
| Desk 3 Flip Top Box | | | | |
| 17 | 0 | Nil | 1 | USB Charge with access to Promethean display |
| 18 | 1 | Red 3 Pin (SA UPS) | 1 | Red 3 Pin (SA UPS) |
| 19 | 1 | Normal 3 Pin (SA Standard) | 1 | Normal 3 Pin (SA Standard) |
| 20 | 1 | Two Pin (SA 2-pin) | 1 | Two Pin (SA 2-pin) |
| 21 | 0 | Nil | 1 | HDMI (Single Port HDMI) |
| 22 | 0 | Network (Single Port Shuttered Data RJ45) | 1 | Network (Single Port Shuttered Data RJ45) |
| 23 | 1 | VGA (Single Port 25x40mm VGA) | 1 | VGA (Single Port 25x40mm VGA) |
| 24 | 1 | Audio 3.5 mm | 1 | Audio 3.5 mm |



Figure 28: Existing Flip top box

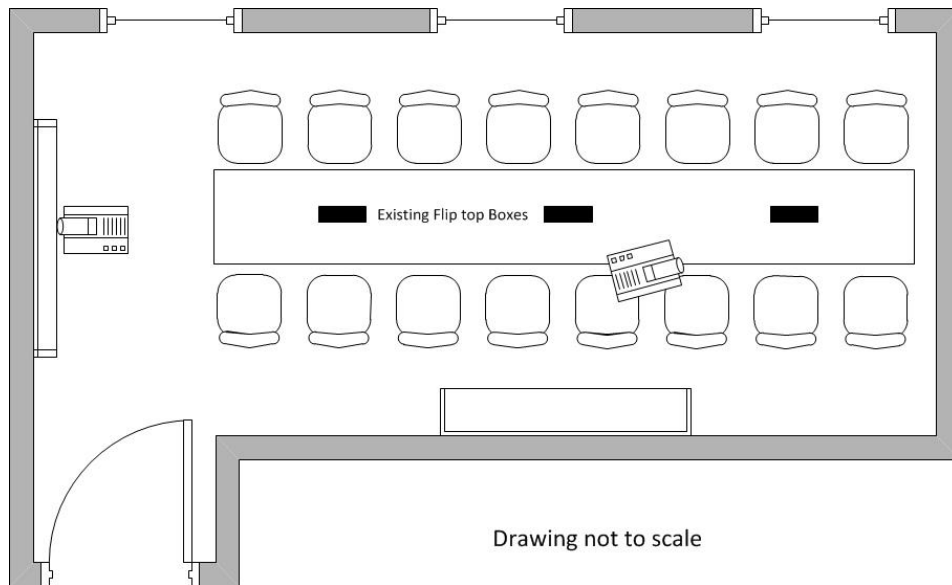


Figure 29: E204 Layout

Cabling, Trunking and Fitting

Supporting equipment and cabling to enable functionality as required for the above flip top box to be installed within existing trunking where possible. Where trunking is not available it needs to be provided for to match existing trunking, location, position arrangements and aesthetics. The installation of trunking will involve stakeholders such as the GPAA boardroom manager.

All wiring should be neat and tidy in either trunking, distribution boxes or component endpoints in control cupboards with racking. It is essential that all wiring is meticulously labeled with printed labels. Cable bundling to be done with Velcro ties rather than zip-ties that typically damage the cables. Components must be neatly spaced and configured on the various racks to allow proper ventilation, where possible it is suggested that components are grouped by type to ensure that wiring could be layout as neat as possible. Wiring diagrams should also show the labeling of each individual cable.

| Serial | Qty | AS-IS Description | Qty | TO-BE Description |
|---------------|------------|--------------------------|------------|---------------------------------------|
| 1 | 1 | Trunking | 1 | Neat, organised and labelled Trunking |
| 2 | 0 | Wiring Diagrams | 1 | Wiring Diagrams |

Cleanup and Aesthetics

Ensure that where new equipment is installed the fitment of new equipment will obscure previous installation holes, marks and other visible anomalies. This requirement will be part of the quality assurance of the site acceptance testing and penalties will apply should the service provider not comply.

As part of the boardroom solution no cabling should be visible or housed other than in existing or provided trunking. No cabling, electrical, audio, visual or other may be visible or be the cause of/or trip risks in the facility. All cables should be housed in trunking or ceiling.

Facility Drawings

Prior to installation the service provider need to submit drawings for approval for all supplied systems. These drawings shall include but not be limited to, the following:

- Title Sheet, Symbols and Legends
- All panels, plates, and designation strips, including details relating to terminology, engraving, finish and color.
- All equipment racks, cabinets, consoles, tables, support bases, and shelves.
- Schematic drawings (AV & control signal flow), system functional block drawings, including those for audio and video subsystems.
- All unusual equipment modifications.
- Front mechanical drawings of equipment racks.
- Equipment location drawings.
- Cable labelling plan.
- Floor plans, reflected ceiling plans and elevations. Show planned location for all elements and cable routing. Drawings should be at project standard scale and clearly legible.

Closeout Submittals

All close-out documentation should be submitted in hard-and-softcopy format and include the following.

- As-Built shop drawings.
- Equipment user manuals with warranty statements.
- Simple laminated "Quick Start Guide "that describes system operation for user reference.
- Equipment accessories. (Remote controls, cables, attachments, etc.)
- Editable control system software, source code and other relevant material for archiving purposes.
- Project Plan in MS Office Project format to be provided detailing the proposed timeline and delivery of the boardroom solution per work package for coordination and alignment with the appropriate stakeholders.

Warranty Service

- Provide a no-cost warranty for a period of three year to commence after Final Acceptance. This warranty will include all preventive maintenance visits, defective equipment repair, and any other reason that would prevent the system from operating as intended.
- Provide one on-site technician for the first four (4) meetings. This technician shall have the ability to promptly troubleshoot and repair equipment in the event of system malfunction.
- Service provider shall provide an on-call technician to address any troubleshooting or repair issues Monday through Friday from 8 am to 5 pm.

