



**MICTSETA**

Media, Information And  
Communication Technologies  
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

**MICT SETA Head Office; Supply Chain Management 19 Richards  
Drive, Gallagher Convention Centre, Gallagher House, Level 3  
West Wing Tel +27 11 207 2600; E-mail: [bidqueries@mict.org.za](mailto:bidqueries@mict.org.za)**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MEDIA INFORMATION AND  
COMMUNICATIONS TECHNOLOGIES SECTOR EDUCATION AND TRAINING AUTHORITY**

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**REQUEST FOR BID REF: MICT/SETA/WIR-BOARD/01/2024**

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**REQUIREMENT DESCRIPTION:**

**APPOINTMENT OF SERVICE PROVIDER FOR PROVISION AND MAINTENANCE OF WIRELESS  
BOADROOM CONFERENCING SOLUTION FOR PERIOD OF THIRTY-SIX (36) MONTHS.**

**BID CLOSING DATE: 31 JULY 2024 at 11:00 AM**



<b>Bid Reference Number</b>	<b>MICT/SETA/WIR-BOARD/01/2024</b>
<b>Bid Description</b>	<b>APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION AND MAINTENANCE OF WIRELESSBOARDROOM CONFERENCING SOLUTION</b>
<b>Supplier Briefing Session</b>	<b><u>COMPULSORY BRIEFING SESSION</u></b> <b>Date: 17 July 2024</b> <b>Time: 11:00 am</b> <b>Location: MICT SETA Head Office</b> <b>19 Richards Drive, Gallagher Convention Centre,</b> <b>Gallagher House, Level 3 West Wing, Halfway house,</b> <b>Midrand, 1685</b>
<b>Bid Closing date &amp; time</b>	<b>31 July 2024 @ 11:00 am South African Time.</b>  <i>*Note: A bid will not be considered if it arrives a second after 11:00 am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.</i>
<b>Instruction for submission of Bid</b>	<b>Bid must be received in a sealed envelope (1 hard copy and 1 USB) marked with this RFB reference number and deposited in a tender box at the location indicated hereunder.</b>
<b>Location for Bid submissions</b>	<b>MICT SETA Head Office: Reception</b> <b>19 Richards Drive, Gallagher Convention Centre</b> <b>West Wing, level 3</b> <b>Midrand</b>
<b>Bid Validity Period</b>	<b>Bids received shall remain valid for acceptance for a period of 120 counted from the closing date of the bid.</b>

#### CLARIFICATION AND COMMUNICATION

- All enquiries relating to this bid must be addressed in writing to [bidqueries@mict.org.za](mailto:bidqueries@mict.org.za) five days **before the closing date and time**. Queries received after this period will not be entertained.
- The bid reference number must be mentioned in all correspondences.

**Note:** Bidders are advised that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of **MICT- SETA** in respect of the RFB, between the closing and award date of the business.

#### SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.



Description	Number of pages
<b>CONTENTS</b>	
Returnable Documents checklist	1
<b>SBD 1: Part A: invitation to bid</b>	1
<b>SBD 1: Part A: Terms and Conditions for bidding</b>	1
<b>MICT SETA – bid conditions</b>	1
<b>Bidding structure</b>	1
Bid Conditions	1
<b>Terms of Reference</b>	1
Introduction	1
Scope of the Project/ Services	11
<b>Evaluation Criteria</b>	4
Functional Evaluation Criteria	3
<b>SBD 4: Declaration of interest</b>	3
<b>SBD 6.1: Preferential Procurement Claim Form</b>	4

## RETURNABLE DOCUMENTS CHECKLIST

**Bid invitation document must be completed, signed and submitted as a whole** by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFB submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
<b>CSD</b> Central Supplier Database (CSD) Registration Report		
<b>SBD 1</b> - Fully completed with required proof <b>(Where applicable)</b>		
<b>CIPC</b> registration documents		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by <b>SARS</b> / and or <b>SARS</b> issued verification pin		
<b>SBD 4 - Declaration of interest</b>		
<b>SBD 6.1:</b> Preferential Procurement Claim Form		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. <b>(Where applicable)</b>		
Financial Statements for 2023/2024 FY of the bidder		

**Note: This BID must be completed and signed by the authorised company representative**



**SBD 1: PART A: INVITATION TO BID**

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
COMPANY REGISTRATION NUMBER				
DATE OF REGISTRATION				
VAT REGISTRATION NUMBER				
		TCS PIN:		OR CSD No: 
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:		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[IF YES ENCLOSE PROOF]</b>		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[IF YES ANSWER PART B:3 BELOW]</b>
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	Refer to pricing schedule/costing		TOTAL BID PRICE (ALL INCLUSIVE)	Refer to pricing schedule/costing

## **PART B: TERMS AND CONDITIONS FOR BIDDING**

### **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).**
- 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.**
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

### **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](http://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.

