

**BID NO (PIC003/2017): REQUEST FOR PROPOSAL  
TO APPOINT A SUITABLY QUALIFIED SERVICE PROVIDER FOR THE  
PROVISION OF BOARDROOM MOTORIZED SCREENS, BOOKING DISPLAY  
UNITS AND MEETING BOOKING & SCHEDULING SOLUTION INCLUDING  
SUPPORT AND MAINTENANCE THEREAFTER FOR A PERIOD OF FIVE (5)  
YEARS**

Bid Number : PIC 003/2017  
Closing Date : 18 May 2017  
Closing Time : 11:00 am  
Place of Submission : Public Investment Corporation SOC Ltd

Block C, Riverwalk Office Park,

41 Matroosberg Road (corner Garsfontein and  
Matroosberg Road),

Ashlea Gardens Extension 6, Menlo Park,

PRETORIA

Validity period of bid: 120 days

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## 1 DEFINITIONS AND ABBREVIATIONS

- 1.1 **B-BBEE** means black broad-based economic empowerment;
- 1.2 **B-BBEE** status level of contributor means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of good practice on Black Economic Empowerment, issues in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.3 **Bid** means a written offer in a prescribed or stipulated form in response to an invitation by PIC for the provision of goods and services, through price quotations, advertised competitive tendering processes or proposals;
- 1.4 **BBBEE Act** means the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 1.5 **Consortium or joint venture** means an association of persons for the purpose of combining their expertise, property, capital, skill and knowledge in an activity for the execution of a contract;
- 1.6 **Contract** means the agreement that results from the written acceptance of a bid by the PIC and successful negotiation and signature of same by both parties delegated authorities;
- 1.7 **Functionality** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 1.8 **Management** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by

whatever name that person may be designated, and whether or not that person is a director;

- 1.9 **Ownership** means the percentage ownership and control, exercised by individuals within an enterprise;
- 1.12 **Validity Period** means the time period for which price quotation for the provision of goods and services shall remain valid, in this case, being a period of 120 (one hundred and twenty) days;
- 1.13 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000);
- 1.14 **SANAS** means the South African National Accreditation System; and
- 1.15 **IRBA** means the Independent Regulatory Board for Auditors.

## 2 INTRODUCTION

The PIC is an asset management and state owned company, which manages funds on behalf of various public sectors, the largest client being the GEPF. The Public Investment Corporation (SOC) Limited is a registered Financial Service Provider (FSP) and is a public entity solely owned by the South Africa Government. The PIC invests in Africa and globally and it competes with the best in the world.

The PIC manages assets exceeding 1.8 trillion Rand and as the leader in the Asset Management industry thrives to meet and exceed its client's expectations. In order to meet its vision and mission, create a new stakeholder experience through modernised platforms, PIC recognises the need for strategic partnerships with technology leaders in the industry.

### **PIC VISION**

To be the leader in developmental investing for sustainable financial prosperity of our stakeholders

### **PIC MISSION**

To be a key player, not only in the region, but also on the African continent, who consistently delivers on client mandates through direct investing for economic transformation, robust risk management, strategic partnerships and resource mobilisation.

### **PIC CULTURE AND VALUES**

The PIC prides itself in the high-performance synergy of its over 350 strong team. We tackle our challenges as one, while respecting one another's individuality. We celebrate our cultural and experiential diversity, which positively contributes to our ability to invest wisely on behalf of South Africa's future.

**WE CARE** (Committed, Accountable, Respect, Empathy) and **WE DELIVER** (Diligence, Excellence, Leadership, Innovate/Integrity, Value, Efficient, Responsible/Reliable)

### 3 BACKGROUND

Public Investment Corporation seeks responses from vendors with a proven track record of successful delivery of meeting room motorized screens implementations, with the ability to demonstrate the right level of skills and experience required for this scope of work.

Public Investment Corporation will be moving offices from the current office based in Riverwalk Office Park to Menlyn Maine Central Square. The required solution will be implemented at the new premises; the winning bidder will be required to work hand-in-hand with the meeting rooms' furniture supplier.

Public Investment Corporation seeks qualified vendors to provide implementation services for boardroom management solution encompassing the following: Motorized display screens, boardroom booking display units and a meeting booking and scheduling solution and Support and maintenance for a period of 36 months.

- Closing Time: 11:00
- Closing date: 18 May 2017
- The proposals must be hand delivered at the address below:
  - o Public Investment Corporation, Block C, Riverwalk Office Park 41 Matroosberg road Ashlea Gardens, Extension 6 Menlo Park

## 4 THE SCOPE OF WORK

The main focus of this RFP is to seek services concentrated on boardroom management solution encompassing the following: Motorized display screens, boardroom booking display units and a meeting booking and scheduling solution.

