



**PARLIAMENT**  
OF THE REPUBLIC OF SOUTH AFRICA

## **RFI 1/2018 (Re-issue)**

**TO ENABLE THE PROVISION AND SETUP OF  
OFFICE FACILITIES REQUIREMENTS FOR  
PARLIAMENT'S BUSINESS  
CONTINUITY/RECOVERY PLAN**

**Request for Information**

Version: 0.1

Date: 20 April 2018

# CONTENTS

- CONTENTS.....2**
- 1 INTRODUCTION.....3**
  - 1.1 Purpose..... 3
  - 1.2 Right of cancellation..... 3
  - 1.3 Objectives ..... 3
  - 1.4 Procedure ..... 4
  - 1.5 Questions..... 4
  - 1.6 Timeframe ..... 4
- 2 BACKGROUND .....5**
  - 2.1 Parliament..... 5
  - 2.2 Context of the service ..... 6
  - 2.3 Statement of need..... 6
  - 2.4 Requirements..... 7
  - 2.5 Workshops ..... 8
- 3 CURRENT ENVIRONMENT AT PARLIAMENT .....12**
  - 3.1 Background..... 12
  - 3.2 Integration requirements ..... 12
- 4 RESPONSE FORMAT .....13**

# 1 INTRODUCTION

## 1.1 PURPOSE

Parliament seeks to identify a potential service provider that have the capability and resources to setup facilities in the event of a disaster either in the Western Cape or in the Gauteng Province dependent on the nature of the disruption. With this RFI, Parliament requests information regarding your company and your products and services and how these can be implemented and support Parliament in achieving its objectives. The same information will be gathered from different companies and will be used to evaluate which vendors will be requested to present their solution in a workshop, if opted for. Once all available solutions have been identified, a formal RFP process will be initiated based on the Parliament procurement principles.

## 1.2 RIGHT OF CANCELLATION

Parliament reserves the right to discontinue the tender procedure at any stage and not continue with a Request for Proposal (RFP) or Request for Quotation (RFQ). Responding to this RFI does not mean that the vendor will be invited to attend the workshop presentation sessions or requested to submit a formal RFP as part of the closed tender

## 1.3 OBJECTIVES

The objectives of this RFI include:

1. To provide prospective vendors with adequate information to understand and respond to Parliament's requirements.
2. To ensure uniformity in the responses received from each prospective vendor.
3. To provide vendors an opportunity to present their potential solutions and how these align to Parliament's requirements and provide additional benefits that can be obtained from the vendors proposed solutions.

## 1.4 PROCEDURE

Parliament invites vendors to send their response to this RFI in accordance with the format as outlined in section.

Parliament will evaluate the responses to this RFI and vendors' submissions that are considered to best meet Parliament's requirements may be invited to present their solutions on a future date. A formal RFP processes requesting a more detailed overview of the solutions will follow.

Responses may be sent either via email to the following officials [ptaylor@parliament.gov.za](mailto:ptaylor@parliament.gov.za) or [cvisser@parliament.gov.za](mailto:cvisser@parliament.gov.za) or by post to the Secretary of Parliament, P.O Box 15, Cape Town 8000 or emailed to reach the institution not later than the closing date.

## 1.5 QUESTIONS

Further enquiries may be directed to the following parliamentary official;

[ptaylor@parliament.gov.za](mailto:ptaylor@parliament.gov.za) or [cvisser@parliament.gov.za](mailto:cvisser@parliament.gov.za)

## 1.6 TIMEFRAME

This is the provisional timeframe for the RFI and awarding of the tender to the successful bidder:

- 20/04/2018 – Issue of RFI
- 30/04/2018 – Date for receiving final questions from vendors
- 30/04/2018 – Last date for submission of responses

Please note that these dates are provisional and may change without formal notification.