### **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.**

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**



## BIDDING STRUCTURE

### Bidding structure

Indicate the type of bidding structure by marking with an 'X':

Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
Other	

If the bid is submitted as a Consortium or Joint Venture or Sub-Contracting Arrangement list the members of such Consortium or Joint Venture and Sub-Contractors below:

### Bidder's Information (includes bids submitted Individual or as a Consortium or Joint Venture)

Supplier size type (Large or QSE or EME)	
First time business with MICT SETA (Yes/No)	
Number of existing running contracts and total value	
Total number of Employees	

### Entity ownership

Ownership category	% of ownership
Black or historically disadvantage individual owned	
Black women owned	
Black youth owned	
People living with disability	
Military veteran	
Other ownership	
<b>Total (100%)</b>	

**MICT SETA - BID CONDITIONS****1. BID CONDITIONS**

NOTE: Bids for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFB, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFB.
- b. No RFB shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

**1.1 MICT SETA reserves the right to:**

- a. Not evaluate and award RFB that do not comply strictly with the requirements of this RFB.
- b. Make a selection solely on the information received in the RFBs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFB.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFB shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFB at any stage
- f. Accept a separate RFB or any RFB in part or full at its own discretion.
- g. Cancel this RFB or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

**2. COST OF BIDDING**

The bidder shall bear all costs and expenses associated with preparation and submission of its RFB or RFB, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.





## **TERMS OF REFERENCE**

### **APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION AND MAINTENANCE OF WIRELESS BOARDROOM CONFERENCING SOLUTION FOR PERIOD OF THIRTY-SIX (36) MONTHS**

#### **1. INTRODUCTION**

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in, i.e., Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

The MICT SETA intends to modernize its value chain by introducing technology solutions that improve boardroom conferencing. In line with the vision of the MICT SETA of "cutting-edge future skills", the MICT SETA seeks to install an enterprise-wide wireless boardroom conference solution to improve users experience for meetings.

#### **2. BACKGROUND**

The MICT SETA is on the drive to implement its Digital Strategy. The realisation of the objectives of the Digital Strategy includes the following, amongst others:

- Improved customer experience
- Rollout of technology solutions to enhance MICT SETA processes within the value chain.

Since discontinuation of its legacy conferencing solution, the MICT SETA lacks a fully functionality wireless conferencing solution. The solution should amongst others enable the following features:

- Large Room camera, microphone, and speaker unit
- Integrated All -in-one units.
- Microphone Pods
- Table Hubs
- Display Hubs
- Touch Remote Controls (IP)
- Wireless AV Casting



- Mounting Trays / kits should be provisioned for all equipment.
- Conferencing Buttons
- Screen/Displays
- Whiteboard camera for VC
- Whiteboards
- Room Panels
- Integration with Microsoft teams
- Solution to project screens on boardroom entrances linked with Outlook M365 calendar showing the Boardroom schedules according to their respective calendars.
- Support and maintenance of the solution over the contract period.

The detailed specifications (minimum requirements) are defined in the Scope of Work of this Bid document.

### **3. PURPOSE**

The MICT SETA seeks to appoint a service provider with the necessary expertise and experience to supply, integrate, support and maintain a wireless boardroom conference solution connecting MICT SETA offices nationwide.

### **4. OBJECTIVES**

The following were identified as objectives:

- a. To rollout a modern technology conferencing solution with ability to integrate with MS Teams, AI enabled, and improved meeting experience.
- b. To enable collaboration amongst different MICT SETA offices and meeting platforms such as virtual tools, etc.
- c. To improve meetings experiences and enhance collaboration within the MICT SETA meeting rooms.
- d. The solution must enable achievement of the technical competencies below:
  - i. Eliminate sound echo.
  - ii. To deploy and install microphones which can detect voice inputs within a boardroom area.
  - iii. A seamless, wireless AV system.
  - iv. Allow simultaneous connections for presentations.