Support and Maintenance

After the warranty period, provide an on-call technician to address any troubleshooting or repair issues Monday through Friday from 8 am to 5 pm.

Maintenance typically includes the following:

Monthly vacuuming and on-site steam cleaning on a six monthly basis coordinate with the appropriate facility manager.

Monthly report requirements

The following template needs to be completed on a month basis for each of the facilities to reach facility managers not later than the 25th of each month. The reporting will typically focus on operability of equipment, service requests, use of life of replaceable items and feedback on any requirements from facility managers or replacement done through the course of the month. A physical inspection of the facilities may not be delegated to the GPAA facility manager.

Service Requests

The service provider to provide detail on escalation procedures regarding service requests from facilities managers.

Managed Services for GEPF and GPAA

The proposed solutions must be a Managed Service to the GEPF and GPAA for a period of 3 (three) years and should include the following minimum services

- Account management:
 - Primary contact for all services provided.
 - Maintain Contact and escalation structure and procedures.
 - Documentation of all technical specifications as well as any changes to the environment.
 - Liaison infrastructure manager and boardroom managers.
 - Provide monthly Service Level Agreement (SLA) reports.
 - Conduct and maintain delivery plan.
 - Review services including service requests.
 - Status report.
 - Next steps.
 - Service requests documentation, management, prioritization and escalation.
 - Status reports of all service requests.
 - Assist with the implementation of service requests.
 - Root Cause Analysis (RCA) reports on all severity 1 incidents.
 - Provide guidance to implement critical updates/upgrades.
 - Standby requests for non-severity 1 issues.
 - Capacity management.

- Onsite support (per incident or minimum once a month on all boardrooms included in the RFP)
 - Configuration.
 - Proactive Maintenance
 - Proactive monitoring.
 - Performance management.

- Software upgrades.
 - Minor and major releases.
 - Patch management.
 - Firmware upgrades
 - License renewal

- Service request and resolution guideline

| Priority | Description | Response time (max) | Resolution Time (max) |
|----------------------|---|---------------------|-----------------------|
| 1 - Critical | Any one or more of the services i.e. projection, automatisation, audio and audio recording services not functional. No work around is available | 5 min | 2 Hours |
| 2 - Major | Any one or more of the services i.e. projection, automatisation, audio and audio recording services not functional. Work around is available | 10 min | 4 Hours |
| 3 - Minor | Limited performance degraded with no services impacted | 15 min | 8 Hours |
| Penalties will apply | | | |

- Incident Escalation guideline

| Escalation Levels | Critical | Major | Minor |
|---------------------|-----------|---------|---------|
| 1 - Account Manager | Immediate | 2 Hours | 5 Hours |
| 2 – COO | 2 Hours | 3 Hours | 8 Hours |

| | | | |
|---------|---------|---------|----------|
| 3 – CEO | 3 Hours | 4 Hours | 12 Hours |
|---------|---------|---------|----------|

Evaluation

Contact details

William.Ramoroka@gpaa.gov.za

3rd Floor Block A,
River Walk Office Park
41 Matroosberg Road
Ashlea Gardens, Extension 6 Menlo Park
Pretoria
South Africa

GPAA Offices
34 Hamilton Street
Arcadia
Pretoria

Context

| | |
|----------------|--|
| Context | The purpose of the information document is to provide the respondent with as much contextual information as possible without detracting from the need for the respondent to confirm their understanding of the requirements. |
| C1 | Clarification: The Service Provider confirms that the information document has been read and understood and are considered to be binding on the Service provider. Further any and all discrepancies and omissions have been clarified and will not prejudice the GPAA and GEPF in any way during contracting. |
| C2 | Own Cost: Service Provider confirms that the cost of this RFP and related activity in the preparation of a response is entirely for their own account. |
| C3 | No collusion: Service Provider confirms that this response has been formulated entirely without collusion and that any partnership, Joint Venture or sub-contract relationship has been disclosed. |
| C4 | Relationships: Should there be a partnership, Joint Venture or other material relationship, please describe the nature of this relationship and also describe the benefits to the GPAA and GEPF of these contractual arrangements. |
| C5 | Agreements: Please attach a signed copy of any and all partnerships, Joint Venture or sub-contract agreements specific to this RFP. |
| C6 | Comprehensive pricing: Supplier/respondent confirms that the pricing provided in this RFP is not “for budget purposes only” and that the pricing supports the deal principles, structure of the intended relationship and scope and duration of services required. Further all 3 rd party and relevant license costs have been included in the pricing provided. |
| C7 | Fixed Unit Pricing: All pricing associated with the delivery of the solutions and services shall be a fixed price per unit for the term of the project. In addition to the Fixed Unit Price, vendors are required to include a time and materials (T&M) rate for calculating the cost of a change in scope should the GPAA or GEPF desire to adjust certain scope elements. In particular vendors must provide their base costs and show their margins and the intended increase indices. CPI to be based on figures as published by Stats SA. |
| C8 | Price savings: Confirm that any price reductions achieved during this |

| | |
|-----|---|
| | and any future projects must be passed onto the GPAA and GEPF. Vendors must show how continuous improvement includes cost improvement. |
| C9 | Pricing Assumptions: The vendor confirms that all pricing assumptions have been documented transparently and provided in the pricing response sheets. |
| C10 | Risk identification: Please describe any specific risks identified in respect of Section 1 of this Response document and the contextual information provided and your specific mitigating actions recommended for the GPAA, the GEPF and your own organization. |
| C11 | Contract-ability: This RFP is primarily intended to allow the GPAA and the GEPF to compare and evaluate vendor offerings with the intention of awarding a contract. In good faith, the GPAA and the GEPF is seeking to minimize and ideally eliminate surprises from vendors during contract negotiation. Vendors must specifically define and clarify any contracting issues that they have identified and clearly demonstrate the contract arrangements they are seeking for the services. |
| C12 | Testimonials: Provide references detailing previous engagements where your organization implemented and supported a similar solution. |