## 2 BACKGROUND

### 2.1 PARLIAMENT

After the National elections in 1994, the first democratic and representative Parliament of the Republic of South Africa was born. For the first time in our history, the values of a non-racial and democratic society were realised. Through the execution of its constitutional mandate the new Parliament has since made great strides in improving the lives of its citizens and furthering the values of democracy.

**Parliament: Mission** The mission statement gives the reason for an institution's existence based on its legislative mandate, function and responsibilities.

- A vibrant people's assembly that intervenes and transforms society and address the development of our people;
- Effective oversight over the Executive by strengthening its scrutiny of actions against the needs of South Africans;
- Participation of South Africans in the decision-making processes that affect their lives;
- A healthy relationship between the three arms of State, that promotes efficient co-operative governance between the spheres of government and ensures appropriate links with our region and the world; and
- An innovative, transformative, effective and efficient parliamentary service and administration that enables Members of Parliament to fulfil their constitutional responsibilities.

**Parliament: Vision** "An activist and responsive people's Parliament that improves the quality of life of South Africans and ensures enduring equality in our society".

**Parliamentary Services: Values and Philosophy:** Our values are the set of beliefs that guides the management of the Parliamentary Service.

- Openness, Responsive, Accountability, Teamwork, Professionalism and Integrity.

**Parliamentary Service: Core Objectives:** The Core Objectives of the Parliamentary Services indicates its main business, which is:

- To pass laws (legislation);

- To oversee and scrutinise executive action;
- To facilitate public participation and education;
- To facilitate co-operative government, and;
- To facilitate international participation.

## **2.2 CONTEXT OF THE SERVICE**

To enable Business Continuity in Parliament of the RSA which is aimed at ensuring the recovery of critical business functions with the minimum impact on outputs in the event of a disaster. Any disruption of the critical institutional outputs, that may result in the breakdown of Participation, Representation or Constitutionality must be recovered as a priority. The core mechanism to deliver these outputs are uninterrupted Assembly and Committee proceedings, and require facilities, technology, information and people.

To ensure that the BCP for Parliament is effective and efficient, the institution as an intensive meeting orientated business, relies heavily on the accessibility and availability of venues and related facilities to conduct their business. Disaster recovery ability of the institution in the event of a disruption as a multi-disciplinary process involving different stakeholders within and outside of the institution commence with the focus securing facilities necessary to recover after a disaster.

In order to ensure the BCP facilities related requirements can be provided, Parliament would like to enable a competent service provide who can demonstrate the ability to meet the requirements in specific to setup and provide support in either the Western Cape Province or in the Gauteng province, depending on the likelihood and nature of the disruption impacting on access to the precinct.

## **2.3 STATEMENT OF NEED**

Parliament requires information on availability and the cost related to provide adequate information to understand and respond to Parliament's facilities requirements related the business recovery of institutional facilities during a disruptive event or disaster;

## 2.4 REQUIREMENTS

### 2.4.1 Mandatory Functional Requirements

Tables and Annexures Referred to below from part of the mandatory Specifications Requirements:

**Note:** An empty location will be provided wherein the facilities needed to be erected (setup), capability for two (2) options need to be taken into consideration one venue in Cape Town Metro and the other in Gauteng (Tswane Metro)

Specifications requirement	Indicate Yes/ No	Comments
1. All venues and infrastructure will be fully installed within the agreed timeframe of 96 hours from receipt of instruction as per SLA;		
2. Removal/decommissioning of all venues and infrastructure shall be completed by not later than 48 hours after written instruction is provided as per SLA;		
3. An Engineers Safety Certificate, C.O.C. and Occupational Certificate shall be issued for all venues at the cost of the Service Providers;		
4. The Service Provider shall be responsible for the completed supply, offloading and erection of all equipment/ infrastructure prior, during and after the activation of this service;		
5. The Service Provider shall ensure there are qualified electrical teams and furniture moving team in attendance during the complete event;		
6. Only qualified Electricians shall be allowed to work on electrical installations and a C.O.C shall be issued for all completed electrical installations prior to the event;		
7. All costs, whether direct or indirect (e.g.: materials, labour, travelling, accommodation, meals etc.) shall be borne by the Service Provider. Parliament will also not be liable for overtime worked by the Service Provider;		
8. It is a compulsory requirement that all Service Providers shall inspect the site and identify their requirements prior to submitting their bids;		
9. All items / services shall comply with the Occupation Health and Safety regulation (OHS Act) and all various applicable Municipal Bylaws and requirements. Protective clothing shall be worn at all times. The Service Provider shall ensure that all staff are correctly trained and properly dressed to undertake their required tasks;		
10. The Service Provider shall be responsible for the security of all their materials and equipment from initial site hand-over until official certification of the venues and after the event until all materials and equipment have been removed from the site;		