## **5. AS-IS**

The current setup comprises of the following infrastructure:

- Display screens in all MICT SETA Boardrooms for projection of meeting contents.
- HDMI cables, Wi-Fi and Bluetooth for connection to between laptops and Display screens
- Microsoft teams
- Lack of multicasting from single device
- Video conferencing. Old system discontinued. There is no modern conferencing solution at the moment.

## **6. SCOPE AND REQUIREMENTS (MINIMUM REQUIREMENTS)**

### **6.1. Software/applications**

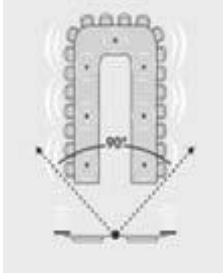

The solution must be compatible with the following platforms:

- MS Teams
- Google Workspace
- Webex
- Zoom

The successful service provider will be required to provide the following:

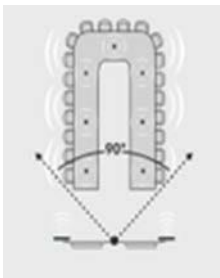


## 6.2 Detailed Specification

Head Office, Midrand One (1) Main boardroom			
#	Conferencing Solution	Device Description	Quantity
1.	Large Room camera, microphone, and speaker unit  	Speakers (High Performance 3" 76mm)	2
		Camera (PTZ, 4k UHD), 90 Degrees FoV	1
		Microphone Pods (Pick up Range 15ft/4.5m)	7
		Table Hub (Cat 6, 4k, USB A-C)	1
		Display Hub (HDMI A, USB B-C, RJ45, XLR)	1
		Touch and Tap Controller (IP)	1
		Mounting Kits.	
2.	Wireless AV Casting Device	Base Unit <ul style="list-style-type: none"> <li>Video outputs: 4K UHD (3840*2160) @ 30Hz. HDMI 1.4b</li> <li>Video inputs: 1920x1080 @30Hz. HDMI 1.4b</li> <li>Audio output: USB, SPDIF, jack, HDMI</li> <li>USB: 3 X USB-A, 1 X USB-C</li> </ul>	1
		Mounting Tray	1
		Conferencing Buttons	2
3.		Whiteboard Camera for VC	1
4.	Magnetic whiteboard	2000*1000 mm	1
5.	Room Panel	20° tilt mount kit for wall or glass Flush mount kit for wall or glass Wireless Mode: Wi-Fi 802.11ac, Bluetooth 5.0 Wired Mode: Ethernet, USB C Size: 8" LCD Panel (16:10) 10 points capacitive multi-touch	1



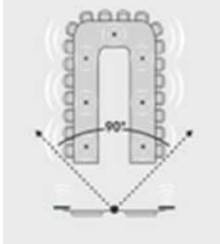
### Head Office, Midrand (Three (03) Small boardrooms)

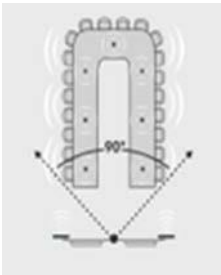
#	Conferencing Solution	Device Description	Quantity
6.	Integrated camera, microphone, and speaker unit (All-in-one) ONLY 	All-in-one <ul style="list-style-type: none"> <li>Diagonal Field of View: 90°, Horizontal Field of View: 82.1°, Vertical Field of View: 52.2°</li> <li>Microsoft Teams Rooms on Windows</li> <li>Height: 164 mm, Width: 910 mm, Weight: 7.08 kg</li> <li>Pan: Motorized <math>\pm 25^\circ</math>, Tilt: Motorized <math>\pm 15^\circ</math>, Zoom: 15X HD zoom (5X optical and 3X digital).</li> <li>2x 70mm Drivers.</li> </ul>	3
7.	Wireless AV Casting Device	<ul style="list-style-type: none"> <li>Base Unit</li> <li>Video outputs: 4K UHD (3840*2160) @ 30Hz. HDMI 1.4b</li> <li>Audio output: USB, HDMI</li> <li>USB: 1 X USB-A, 1 X USB-C</li> </ul>	3
		Mounting Tray	3
		Conferencing Buttons	6
8.	Remote Controller	Touch and Tap Controller (IP)	3