Guide to response

| Requirement No | Requirement | Weighting (%) |
|-------------------------------------|--|---------------|
| Managed Service Requirements | | 35 |
| Extent of Service | The service provider should be able to deliver the full extent of services required. The GPAA is likely to choose suppliers that can provide the full extent of services, but reserves the right to select services from multiple vendors. | |
| MServReq-1 | List the extent of services that you provide – directly connected with this RFP. Each work package must be explained separately, also include services that will be excluded per work package. | 10 |
| Scale of service | The service provider must be able to support GPAA at Hamilton Head office and the GEPF at Ashela Gardens, Extension 6, Menlo Park. | |
| MservReq-2 | Describe your recommended service delivery model, including key risk and performance indicators. Clarify why you have recommended this approach. | 3 |
| MservReq-3 | Has your organization implemented a similar Managed Service solution? Please elaborate with details and include the industry types, volumes and sizes. | 5 |
| MservReq-4 | Provide details of your organization’s experience in the Audio Visual market segments. | 6 |
| Maturity | The company must show a high level of maturity and discipline in its methodology, processes and standards. | |
| MservReq-5 | Provide detail of your organisations skills to implement and support the equipment. | 6 |
| MservReq-6 | Governance: Describe your Managed Service governance structures and how these ensure transparent risk mitigation. | 2 |
| MservReq-7 | Describe and elaborate your organization’s escalation procedure. | 3 |
| | | |
| Solution Requirements | | 45 |
| Architecture Requirements | | |

| | | |
|---|--|-----------|
| ARCReq-1 | Describe the implementation approach of the solution, keep in mind that the implementation will be done in a production environment and noise levels must be at a minimum. | 2 |
| ARCReq-2 | Describe how your system aligns with the specifications provided taking into consideration availability, reliability and performance. | 8 |
| ARCReq-3 | Describe your solution architecture per boardroom | 8 |
| ARCReq-4 | Describe all licenses and software provided with renewal intervals. All licenses must align with the support contract. | 2 |
| ARCReq-5 | Consider if possible technology changes will be interoperable with future existing and future technologies. | 4 |
| Integration Requirements | | |
| INReq-1 | Describe the integration approach of the solution, keep in mind that the integration will be the sole responsibility and includes: Structural, electrical and shop fitting. | 5 |
| INReq-2 | Describe how your solutions will integrate and how you will make use of existing equipment and infrastructure. | 8 |
| INReq-3 | Detail documentation/diagrams must be provided on as-is environment per work package as well as all work that will be done and need to include as a minimum: layout diagrams, mounting diagrams, electrical diagrams i.e. clean and normal power supply to desks and equipment, wiring diagrams, cable routes, any trunking that will be provided (include sample pictures), location of equipment i.e. screens, projectors, speakers, microphones, amplifiers, processors, enhancers and equalisers, automation equipment, flip top boxes, switches (network, HDMI), cabinets or any other equipment that will be required. | 8 |
| Key General Company Information | | 10 |
| Company Summary | Please provide a summary of: | |
| CompReq-1 | Describe the differentiators that you believe your organization provides. | 2 |
| CompReq-2 | Describe your organisation's operational presence within South Africa. | 1 |
| CompReq-3 | Describe your organisation's supplier presence within South Africa and internationally with reference to the equipment provided as part of the RFP. | 1 |
| Reference Sites | Provide the following information about your major customers who currently use the services you are proposing: | |
| CompReq-4 | A list of 3 existing customers in South Africa where a similar solution has been implemented and is still in operation and supported. Contact name(s) and number(s) for South African customers, as well as the process of making contact with these. | 4 |
| CompReq-5 | Please provide contact details of your most satisfied customer and state reasons for this level of satisfaction. | 2 |
| Professional and Consulting Services | | 5 |
| Professional and consulting | Professional and consulting services are not included in this RFP however we would like you to describe your approach to the following, which may be used on an ad-hoc basis as the need arises | |
| PCS1 | Describe how you would: <ul style="list-style-type: none"> • Provide a suitable architecture design/consultation service as required by the GPAA and GEPF • At least annually provide an update to inform the GPAA and GEPF of new service enhancements. | 5 |

| | | |
|---------------------------|---|----------|
| | | |
| Project Management | | 5 |
| Project management | Please describe your intended project management service with respect to the following factors: | |
| PMReq-1 | Will the requirements be delivered within the specified 12 weeks from purchase order timeframe? | 5 |

Due Diligence requirements

Each supplier will be required to perform a Due Diligence on each boardroom and must ensure that all information is obtained during the process. Not taking part in a due diligence will automatically exclude the supplier from the tender evaluation.

The signed attendance register will be used to validate attendance of the briefing session as well as each supplier performing a Due Diligence on each boardroom. Omission to attend the briefing session and the due diligence will automatically exclude the supplier from the tender evaluation.

Suppliers need to ensure that capable technical personnel accompany sales/account managers to the briefing session and due diligence sessions.

The information below must be provided to the GPAA/GEPF to the indicated email addresses William.Ramoroka@gpaa.gov.za & Mooshe.Nkuna@gpaa.gov.za by close of business (16:00) on the same day of the briefing session, clearly indicating the supplier information and detail required in the table below.

| | |
|------------------------------|---|
| Due Diligence | |
| Due diligence process | Describe the due diligence process you are planning to conduct at the GPAA/GEPF. At a minimum please state the following: |
| DGP1 | Due diligence staff: How many people will be on site at the GPAA/GEPF? |
| DGP2 | Staff purpose: Describe the purpose for each person for being on site. |

Due Diligence process only to be performed with physical presence of the appropriate facilities manager and is restricted to a visual inspection of existing equipment with assistance from facilities manager should more detail inspection be required.