11. The successful service provider must possess a minimum of 5 years relevant experience in supplying and installation similar size conferences and / or venue;		
12. Short listed service providers may be required to make a presentation to Parliament’s evaluation committee to further clarity or substantiate their claims;		
13. Bidders shall submit a Plan indicating timelines, resources allocated to this assignment, and use of sub-contractors, and which will demonstrate the amount of support to the assignment;		
14. Bidders must submit proof of access to finance to the value of R 500,000 in the form of a financial statement or a letter from a reputable financial institution to demonstrate their capacity to execute the project;		
15. Bid complies with the “Scope of Required Service” on item 4 of this Terms of Reference; and		
16. Where required and as indicated in Annexure A the venues shall be supplied and installed with all the required infrastructure (e.g. draping, air conditioned, lighting, electrical power outlets, flooring, carpets, stage, etc.)		

## 2.5 WORKSHOPS

Submissions that will be considered who meet Parliament’s requirements will be evaluated and such vendors may be contacted by Parliament to arrange for a meeting, workshop and demonstration of their solution. Details related to this will be communicated when more information is required.

The following table provide the detail of the requirements (bill of material) that will be required when this service will be activated:



# Requirements: Setup of the Alternative Site for Business Continuation & Recovery for Parliament

Type of Service & Venue	Plenary Venue NA	Plenary Venue NCOP	Committee Venue	Office Meeting	Offices	Hot desk workspace	REFRESH MENT KITCHEN (tbc)	HOLDING ROOM	SECURITY Staff Venue	SECURITY ACCESS (Setup) - 2 OFF
Location/ Venue	<b>Alternative site to be confirmed</b> (Open Hanger space to be partitioned)	<b>Alternative site to be confirmed</b> (Open Hanger space to be partitioned)	<b>Alternative site to be confirmed</b> (Open Hanger space to be partitioned)	<b>Alternative site to be confirmed</b> (Open Hanger space to be partitioned)	<b>Alternative site to be confirmed</b> (Open Hanger space to be partitioned)	<b>Alternative site to be confirmed</b> (Open Hanger space to be partitioned)	<b>Alternative site to be confirmed</b> (Open Hanger space to be partitioned)	<b>Alternative site to be confirmed</b> (Open Hanger space to be partitioned)	<b>Alternative site to be confirmed</b> (Open Hanger space to be partitioned)	<b>Alternative site to be confirmed</b> (Open Hanger space to be partitioned)
Setup type	Temporary Partitioned (free standing)	Temporary Partitioned (free standing)	Temporary Partitioned (free standing)	Temporary Partitioned (free standing)	Temporary Partitioned (free standing)	Temporary Partitioned (free standing)	Temporary Partitioned (free standing)	Temporary Partitioned (free standing)	Temporary Partitioned (free standing)	Temporary Partitioned (free standing)
Total occupancy	500 people Conference setup as per National Assembly Table specifications	75 people Conference setup as per National Assembly Table specifications	<b>15 Venues</b> - 30 people per venue Conference setup as per Committee Section specifications	8 Venues - 30 people per venue Conference setup as per Committee Section specifications	<b>64 offices</b> 30 people per venue Conference setup as per Committee Section specifications	<b>125</b> workspaces 125 people	N/a	N/a	N/a	N/a
Approximate size	To be advise by Service Provider	To be advise by Service Provider	To be advise by Service Provider	To be advise by Service Provider	To be advise by Service Provider	To be advise by Service Provider	???	???	For 200 personnel (tbc)	???
Area	<b>To be advise by Service Provider</b>	<b>To be advise by Service Provider</b>	<b>To be advise by Service Provider</b>	<b>To be advise by Service Provider</b>	<b>To be advise by Service Provider</b>	<b>To be advise by Service Provider</b>	<b>Minimum area = 60m2</b>	<b>Minimum area = 90m2</b>	<b>120m2</b>	<b>2 * 6m*6m</b>