### Regional Office, Cape Town (One (01) Small boardroom)

#	Conferencing Solution	Device Description	Quantity
9.	Integrated camera, microphone, and speaker unit (All-in-one) ONLY	All-in-one <ul style="list-style-type: none"> <li>Diagonal Field of View: 90°, Horizontal Field of View: 82.1°, Vertical Field of View: 52.2°</li> </ul>	1



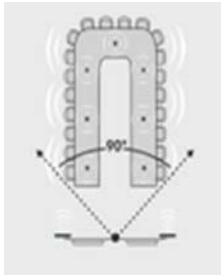
		<ul style="list-style-type: none"> <li>• Microsoft Teams Rooms on Windows</li> <li>• Height: 164 mm, Width: 910 mm, Weight: 7.08 kg</li> <li>• Pan: Motorized <math>\pm 25^\circ</math>, Tilt: Motorized <math>\pm 15^\circ</math>, Zoom: 15X HD zoom (5X optical and 3X digital).</li> <li>• 2x 70mm Drivers.</li> </ul>	
10.	Wireless AV Casting Device	Base Unit	1
		<ul style="list-style-type: none"> <li>• Video outputs: 4K UHD (3840*2160) @ 30Hz. HDMI 1.4b</li> <li>• Audio output: USB, HDMI</li> <li>• USB: 1 X USB-A, 1 X USB-C</li> </ul>	
		Mounting Tray	1
		Conferencing Buttons	2
11.	Remote Controller	Touch and Tap Controller (IP)	1

Regional Office, Durban (One (01) Small boardroom)			
#	Conferencing Solution	Device Description	Quantity
12.	Integrated camera, microphone, and speaker unit (All-in-one) ONLY 	All-in-one <ul style="list-style-type: none"> <li>• Diagonal Field of View: <math>90^\circ</math>, Horizontal Field of View: <math>82.1^\circ</math>, Vertical Field of View: <math>52.2^\circ</math></li> <li>• Microsoft Teams Rooms on Windows</li> <li>• Height: 164 mm, Width: 910 mm, Weight: 7.08 kg</li> <li>• Pan: Motorized <math>\pm 25^\circ</math>, Tilt: Motorized <math>\pm 15^\circ</math>, Zoom: 15X HD</li> </ul>	1



		zoom (5X optical and 3X digital). • 2x 70mm Drivers.	
<b>13.</b>	Wireless AV Casting Device	Base Unit • Video outputs: 4K UHD (3840*2160) @ 30Hz. HDMI 1.4b • Audio output: USB, HDMI • USB: 1 X USB-A, 1 X USB-C	1
		Mounting Tray	1
		Conferencing Buttons	2
<b>14.</b>	Remote Controller	Touch and Tap Controller (IP)	1

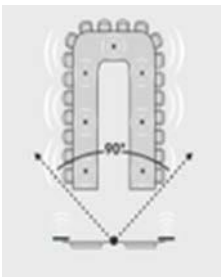
**Regional Office, East London (One (01) Small boardroom)**

#	Conferencing Solution	Device Description	Quantity
<b>15.</b>	Integrated camera, microphone, and speaker unit (All-in-one) ONLY 	All in one • Diagonal Field of View: 90°, Horizontal Field of View: 82.1°, Vertical Field of View: 52.2° • Microsoft Teams Rooms on Windows • Height: 164 mm, Width: 910 mm, Weight: 7.08 kg • Pan: Motorized $\pm 25^\circ$ , Tilt: Motorized $\pm 15^\circ$ , Zoom: 15X HD zoom (5X optical and 3X digital). • 2x 70mm Drivers.	1



16.	Wireless AV Casting Device	Base Unit	1
		<ul style="list-style-type: none"> <li>Video outputs: 4K UHD (3840*2160) @ 30Hz. HDMI 1.4b</li> <li>Audio output: USB, HDMI</li> <li>USB: 1 X USB-A, 1 X USB-C</li> </ul>	
		Mounting Tray	1
		Conferencing Buttons	2
17.	Remote Controller	Touch and Tap Controller (IP)	1