The GPAA/GEPF will schedule timeslots with suppliers. Should the supplier require additional visits the request must be submitted to the provided email addresses. Note that the GPAA/GEPF will not be obligated to grant additional site visits.

Assumptions

The supplier must describe all assumptions made as part of the tender response. The GPAA and the GEPF prefers that no assumptions are made and that the supplier must ensure that they have a full understanding of the service provided.

| Vendor Assumptions | |
|----------------------------|--|
| General assumptions | Please list all general assumptions you have made when compiling your response, stating to which service or part of the RFP the assumption refers, and the effect that this assumption has. |
| VA1 | List your general assumptions with associated references. |
| Pricing assumptions | Please list all pricing assumptions you have made when compiling your response in the Pricing Table spreadsheet, stating to which service or part of the RFP the assumption refers, and the effect that this assumption has. |
| VA2 | List your pricing assumptions with associated references. |

Evaluation Criteria

Selection of a vendor will be based on the responses to the above questions and the evaluation criteria below:

| Item No. | Evaluation Criteria Item : | Weight |
|----------|---|--------|
| | Administrative Compliance (Phase 1) | |
| A | <p>SBDs:</p> <ul style="list-style-type: none"> • The service provider did a due diligence before submission of this tender at all the mentioned boardrooms. The attendance register will be used to verify if suppliers attended the briefing and due diligence. • Current accreditation for the following must be provided <ul style="list-style-type: none"> ○ Technicians – Infocomm & Crestron • Completed and signed Standard Bidding Documents. <ul style="list-style-type: none"> ○ Pricing schedule (SBD 3.1) ○ Tax Clearance "Original" or pin code (SBD 2) and CSD registration ○ Declaration of Interest (SBD 4) ○ Declaration of Past SCM Practices (SBD 8) ○ Certificate of Independent Bid Determination (SBD 9) • In the hardcopy file, the original signed documents must be included. • Attendance of compulsory briefing session <p>Failure to comply with the admin requirements will render the bid non responsive and will be disqualified.</p> | |
| | | |
| | <i>With the individual points made up as follows:</i> | |
| | Functionality (As per the RFP) (Phase 2) | |

| | | |
|---|---|-------------|
| B | Relevant Skills and Experience and Industry Exposure: | |
| | 1. Managed Service Requirements: Demonstrate the ability to deliver the full extent of services required the ability to support a large implementation within various regions throughout South Africa and show a high level of maturity and discipline in the methodology, process and standards used/adopted. | 35% |
| | 2. Solution Specific Requirements: Demonstrate an understanding of the RFP requirements and the ability to implement the requirements through demonstrating sound technical competency. | 45% |
| | 3. Key General Company Information: Provide references of similar projects done and demonstrate differentiating factors / value adds. | 10% |
| | 4. Professional Consulting Services: Demonstrate the ability to provide leadership and innovation within the project. | 5% |
| | 5. Project Management: Demonstrate good project governance and project management experience. Also demonstrate the ability to execute projects successfully. | 5% |
| NB Minimum 60% qualifications on functionality | | |
| Total weighting | | 100% |
| C | Price (Phase 3) and | 80% |
| | B-BBEE Status Level of Contributor | 20% |
| Total Points | | 100% |

Selection will also be based on approval, by the GPAA and GEPF architecture team, of a comprehensive design proposal.

Please inform the GPAA and GEPF management of anything you deem missing from both this RFP document and the process being followed.

Delivery Model

The GPAA and the GEPF recognize the extent of the scope of work that the vendor will be engaging in to implement the Technical Architectural Design and implementation. The GPAA and the GEPF further recognize the importance of employing the correct Delivery Model from the onset. This will ensure that there is proper planning, phase identification and prioritization, improved coordination; reduced risk and the eventual execution is seamless, agile and relevant.

The work packages require that each bidder clearly defines its delivery method that will be employed. This section must include an outline of how some (not necessarily all) functions will be performed:

1. Project initiation approach (for people and technology)
2. Approach to due diligence, including expectations of the GPAA and GEPF.
3. Problem Statement & Requirements Validation:

- a. Benefits Analysis with a mapping to the requirements.
 - b. Technology - Infrastructure and Application Assessment.
 - c. Requirements Validation.
4. Engagement approach (at a project, account and management reporting level). Engagement can be with the GPAA Clients, GEPF Clients, other Projects, Internal Stakeholders, the GPAA Service provides and other GPAA 3rd Parties.
5. Human Resource Management.
 - a. Description of the required skills and competencies (with volumes).
 - b. Sourcing and staff turnover management to ensure continued delivery.
 - c. Resource and performance management.
6. Project management methodology and Project Governance Approach.
7. Execution methodology (Infrastructure, Software Development & Deployment methodology).
8. Envisaged release management approach.
9. Escalation Management.
10. Approach to Risk Management.
11. Approach to Thought Leadership and Knowledge Management.
12. Change Management.

Annexure A

(GPAA)

SCM

Standard Bid Document

PART A**INVITATION TO BID**

| | | | | | |
|--|-------------------------------|---------------|------------------------|---------------|----------------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY) | | | | | |
| BID NUMBER: | GPAA 19/2017 | CLOSING DATE: | 09 October 2017 | CLOSING TIME: | 11:00AM |
| DESCRIPTION | Boardroom Solutions. | | | | |
| THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7). | | | | | |

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

| | | | | | |
|--|---|--|-------------------------------------|---------|---|
| 34 HAMILTON STREET | | | | | |
| ARCADIA | | | | | |
| PRETORIA | | | | | |
| | | | | | |
| 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 | | | | | |
| | | | | | |
| | TCS PIN: | | OR | CSD No: | |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] | <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | |
|--|--|
| IF YES, WHO WAS THE CERTIFICATE ISSUED BY? | |
|--|--|

| | | |
|--|--------------------------|--|
| AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX | <input type="checkbox"/> | AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) |
| | <input type="checkbox"/> | A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) |
| | <input type="checkbox"/> | A REGISTERED AUDITOR |
| | | NAME: |