The proposal should include but not limited to the following scope of work:

### 4.1 Functionalities of the Booking Display Units:

Function	Comply	Not Comply	Comment
✓ Ability to help employees and visitors to easily locate the meeting rooms			
✓ Ability to book a meeting room from the Display Unit			
✓ The solution should be able to physically show an indication when the meeting room is available or unavailable			
✓ The display unit should be able to show the meeting room name			
✓ The display unit should be able to display the company (PIC) logo			
✓ Functionality to book resources required in the meeting room			
✓ Functionality to book resources required in the meeting room from the unit			
✓ Ability to show available meeting rooms when the required meeting room is in use			
✓ Ability to lock the booking functionality on the display with a secure pin for control/security			

### 4.2 Functionalities of the Motorized Screens:

Function	Comply	Not Comply	Comment
✓ PIC requires twenty (20) motorized screens to be installed in the executive boardroom which seats forty (40) candidates			
✓ Two (2) candidates will share one (1) screen			
✓ The screen must have a very minimum impact on the furniture design and easy to integrate			
✓ The screen must be almost invisible to see when not in operation			

✓ The screen must rise or tilt with silence, harmonious and elegant movement (low/no noise operation)			
✓ The screen should come with a microphone piece on each side on a separate motor			
✓ The microphone should be able to indicate the readiness of the user to talk			
✓ The screen size should be 17inch, fully motorized			

#### 4.3 Functionalities of the Meetings Booking and Scheduling solution:

Function	Comply	Not Comply	Comment
✓ Standalone scheduler with ability to integrate with CISCO Audio Visual and Video Conferencing Solutions.			
✓ Standalone scheduler with ability to integrate with Microsoft Exchange			
✓ On-panel room booking functionality			

#### 4.4 The services should include the following:

- Provision of a boardroom management solution
- Supply, delivery and installation of hardware and software
- Support and maintenance of hardware and software for a period of 5 years
- Software license management
- Hardware installation
- Flexible deployment and licensing options
- Easy functionality additions as needs change

#### 4.5 Documentation

- Scope document
- Design document
- Project Plan
- Configuration Document
- Test Cases and Plans



- Technical Manuals
- User Manuals

#### **4.6 Services**

- Knowledge and skills transfer during implementation
- Administrator Training

#### **4.7 Integration with other systems**

- The solution should be able to integrate with Microsoft Exchange.
- The solution should be able to integrate with CISCO solutions
- Any office Tables or desks

### **5. SERVICE MANAGEMENT**

The Bidder to provide the Service Level Agreement for Support and Maintenance for a period of 60 (Sixty) months stipulating the following:

- Relationship Management Activities
- Service Levels: Service Priority Levels and associated Turnaround times
- Services credit methodology in case of a Service Level Breach; and
- Sample service level reporting

### **6. SERVICE PROVIDER EXPERIENCE**

The service provider must provide proof of similar project experience of similar implementation. Each bidder must provide detailed information concerning a minimum of three (3) projects that are similar in nature to that contemplated in this RFP within the last 5 years.

The detailed information for each project must include the following:

- The name of the entity for which the services were provided
- A short narrative describing the project

## 7. CLIENT REFERENCES

The bidder must provide a list of contactable clients' references where similar implementation was done within the last 5 years. Include reference letters from clients.

- PIC will be using the references provided as a basis for which client site visits will be conducted. (i.e. the references would need to be contactable)
- This information must include, name of entity, contact person, designation of contact, contact number, address, contract value and date.
- Reference letter from client confirming the services provided.

## 8. EVALUATION CRITERIA

Proposals will be evaluated in the following three Phases:

- **Phase 1:** Compliance with administrative requirements
- **Phase 2:** Evaluation in terms of functionality evaluation criteria. Only companies' score above the minimum threshold of 70% will be evaluated in terms of phase 3.
- **Phase 3:** Price and BBBEE scoring in terms of PPPFA. 80/20 Preference Procurement points system as stipulated in the Preferential Procurement system. 80 Price and 20 BBBEE status level of contribution.

### Administrative requirements

- ***The bidder will proceed to the next stage when they comply with the following requirements:***

Submission of:

- A valid and original Tax Clearance Certificate. If appointed a new certificate must be provided once the old one expires otherwise the PIC has a right to withhold payment until provided with a valid certificate.