**Regional Office, Free State - Bloemfontein (one (01) Small boardrooms)**

#	Conferencing Solution	Device Description	Quantity
18.	Integrated camera, microphone, and speaker unit (All-in-one) ONLY 	All-in-one <ul style="list-style-type: none"> <li>Diagonal Field of View: 90°, Horizontal Field of View: 82.1°, Vertical Field of View: 52.2°</li> <li>Microsoft Teams Rooms on Windows</li> <li>Height: 164 mm, Width: 910 mm, Weight: 7.08 kg</li> <li>Pan: Motorized <math>\pm 25^\circ</math>, Tilt: Motorized <math>\pm 15^\circ</math>, Zoom: 15X HD zoom (5X optical and 3X digital).</li> <li>2x 70mm Drivers.</li> </ul>	1
19.	Wireless AV Casting Device	Base Unit <ul style="list-style-type: none"> <li>Video outputs: 4K UHD (3840*2160) @ 30Hz.</li> </ul>	1





		HDMI 1.4b <ul style="list-style-type: none"><li>• Audio output: USB, HDMI</li><li>• USB: 1 X USB-A, 1 X USB-C</li></ul>	
		Mounting Tray	1
		Conferencing Buttons	2
20.	Remote Controller	Touch and Tap Controller (IP)	1

Head Office (only)			
#	Description	Features	Qty
21	Boardroom schedules screens installed next to all boardroom doors (Room Panels).	<ul style="list-style-type: none"><li>• Integrated with M365 Outlook calendar for each boardroom.</li><li>• Display of boardroom schedules including current meetings.</li><li>• Hardware supplied by the services provider.</li><li>• Software supplied by the service provider.</li><li>• Support and maintenance over the contract period.</li></ul>	1

### 6.3 Warranty

Solution warranty includes but not limited to:

- Solution version upkeep to n -1 up to date levels.
- Break-fix services.
- OEM and partner support as and when required.



Devices	Quantity	Warranty
Large Room camera, microphone, and speaker unit	1	<ul style="list-style-type: none"> <li>• 3-year warranty</li> <li>• Support and maintenance</li> <li>• SLA to be signed to measure solution performance</li> </ul>
Room Panels	4	
Integrated All -in-one units	7	
Microphone Pods	7	
Table Hubs	1	
Display Hubs	1	
Touch Remote Controls (IP)	8	
Wireless AV Casting	8	
Mounting Trays	8	
Conferencing Buttons	16	
Screen/Displays	N/A	
Whiteboard camera for VC	1	N/A
Whiteboards	1	

#### 6.4 Installation

- It is expected that this specification will allow the Service Provider to scope and implement a complete and working boardroom conferencing system. Should there be unclear or incomprehensive requirement; the bidder can seek further clarity during Compulsory Briefing Session.
- The successful service provider must conduct visits to MICT SETA offices for proper planning in terms of the installation of the solution.
- The successful service provider will be required to ensure that all cabling is clearly marked and labelled.
- All required cables, software and accessories that make up the proposed solution must be included as part of the proposal.
- All cabling must be done neat to ensure a safe and clean environment. No cables are to be present on the floor or must they be found to be easily snagged or pulled.
- The successful service provider will be required to carry out all installations, documentation, and handover the solution / product to MICT SETA.



### **6.5 Warranty, Support and Maintenance**

- Equipment must carry OEM warranty.
- Bidders should ensure replacement equipment on loan basis in terms of break -fix services, within 5 days, with the exception of the main boardroom at Midrand Head Office, which would require prioritised after-hours support
- Bidders must provide a central point of contact for logging of incidents and telephonic support.
- Provision of Next Business Day (NBD) resolution.

### **6.6 Ownership and Intellectual Property (IP)**

- Documentation and artefacts produced during the duration of this contract shall remain the property of The MICT SETA.
- All equipment and peripherals procured and supplied for this solution will remain permanent assets of the MICT SETA.



## 7. PRICING SCHEDULE

Name of bidder: \_\_\_\_\_

Bid number: **MICT/SETA/WIR-BOARD/01/2024**

Closing date: \_\_\_\_\_

Bid shall remain valid for acceptance for a period of **120 days** counted from the closing date.

**Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFB price (Total) should be included. The below table is for illustration only:**

Item	Requirement Description	Quantity	Unit Price	Total Price (Excl. VAT)
	<b>APPOINTMENT OF SERVICE PROVIDER FOR PROVISION AND MAINTENANCE OF WIRELESS BOADROOM CONFERENCING SOLUTION</b>			
1.	Large Room camera, microphone, and speaker unit	1	R	R
2.	Integrated All-in-one units	7	R	R
3.	Microphone Pods	7	R	R
4.	Table Hubs	1	R	R
5.	Display Hubs	1	R	R
6.	Touch Remote Controls (IP)	8	R	R
7.	Wireless AV Casting (include Mounting Trays)	8	R	R
8.	Mounting Trays	8	R	R
9.	Conferencing Buttons	16	R	R
10.	Whiteboard camera for VC	1	R	R
11.	Whiteboards	1	R	R
12.	Room Panels	1	R	R
13.	Installation and labour	9	R	R
14.	Sundries:		R	R
<b>Sub-Total</b>				R
<b>VAT@15%</b>				R
<b>TOTAL PRICE (INCLUDING VAT)</b>				R

**NB: Bidders must submit this pricing schedule and related Annexure on a Separate envelope.**



I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: .....