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

| | | | |
|---|--|--|---|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW] |
|---|--|--|---|

| | | | |
|---------------------|-------|------|--|
| SIGNATURE OF BIDDER | | DATE | |
|---------------------|-------|------|--|

| | |
|--|--|
| CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.) | |
|--|--|

| | | | |
|-------------------------------|--|---------------------------------|--|
| TOTAL NUMBER OF ITEMS OFFERED | | TOTAL BID PRICE (ALL INCLUSIVE) | |
|-------------------------------|--|---------------------------------|--|

| | |
|---|---|
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: | TECHNICAL INFORMATION MAY BE DIRECTED TO: |
|---|---|

| | | | |
|---------------------------|--|------------------|--|
| DEPARTMENT/ PUBLIC ENTITY | | CONTACT PERSON | |
| CONTACT PERSON | | TELEPHONE NUMBER | |
| TELEPHONE NUMBER | | FACSIMILE NUMBER | |
| FACSIMILE NUMBER | | E-MAIL ADDRESS | |
| E-MAIL ADDRESS | | | |

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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR 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 THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
 YES NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?

YES NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

PRICING SCHEDULE – FIRM PRICES

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

| | |
|--|---------------------------------|
| Name of bidder..... | Bid number: GPAA 19/2017 |
| Closing Time 11:00AM on 09 October 2017 | |

OFFER TO BE VALID FOR...**120**.....DAYS FROM THE CLOSING DATE OF BID.

Pricing (3 years)

Section 1 - GEPF

Pricing (3 years)

| Work Package 1 – GEPF The Guardian | | | | |
|------------------------------------|--|-----|------------|---|
| ITEM NO | DESCRIPTION | Qty | Unit Price | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
| 1 | Equipment | | | |
| | (Full list of equipment must be provided) | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Sub Total | | | R |
| 2 | Implementation and configuration | | | |
| | Project Management | 1 | R | R |
| | Documentation | 1 | R | R |
| | Implementation | 1 | R | R |
| | Configuration | 1 | R | R |
| | | | | R |
| | Sub Total | | | R |
| 3 | Managed Services (Payable monthly) | | | |
| | Managed Services year 1 | 12 | R | R |
| | Managed Services year 2 | 12 | R | R |
| | Managed Services year 3 | 12 | R | R |
| | Sub Total | | | R |
| 4 | Licenses fees (If applicable – Payable annual in advance) | | | |
| | License fees year 1 | 1 | R | R |
| | License fees year 2 | 1 | R | R |
| | License fees year 3 | 1 | R | R |
| | Sub Total | | | R |

| | | | |
|-----------------------------|--|--|---|
| TOTAL(VAT Inclusive) | | | R |
|-----------------------------|--|--|---|

| Work Package 2 – GEPF PEO | | | | |
|-----------------------------|--|-----|------------|---|
| ITEM NO | DESCRIPTION | Qty | Unit Price | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
| 1 | Equipment | | | |
| | (Full list of equipment must be provided) | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Sub Total | | | R |
| 2 | Implementation and configuration | | | |
| | Project Management | 1 | R | R |
| | Documentation | 1 | R | R |
| | Implementation | 1 | R | R |
| | Configuration and testing | 1 | R | R |
| | | | | R |
| | Sub Total | | | R |
| 3 | Managed Services (Payable monthly) | | | |
| | Managed Services year 1 | 12 | R | R |
| | Managed Services year 2 | 12 | R | R |
| | Managed Services year 3 | 12 | R | R |
| | | | | |
| | Sub Total | | | R |
| 4 | Licenses fees (If applicable - Payable annual in advance) | | | |
| | License fees year 1 | 1 | R | R |
| | License fees year 2 | 1 | R | R |
| | License fees year 3 | 1 | R | R |
| | | | | |
| | Sub Total | | R | R |
| TOTAL(VAT Inclusive) | | | | R |

| Work Package 3 – GEPF Isibaya | | | | |
|-------------------------------|--|-----|------------|---|
| ITEM NO | DESCRIPTION | Qty | Unit Price | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
| 1 | Equipment | | | |
| | (Full list of equipment must be provided) | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Sub Total | | | R |
| 2 | Implementation and configuration | | | |
| | Project Management | 1 | | R |

| | | | | |
|-----------------------------|--|----|---|---|
| | Documentation | 1 | | R |
| | Implementation | 1 | | R |
| | Configuration and testing | 1 | | R |
| | | | | R |
| | Sub Total | | R | |
| 3 | Managed Services (Payable monthly) | | | |
| | Managed Services year 1 | 12 | | R |
| | Managed Services year 2 | 12 | | R |
| | Managed Services year 3 | 12 | | R |
| | Sub Total | | R | |
| | | | | |
| 4 | Licenses fees (If applicable – Payable annual in advance) | | | |
| | License fees year 1 | 1 | R | R |
| | License fees year 2 | 1 | R | R |
| | License fees year 3 | 1 | R | R |
| | Sub Total | | R | |
| TOTAL(VAT Inclusive) | | | R | |

| Work Package 4 – GEPF Lighthouse | | | | |
|----------------------------------|--|-----|------------|---|
| ITEM NO | DESCRIPTION | Qty | Unit Price | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
| 1 | Equipment | | | |
| | (Full list of equipment must be provided) | | | |
| | | | | |
| | | | | |
| | | | | |
| | Sub Total | | R | |
| 2 | Implementation and configuration | | | |
| | Project Management | 1 | | R |
| | Documentation | 1 | | R |
| | Implementation | 1 | | R |
| | Configuration and testing | 1 | | R |
| | | | | R |
| | Sub Total | | R | |
| 3 | Managed Services (Payable monthly) | | | |
| | Managed Services year 1 | 12 | | R |
| | Managed Services year 2 | 12 | | R |
| | Managed Services year 3 | 12 | | R |
| | Sub Total | | R | |
| 4 | Licenses fees (If applicable – Payable annual in advance) | | | |
| | License fees year 1 | 1 | | R |
| | License fees year 2 | 1 | | R |
| | License fees year 3 | 1 | | R |