Type of Service & Venue	Plenary Venue NA	Plenary Venue NCOP	Committee Venue	Office Meeting	Offices	Hot desk workspace	REFRESH MENT KITCHEN (tbc)	HOLDING ROOM	SECURITY Staff Venue	SECURITY ACCESS (Setup) - 2 OFF
Raised Stage Flooring	Yes - 12m * 2,4 * 1,2m high	Yes - 12m * 2,4 * 1,2m high	none	none	none	none	none	none	none	N/a
Side / Partitioning height	3m minimum (to be raised)	3m minimum (to be raised)	3m minimum (to be raised)	3m minimum (to be raised)	3m minimum (to be raised)	3m minimum (to be raised)	N/a	N/a	N/a	N/a
Number of Entrances	Yes - 6 at least	Yes - 6 at least	Yes - 2 at least per venue	Yes - 2 at least per venue	Yes - 1 at least per office	Yes - to be advised	Yes - 4	Yes - 2	Yes - 2	Yes - 2
Flooring and Carpets	Yes - Complete Plenary	Yes - Complete Plenary	Yes - Complete	Yes - Complete	Yes - Complete	None	N/a	Yes - Complete	N/a	N/a
Disabled Ramps - with carpets	Yes - At all entrances	Yes - At all entrances	Yes - At all entrances	Yes - At all entrances	Yes - At all entrances	Yes - At all entrances	Yes - At all entrances	Yes - At all entrances	Yes - At all entrances	Yes - At all entrances
Air Conditioning - Portable	Yes	Yes	Yes	Yes	Yes	Yes	N/a	Yes	Yes	N/a
Electrical Supply	To be connected to emergency generator supply	To be connected to emergency generator supply	To be connected to emergency generator supply	To be connected to emergency generator supply	To be connected to emergency generator supply	To be connected to emergency generator supply	To be connected to emergency generator supply	To be connected to emergency generator supply	To be connected to emergency generator supply	To be connected to emergency generator supply
Electrical - Power Outlets	6 * D/B's	6 * D/B's	15 * D/B's (1 per venue)	2 * D/B's	2 * D/B's	4 * D/B's	4 * D/B's - 2 * 15Amp plugs	1 * D/B's	1 * D/B's	1 * D/B's
Electrical - Lighting	Yes - Chandeliers	Yes - Chandeliers	Fluorescents	Fluorescents	Fluorescents	Fluorescents	Fluorescents	Yes - Chandeliers	Fluorescents	Fluorescents