Capacity under which this quote is signed: .....

Signature: .....

Date: .....



## 8. BID EVALUATION CRITERIA

### BID EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

Bids received will be evaluated as per the following evaluation criteria:

#### STAGE 1.1: MANDATORY CRITERIA

- a) Bidders must be accredited by the Original Equipment Manufacturer (OEM) on all of the hardware devices / components, where accreditation is required, of the solution that is being proposed.

**Proof of evidence to (a):**

Bidders must attach valid OEM Certificate(s) or letter(s) endorsed by the device / component / solution OEM. Letters should be on a company letterhead signed by the authorised signature (OEM).

- b) Attendance Register of the compulsory briefing session held at MICT SETA Head Office on **Wednesday, 17 July 2024.**

**Proof of evidence to (b):**

The Physical Site Visit / Briefing Session is a compulsory part of the acquisition process for all participating Service Providers. Non-attendance of thereof will automatically disqualify any prospective bidder.

**Note: Bidders that do not meet the mandatory criteria will be eliminated from further evaluation process.**

#### STAGE 1.2: FUNCTIONAL/ TECHNICAL CRITERIA

Only bidders that have met the set mandatory criteria will be considered for functionality evaluation. Bids submitted will be evaluated on technical/ functionality criteria out of a maximum of 100 points. A threshold of **70** out of the 100 points has been set.

Only bidders that have met or exceeded the qualification threshold on technical/ functionality of 70 points will qualify for further evaluation on Price and Specific Goals.

Note: All bidders achieving less than the set threshold **70** points will be declared non-responsive.

Assessment of evaluation of the functional/ technical criteria will be based on the table below:

## FUNCTIONAL EVALUATION CRITERIA

Category	Evaluation Criteria	Maximum Points
<b>1. Solution Proposal</b>	<p>The Bidder's proposal covers the minimum requirements of the Bid, as summarised below, with all items and solution architecture clearly depicted for each Boardroom. <b>[35 points]</b></p> <ul style="list-style-type: none"> <li>• Large Room camera, microphone, and speaker unit</li> <li>• Integrated All-in-one units.</li> <li>• Microphone Pods</li> <li>• Table Hubs</li> <li>• Display Hubs</li> <li>• Touch Remote Controls (IP)</li> <li>• Wireless AV Casting</li> <li>• Mounting Trays</li> <li>• Conferencing Buttons</li> <li>• Screen/Displays</li> <li>• Whiteboard camera for VC</li> <li>• Whiteboards</li> <li>• Room Panels (1)</li> </ul> <p><b>Points on Solution Proposal will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Solution Proposal covers all thirteen (13) elements / minimum requirements of the Bid = <b>35 points</b></li> <li>• Solution Proposal misses one or more of the thirteen (13) elements / minimum requirements of the Bid or solution proposal = <b>0 points</b></li> </ul> <p><b>NB: all elements of the bid scope must be covered in detail. Failure to do so will result in a non-responsive bid.</b></p>	<b>35</b>
<b>2.Reference Letters</b>	<p>The bidder must submit a minimum of three (05) contactable reference letters in providing similar projects / services <b>[10 points]</b></p> <p>Reference letters should be from different clients within the Republic of South Africa (RSA), on providing boardroom conference solution and include the below:</p> <ul style="list-style-type: none"> <li>• Should be on the client's letterhead,</li> <li>• indicate project description and timeframe,</li> <li>• Fully signed by the client (authorized personnel).</li> </ul> <p>Points on Reference Letters will be allocated as follows:</p> <ul style="list-style-type: none"> <li>• Five (05) or more signed reference letters from different clients = <b>10 Points</b></li> <li>• Four (04) signed reference letters from different clients = <b>08 Points</b></li> </ul>	<b>10</b>