| | | | |
|-----------------------------|-----------|--|---|
| | Sub Total | | R |
| TOTAL(VAT Inclusive) | | | R |

| Work package 1, 2, 3 and 4 | | | | |
|-----------------------------|---|-----|------------|---|
| ITEM NO | DESCRIPTION | Qty | Unit Price | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
| 1 | Hardware Maintenance and support (Payable annual in advance) | | | |
| | Maintenance and support year 1 | 1 | | R |
| | Maintenance and support year 2 | 1 | | R |
| | Maintenance and support year 3 | 1 | | R |
| | Sub Total | | | R |
| TOTAL(VAT Inclusive) | | | | R |

| GEPF Summary | | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
|---|--|---|
| Equipment | | |
| Work Package 1 – GEPF Guardian | | R |
| Work Package 2 – GEPF PEO | | R |
| Work Package 3 – GEPF Isibaya | | R |
| Work Package 4 – GEPF Lighthouse | | R |
| Sub Total | | R |
| Implementation and configuration | | |
| Work Package 1 – GEPF Guardian | | R |
| Work Package 2 – GEPF PEO | | R |
| Work Package 3 – GEPF Isibaya | | R |
| Work Package 4 – GEPF Lighthouse | | R |
| Sub Total | | R |
| Managed Services (Payable monthly) | | |
| Work Package 1 – GEPF Guardian | | R |
| Work Package 2 – GEPF PEO | | R |
| Work Package 3 – GEPF Isibaya | | R |
| Work Package 4 – GEPF Lighthouse | | R |
| Sub Total | | R |
| Hardware Maintenance and support (Payable annual in advance) | | |
| Work Package 1, 2, 3 and 4 | | R |
| Sub Total | | R |
| Licenses fees (Payable annual in advance) | | |
| Work Package 1 – GEPF Guardian | | R |
| Work Package 2 – GEPF PEO | | R |
| Work Package 3 – GEPF Isibaya | | R |
| Work Package 4 – GEPF Lighthouse | | R |
| Sub Total | | R |
| TOTAL (VAT Inclusive) | | R |

Section 2 - GPAA

| Work Package 1 – GPAA Bateleur | | | | |
|--------------------------------|--|-----|------------|---|
| ITEM NO | DESCRIPTION | Qty | Unit Price | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
| 1 | Equipment | | | |
| | (Full list of equipment must be provided) | | | |
| | | | | |
| | | | | |
| | | | | |
| | Sub Total | | R | |
| 2 | Implementation and configuration | | | |
| | Project Management | 1 | | R |
| | Documentation | 1 | | R |
| | Implementation | 1 | | R |
| | Configuration | 1 | | R |
| | | | | R |
| | Sub Total | | R | |
| 3 | Managed Services (Payable monthly) | | | |
| | Managed Services year 1 | 12 | | R |
| | Managed Services year 2 | 12 | | R |
| | Managed Services year 3 | 12 | | R |
| | Sub Total | | | R |
| 4 | Licenses fees (if applicable - Payable annual in advance) | | | |
| | License fees year 1 | 1 | | R |
| | License fees year 2 | 1 | | R |
| | License fees year 3 | 1 | | R |
| | Sub Total | | R | |
| TOTAL(VAT Inclusive) | | | R | |

| Work Package 2 – GPAA H Block | | | | |
|-------------------------------|--|-----|------------|---|
| ITEM NO | DESCRIPTION | Qty | Unit Price | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
| 1 | Equipment | | | |
| | (Full list of equipment must be provided) | | | |
| | | | | |
| | | | | |
| | | | | |
| | Sub Total | | R | |
| 2 | Implementation and configuration | | | |
| | Project Management | 1 | | R |
| | Documentation | 1 | | R |

| | | | | |
|-----------------------------|--|----|---|---|
| | Implementation | 1 | | R |
| | Configuration | 1 | | R |
| | | | | R |
| | Sub Total | | R | |
| 3 | Managed Services (Payable monthly) | | | |
| | Managed Services year 1 | 12 | | R |
| | Managed Services year 2 | 12 | | R |
| | Managed Services year 3 | 12 | | R |
| | Sub Total | | R | |
| 4 | Licenses fees (if applicable - Payable annual in advance) | | | |
| | License fees year 1 | 1 | | R |
| | License fees year 2 | 1 | | R |
| | License fees year 3 | 1 | | R |
| | Sub Total | | | R |
| TOTAL(VAT Inclusive) | | | R | |

| Work Package 3 – GPAA E204 Main | | | | |
|---------------------------------|---|-----|------------|---|
| ITEM NO | DESCRIPTION | Qty | Unit Price | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
| 1 | Equipment | | | |
| | (Full list of equipment must be provided) | | | |
| | | | | |
| | | | | |
| | | | | |
| | Sub Total | | R | |
| 2 | Implementation and configuration | | | |
| | Project Management | 1 | | R |
| | Documentation | 1 | | R |
| | Implementation | 1 | | R |
| | Configuration | 1 | | R |
| | | | | R |
| | Sub Total | | R | |
| 3 | Managed Services (Payable monthly) | | | |
| | Managed Services year 1 | 12 | | R |
| | Managed Services year 2 | 12 | | R |
| | Managed Services year 3 | 12 | | R |
| | Sub Total | | R | |
| 4 | Licenses fees (if applicaible - Payable annual in advance) | | | |
| | License fees year 1 | 1 | | R |
| | License fees year 2 | 1 | | R |
| | License fees year 3 | 1 | | R |
| | Sub Total | | R | |
| TOTAL(VAT Inclusive) | | | R | |