Décor / Draping	Yes - Cream / Ivory with Gold scollops - Black behind stage area	Yes - Cream / Ivory with Gold scollops - Black behind stage area	Yes - Cream / Ivory with Gold scollops - Black behind stage area	Yes - Cream / Ivory with Gold scollops - Black behind stage area	Yes - Cream / Ivory with Gold scollops - Black behind stage area	Yes - Cream / Ivory with Gold scollops - Black behind stage area	N/a	Yes - Cream / Ivory with Gold scollops - Black behind stage area	N/a	N/a
Chairs Padded - Stackable	Yes - 600	Yes - 75	30 per venue	15 per venue	Yes - 3 per office	Yes - 125	N/a	Yes - 10 guests	Yes - 10 guests	Yes - 10 guests
Chairs Plastic - Stackable	N/a	N/a	N/a	N/a	N/a	N/a	N/a	N/a	N/a	12
Tables - Metal - Fold-up	Yes - Conference setup for 500 people as agreed	Yes - Conference setup for 75 people as agreed	Yes - Conference setup 30 per venues	Yes - Conference setup per 15 venues	Yes - To accommodate 2 per office	Yes - To accommodate 1 per person (125)	Yes - 5	N/a	N/a	N/a
Double Sinks	N/a	N/a	N/a	N/a	N/a	N/a	Yes - 2	N/a	Yes - 10 guests	Yes - 10 guests
Water Supply	N/a	N/a	N/a	N/a	N/a	N/a	Hot & Cold Water	N/a	N/a	N/a
Wheelie Bins	Yes - 8	Yes - 4	Yes - 10	Yes - 11	N/a	N/a	Yes - 10	N/a	N/a	N/a
Red Rope and Stations	Yes - for 20m	Yes - for 20m	Yes - for 20m	Yes - for 20m	N/a	N/a	N/a	N/a	N/a	N/a
Fire Extinguishers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Signage - Demarcation	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Trailer ablutions - VIP	Yes - 4 * Disabled, 10 * Female + 10* Male	Yes - 1 * Disabled, 4 * Female + 4* Male	Yes - 4 * Disabled, 10 * Female + 10* Male	Yes - 1 * Disabled, 6 * Female + 6* Male	Yes - 1 * Disabled, 6 * Female + 6* Male	Yes - 1 * Disabled, 6 * Female + 6* Male	N/a	Yes - 1 * VVIP	N/a	N/a

## **3 CURRENT ENVIRONMENT AT PARLIAMENT**

### **3.1 BACKGROUND**

Emphasis on below mentioned areas will be measured:

- Assembly (setup) and dismantling of the venues as per the prescribed timeframe;
- Provisioning and conformance to the required specification in specific the venue specifications that must be setup;
- Type, quality, finishes, visual clarity and appeal of the venue setups; and
- All Certificate of Compliance certificates (Electrical, structural and Occupation.)
- Specific attention should be provided to the turnaround time requirement of 96 hours from activation in addition to the capability to provide this service both in the Cape Town Metro as well as in the Tshwane Metro dependent on the nature and requirement of the disaster.

### **3.2 INTEGRATION REQUIREMENTS**

There are a number of applications currently being utilized by the different departments within Parliament. These applications must be able to integrate with any potential solution. The following applications have been identified to be included:

- The above mentioned requirements indicates the various facilities and services that are required.
- The following is a brief specification of the various items / services that must be provided. The indicated size shall be the minimum supplied size.

## 4 RESPONSE FORMAT

Vendors' responses must be laid out in the format described in this section. Responses should include the following information:

<b>General information:</b>
Company name
Company address
Company web page
Main products/services
Ownership structure with ownership status in percentage
Structure of mother corporation, joint ventures, subsidiaries, partnerships or other relations
Details of joint venture if applicable
<b>Contact information:</b>
Contact person and responsible for answering this RFI
Telephone
Email
<b>Functional requirements:</b>
Conditions that are listed in the RFI and cannot be met
Abilities of your facilities against requirements:
a. Policy compliance
b. Facilities support
i. State if your company can provide this service both Gauteng and Western Cape Provinces depending on the nature of the disruption
c. Finance
i. Provide a total cost estimate for the service in both provinces

**References:**

Description of products or services that are already delivered to customers today, and could be comparable to what is requested in this RFI.

Reference customers using comparable products or services (including contact information).

Reference customers using your products or services today, although they are not comparable with what is requested in this RFI (including contact information).

Please, include at least three contactable references.

**Additional questions:**

State your view on the business opportunities that the project offers.

State whether your solution will include a joint venture of companies, note the responsibilities and tasks of each company.

Anything else you deem critical for the institution to be aware of