	<ul style="list-style-type: none"> <li>• Three (03) signed reference letter from different clients = <b>06 Points</b></li> <li>• Two (02) signed reference letter from different clients = <b>04 Points</b></li> <li>• One (01) signed reference letter = <b>02 Points</b></li> <li>• No reference letters submitted = <b>0 Points</b></li> </ul> <p><b>Important: In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder.</b></p> <p><b>MICT SETA reserves the right to contact the references.</b></p>	
<b>4. Project Approach, Methodology, and Training Plan</b>	<p>The bidder must provide a detailed <b>Project Implementation Methodology and Approach</b> in executing the project. <b>[30 points]</b></p> <p>The methodology and approach should include the following. <b>[20 points]</b></p> <ul style="list-style-type: none"> <li>• <b>Project initiation to handover,</b></li> <li>• <b>Clear activities with timelines,</b></li> <li>• <b>Project resources and resource allocation, and</b></li> <li>• <b>Project Closure.</b></li> </ul> <p><b>Points on Project Implementation Methodology and Approach will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Detailed project implementation methodology and plan that meets all the four (04) requirements = <b>20 Points</b></li> <li>• Detailed project implementation methodology and plan that meets only three (03) requirements = <b>15 Points</b></li> <li>• Detailed project implementation methodology and plan that meets only two (02) requirement = <b>10 Points</b></li> <li>• Detailed project implementation methodology and plan that meets only one (01) requirement = <b>05 Points</b></li> <li>• Project implementation plan that meets none of the three (03) requirements or not detailed = <b>0 Points</b></li> </ul> <p>The bidder/s must also provide a detailed end user <b>Training Plan</b> clearly indicating training method, content, and the duration, that will be conducted to all MICT SETA offices. <b>[10 points]</b></p> <p><b>Points on Training Plan will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Detailed Training Programme / Plan including types of training to different user groups = <b>10 Points</b></li> <li>• High-level Training Programme / Plan submitted = <b>05 Points</b></li> <li>• No detailed Training Programme / Plan submitted = <b>0 Points</b></li> </ul>	<b>30</b>



<b>5.Support and Maintenance</b>	<p>The bidder/s must provide a detailed (end-to-end) service support/operation model, in relation to compliance with core terms as specified in sections 6.3 and 6.5 of this bid specification document i.e. incident logging, response, and resolution timeframes (SLA). <b>[25 points]</b></p> <p><b>Points on Support and Maintenance will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>• Support and maintenance approach and strategy that meets all the three (03) requirements = <b>15 points</b></li> <li>• Support and maintenance approach and strategy that meets only two (02) requirements = <b>10 points</b></li> <li>• Support and maintenance approach and strategy that meets only one (01) requirements = <b>05 points</b></li> <li>• Support and maintenance approach and strategy that meets none of the requirements or not detailed = <b>0 points</b></li> </ul> <p><b>Service Continuity and Warranty:</b></p> <ul style="list-style-type: none"> <li>• Handling of Utility, Service Continuity and Warranty = <b>10 Points</b></li> <li>• Non-compliance with the above requirements = <b>0 points</b></li> </ul>	<b>25</b>
<b>MINIMUM THRESHOLD</b>		<b>70</b>
<b>TOTAL</b>		<b>100</b>

## STAGE 2: PRICE AND SPECIFIC GOALS

Only bidders that have met the requirements of the Functionality Criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals.

Specific Goal to be evaluated out of **20 Points**:

<b>Special Goal Criteria</b>	<b>Points</b>
Enterprise which is at least 51% owned by historically disadvantaged persons.	10
Enterprise which is at least 51% owned by historically disadvantaged women.	05
Enterprise which is at least 51% owned by historically disadvantaged youth.	05
<b>Total</b>	<b>20</b>

**\*\* Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

### Bidder must submit the following documents:

- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than six (06) months).
- CIPC Documents and/or share certificate (for companies with more than one (01) Director).

**Failure on the part of a service provider to submit proof or documentation required in terms of this bid to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed.**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

1.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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<sup>2</sup> 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## PREFERENCE PROCUREMENT CLAIM FORM

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

#### 1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) the **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2 DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises which are at least 51% owned by historically disadvantaged persons.	10	
Enterprises which are at least 51% owned by historically disadvantaged women.	5	
Enterprises which are at least 51% owned by historically disadvantaged youth.	5	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....
- 4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....