| Work package 1, 2, and 3 | | | | |
|-----------------------------|---|-----|------------|---|
| ITEM NO | DESCRIPTION | Qty | Unit Price | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
| 1 | Hardware Maintenance and support (Payable annual in advance) | | | |
| | Maintenance and support year 1 | 1 | | R |
| | Maintenance and support year 2 | 1 | | R |
| | Maintenance and support year 3 | 1 | | R |
| | Sub Total | | R | |
| TOTAL(VAT Inclusive) | | | R | |

| GPAA Summary | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
|---|---|
| Equipment | |
| Work Package 1 – GPAA Bateleur | R |
| Work Package 2 – GEPF H Block | R |
| Work Package 3 – GEPF E204 main | R |
| Sub Total | R |
| Implementation and configuration | |
| Work Package 1 – GPAA Bateleur | R |
| Work Package 2 – GEPF H Block | R |
| Work Package 3 – GEPF E204 main | R |
| Sub Total | R |
| Managed Services (Payable monthly) | |
| Work Package 1 – GPAA Bateleur | R |
| Work Package 2 – GEPF H Block | R |
| Work Package 3 – GEPF E204 main | R |
| Sub Total | R |
| Hardware Maintenance and support (Payable annual in advance) | |
| Work Package 1, 2, and 3 | R |
| Sub Total | R |
| Licenses fees (Payable annual in advance) | |
| Work Package 1 – GPAA Bateleur | R |
| Work Package 2 – GEPF H Block | R |
| Work Package 3 – GEPF E204 main | R |
| Sub Total | R |
| TOTAL (VAT Inclusive) | R |

Section 3 – Project pricing summary

| GEPF and GPAA combined pricing | | | | |
|--------------------------------|---|-----|------------|---|
| ITEM NO | DESCRIPTION | Qty | Unit Price | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
| 1 | Equipment | | | R |
| 2 | Implementation and configuration | | | R |
| 3 | Managed Services (Payable monthly) | | | R |
| | Managed Services year 1 | 12 | | R |

| | | | | |
|-----------------------------|---|----|----------|---|
| | Managed Services year 2 | 12 | | R |
| | Managed Services year 3 | 12 | | R |
| | Sub Total | | R | |
| 4 | Hardware Maintenance and support (Payable annual in advance) | | | |
| | Maintenance and support year 1 | 1 | | R |
| | Maintenance and support year 2 | 1 | | R |
| | Maintenance and support year 3 | 1 | | R |
| | Sub Total | | R | |
| 5 | Licenses fees (if applicaiable - Payable annual in advance) | | | |
| | License fees year 1 | 1 | | R |
| | License fees year 2 | 1 | | R |
| | License fees year 3 | 1 | | R |
| | Sub Total | | R | |
| TOTAL(VAT Inclusive) | | | R | |

Required by: GPAA /CEO

At: 34 Hamilton str

Brand and model

Country of origin

Does offer comply with specification? *YES/NO

If not to specification, indicate deviation(s)

Period required for delivery

*Delivery: *FIRM/NOT FIRM

Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.
 * Delete if not applicable

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person

connected to the bidder is employed :

.....
Position occupied in the state institution:
.....

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**
document?

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.
.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**

of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | Personal Reference Number | Tax Number | State Number | Employee Pursal Number |
|-----------|-----------------|---------------------------|------------|--------------|------------------------|
| | | | | | |
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4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature Date

.....
 Position Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

| | POINTS |
|--|---------------|
| PRICE | 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status Level of the contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“Bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“Prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“Proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|---|--|--|
| 1 | 10 | 20 |
| 2 | 9 | 18 |
| 3 | 6 | 14 |
| 4 | 5 | 12 |
| 5 | 4 | 8 |
| 6 | 3 | 6 |
| 7 | 2 | 4 |
| 8 | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

| | | | |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

| Designated Group: An EME or QSE which is at last 51% owned by: | EME √ | QSE √ |
|---|-----------------|-----------------|
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |
| OR | | |
| Any EME | | |
| Any QSE | | |

8. **DECLARATION WITH REGARD TO COMPANY/FIRM [TICK APPLICABLE BOX]**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 **TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

8.6 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

| |
|--|
| <p>WITNESSES</p> <p>1.</p> <p>2.</p> |
|--|

| |
|---|
| <p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p> |
|---|

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have:
 - a. abused the institution’s supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. Failed to perform on any previous contract.
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

| Item | Question | Yes | No |
|-------|--|---------------------------------|--------------------------------|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury’s database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars: | | |
| 4.4 | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars: | | |

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)..... CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Annexure B

(GPAA)

SCM

Special Conditions of Contract

Special Conditions of Contract

General Notes

The purpose of this Special Conditions of Contract (SCC) is to:

- (i) Draw special attention to certain special conditions applicable to Bids, Contracts, Agreements and Orders of the Government Employee Pension Fund (GPAA); and
- (ii) To ensure that all bidders are familiar with the special provisions, requirements and conditions that will be applicable in the undertaking of the project and which will form part of the contract documentation and of which due cognisance must be taken in the bidding process.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

The General Conditions of Contract (GCC) also forms part of all bidding documents and must be read in conjunction with this Special Conditions of Contract.

Whenever there is a conflict between the GCC and the SCC, the provisions in the SCC shall prevail.

1.1. Bid Submission

1.1.1. Bidders will be permitted to submit bids by:
Hand: 34 Hamilton Street, Arcadia, Pretoria

1.1.2. Closing Date: **9 October 2017**

1.1.3. Closing time: **11h00am**

1.1.4. Compulsory briefing session will held on Friday, **22 September 2017** at 34 Hamilton Street, Arcadia, Pretoria at **11h00am**.

1.2. Validity of Bids

1.2.1. Bidders are required to submit bids valid for **120** days.

1.3. Two-stage Bidding

1.3.1. For this bid, a two-stage bidding procedure will be used, under which first un-priced

technical proposals on the basis of a conceptual design or performance specifications are invited. The price proposal will only be considered after the technical proposal has been confirmed as being competent and compliant.