- BBEE status level certificate –Accredited by SANAS or IRBA BEE verification agencies,
  - EME's with an annual total revenue of R10 million or less are required to obtain a sworn affidavit or certificate issued by companies intellectual Property Commission (CIPC)
  - Minimum of three references for similar projects must be included with contact details and contract value.
  - Signed declaration of interest document
  - Completed and signed Company Information document and submission of all the required documentation as stipulated in the company profile document
  - Acceptance of the conditions as stipulated in the bid document
  - The CSD (Central Supplier Database) is a single source of all supplier information for all spheres of government and all suppliers engaging with the PIC should be registered on the CSD. **Kindly enclose your CSD registration number.**
- 

**Bidders must meet the following minimum criteria:**

Submission of:

- Implementation plan
- Microsoft partner certificate
- CV(s) of suitably qualified resources that will be deployed for the execution of this engagement.

### Technical Evaluation

Criteria	Requirements	Weighting
Compliance to the scope	Compliance to scope as per paragraph's 4.1 -4.6	30
Client References	As per paragraph 7	15
Service Provider Experience	As paragraph 6	15
Integration	Compliance to paragraph 4.7	15
Service Management	Compliance to service management as per paragraph 5	25

#### ○ Reasons for Rejection

PIC may disregard any submission if that bidder, or any of its directors:

- Have abused the Supply Chain Management (SCM) system of any Government Department/ institution.
- Have committed proven fraud or any other improper conduct in relation to such system.
- Have failed to perform on any previous contract and the proof thereof exists.
- Is restricted from doing business with the public sector if such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on the specific goals.

#### ○ Cancellation of a Bid

PIC may prior to the award of a bid, cancel a bid if:

- Due to changed circumstances, there is no longer a need for the goods or services requested;
- Funds are no longer available to cover the total envisaged expenditure
- No acceptable bids are received.

- **Clarifications**

Any clarification required by a bidder regarding the meaning or interpretation of the document, or any other aspect concerning the submission, is to be requested in writing e-mail to [tenders@pic.gov.za](mailto:tenders@pic.gov.za) .

## 9 DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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, shareholder<sup>2</sup>):  
.....

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.

<sup>1</sup>“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.

<sup>2</sup>“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 the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

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

(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 / trustees / shareholders / members or their spouses conduct **YES / NO**





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 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?

**YES / NO**

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state/PIC who may be involved with the evaluation and or adjudication of this bid?

**YES/NO**

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 Tax Reference Number	State Employee Number / Personal Number



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**DECLARATION**

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

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

I ACCEPT THAT THE PIC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

## 10. COMPANY INFORMATION

Please complete the following questionnaire:

1. **Company Name:**

2. **Other Trading Names:**

3. **Type of Organization: (Public Company ('Limited'), Private Company (('Pty) Ltd'), Close Corporations ('cc'))**

4. **Physical and Postal Address of the Company:**

<b>Postal Code:</b>	<b>Postal Code:</b>

**5. Contact Details**

<b>Contact Name</b>	
<b>Contact Number</b>	
<b>Cell Number</b>	
<b>Email Address</b>	
<b>Alternative Contact</b>	
<b>Email Address</b>	
<b>Contact Number</b>	

**6. Company Information**

Average no. of employees:	
Average annual turnover:	
Type of Enterprise: (e.g. Generic, Qualifying small enterprise, Exempted Micro Enterprise)	
Industry in which the entity operates:	

**7. Banking Details**

Banker:	
Auditor:	

Year of Establishment:	
Registration number of entity:	
Sector:	

\*A letter from your bank with a bank stamp or cancelled cheque must be submitted.

**8. Tax Registration Details:**

Income Tax Reference Number:	
VAT Registration Number:	
PAYE Registration Number:	

**9. List of Shareholders:**

\*ID Documents of the Board of directors/members, owners, shareholders or executive committee must be submitted.

\* CIPC Documents must be attached.

## 11. DECLARATION

Bidder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

I declare that:

- All information provided is true and correct
- The signatory of the bid document is duly authorised
- Documentary proof regarding any bid issue, will, when required be submitted to the satisfaction of the PIC

PIC will upon detecting that:

- The BBBEE status level of contribution has been claimed or obtained on a fraudulent basis;
- Any of the conditions have not been fulfilled act against the bidder.

I understand that:

PIC may:

- Disqualify the bidder from the bidding process;
- Recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct
- Cancel the contract and claim any damages which has suffered as a result of having less favorable arrangements due to cancellation
- Restrict the bidder, its shareholders and directors or only shareholders and directors who acted on fraudulent basis, from obtaining business from any organ or state for a period not exceeding 10 years after audi alteram partem (hear the other side) rule has been applied; and



- Forward the matter for criminal prosecution

Thus signed and accepted on this \_\_\_\_\_<sup>st / nd / rd / th</sup> day of \_\_\_\_\_, 20\_\_\_\_ at  
\_\_\_\_\_:

Who warrants his / her authority hereto

For and on behalf of:

\_\_\_\_\_