1.3.2. Suppliers are requested to submit their proposal in separate envelopes, with the technical proposal separated from the price proposal.

1.3.3 A minimum number of **five** (5) copies of the technical proposal are required as well as **five** (5) copies of the pricing proposal in a separate envelope.

1.3.4 Only suppliers who meet the minimum of **60%** on functionality will be considered for second stage of evaluation.

1.3.5 Government Pension Administration Agency (GPAA) reserve the right to increase or decrease the number of suppliers awarded based on decision deem fit and the workload to be carried out.

1.4. Late Bids

1.4.1 Bids received after the time stipulated will not be considered. Late bids will be posted back to the bidder un-opened.

1.5. Clarification or Alterations of Bids

1.5.1 Bidders will not be requested or permitted to alter their bids after the deadline for receipt of bids.

1.5.2 Requests for clarification needed to evaluate bids and the bidder's responses should be made in writing.

1.6. Administrative requirements

If a bid is not substantially responsive, that is, it contains material deviations from or reservations to the terms, conditions and specifications in the bidding documents, it will not be considered further.

1.6.1. It will be ascertained whether bids:

- a. Include original tax clearance certificates;
- b. Include compulsory SBD forms that have been properly signed and completed (SBD 3.1; SBD4; SBD 6.1; SBD 8 and SBD 9);
- c. Include a technical proposal / response;

1.6.2. The bidder will not be permitted to correct or withdraw material deviations or reservations once bids have been opened.

1.6.3 GPAA reserve the right to add and remove refreshments and consumables listed and not listed.

1.7. Rejection of all Bids

GPAA reserves the right to reject of all bids if and when deemed necessary. This is justified when there is lack of effective competition, or bids are not substantially responsive.

1.8. Associations between Consultants

1.8.1. Consultants are encouraged to associate with each other to complement their empowerment credentials and their respective areas of expertise, or for other reasons. Such an association may be for the long term (independent of any particular assignment) or for a specific assignment. The association may take the form of a joint venture or a sub consultancy.

1.8.2. Consultants who do form a joint venture will agree on their terms and conditions and inform the GPAA of the details of such a joint venture for approval.

1.9 Bidder Selection

1.9.1 The GPAA reserves the right to select the appropriate bidders based on its requirements, and the decision of the adjudication panel and the CEO of GPAA will be considered final.

1.10 Project team to service GPAA

Note that if changes are made to the Project team proposed in the tender after the bid has been awarded, this has to be cleared with GPAA first.

Annexure C

(GPAA)

SCM

General Conditions of Contract

GPAA PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

The purpose of this Annexure is to:

- i. Draw special attention to certain general conditions applicable to GPAA bids, contracts and orders; and
 - ii. To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with GPAA.
- In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.
 - The General Conditions of Contract will form part of all bid documents and may not be amended.
 - Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid if applicable and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties

1. DEFINITIONS

The following terms shall be interpreted as indicated:

- 1.1. **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public employee in the procurement process or in contract execution.
- 1.5. **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its GPAA and encouraged to market its products internationally.
- 1.6. **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. **"Day"** means calendar day.
- 1.8. **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9. **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10. **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. **"Force majeure"** means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. **"GCC"** means the General Conditions of Contract.
- 1.15. **"Goods"** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract

- 1.16. **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. **“Order”** means an employee written order issued for the supply of goods for works or the rendering of a service.
- 1.20. **“Project site,”** where applicable, means the place indicated in bidding documents.
- 1.21. **“Purchaser”** means the organization purchasing the goods.
- 1.22. **“Republic”** means the Republic of South Africa.
- 1.23. **“SCC”** means the Special Conditions of Contract.
- 1.24. **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. **“Written”** or **“in writing”** means handwritten in ink or any form of 96 electronic or mechanical writing.

2. APPLICATION

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. GENERAL

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the State Tender Bulletin. The State Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.employee.gov.za.

4. STANDARDS

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. PATENT RIGHTS

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. PERFORMANCE

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance **security** of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - 7.3.1. a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - 7.3.2. a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. INSPECTIONS, TESTS AND ANALYSES

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there is no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing Energy Board concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. PACKING

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. DELIVERY OF DOCUMENTS

10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2. Documents to be submitted by the supplier are specified in SCC.

11. INSURANCE

11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. TRANSPORTATION

12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. INCIDENTAL SERVICES

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- a. performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- b. furnishing of tools required for assembly and/or maintenance of the supplied goods;
- c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- d. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- e. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. SPARE PARTS

14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- a. such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- b. in the event of termination of production of the spare parts:
 - i. Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - ii. Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. WARRANTY

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is

required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

- 15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.6. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. PAYMENT

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

17. PRICES

- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. CONTRACT AMENDMENTS

- 18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. ASSIGNMENT

- 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. SUBCONTRACTS

20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. DELAYS IN THE SUPPLIERS PERFORMANCE

21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or local authorities.

21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6. Upon any delay beyond the delivery period in the case of supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. PENALTIES

22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. TERMINATION FOR DEFAULT

23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- a. if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- b. if the Supplier fails to perform any other obligation(s) under the contract; or

c.if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

24. ANTI-DUMPING AND COUNTERVAILING DUTIES AND RIGHTS

24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. FORCE MAJEURE

25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. TERMINATION FOR INSOLVENCY

26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. SETTLEMENT OF DISPUTES

27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

- 27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5. Notwithstanding any reference to mediation and/or court proceedings herein,
a.the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
b.the purchaser shall pay the supplier any monies due the supplier.
- 27.6. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6.

28. LIMITATION OF LIABILITY

- 28.1. The supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser.
- 28.2. The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. GOVERNING LANGUAGE

- 29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. APPLICABLE LAW

- 30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. NOTICES

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. TAXES AND DUTIES

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, GPAA must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

