



REQUEST FOR QUOTATION

Requested: Multimedia Services

Date of Issue: 20 January 2023

Closing Date and Time: 25 January 2023 @ 12h00

Quotation Reference Number: RFQ 34/2023

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
	PLEASE CHECK FROM PAGE 4 FOR THE SPECIFICATION			

Signature

FOR SECRETARY TO PARLIAMENT

(BUSINESS UNIT OR SCM TO SIGN HERE)

1. GENERAL CONDITIONS

- ✓ Quotations will be evaluated on 80 /20 preference point system
- ✓ 80 points allocated for price and 20 points allocated for specific goals as identified in paragraph 8.6 of the Preferential Policy of Parliament
- ✓ Preference Points will be awarded to tenderers for completing column 3 and supplying the supporting documents listed in column 4 below. Refer HDI and RDP goals as mentioned in paragraph 3 below for more details.

1. Specific goals	2. Number of points	3. Points claimed by the tenderer	4. Tenderers must supply the following documents when claiming preference points
Black	6		ID Document
Women	2		ID Document
People with disabilities	2		Medical Certificate
Youth	2		ID Document
SMME	3		Annual Turnover
Locally manufactured product	2		Declaration from Manufacturer
Empowerment of Local communities	3		Proof of Address

- ✓ All suppliers responding to quotation should be registered on Central Supplier Database (CSD)
- ✓ The quotation must be emailed to soliphant@parliament.gov.za
- ✓ Further information regarding this quote may be obtained from to soliphant@parliament.gov.za
- ✓ All quotations received after the closing date will not be accepted
- ✓ Acceptance of a quotation will be subject to Parliament's own Supply Chain Management policy
- ✓ All suppliers are required to fill in and submit the declaration of interest certificate below
- ✓ A current list of references where similar work was undertaken should be supplied
- ✓ All suppliers must submit valid tax pin and all supporting documents as per the specific goals table

2. SPECIFIC CONDITIONS

- ✓ The appointment of the supplier will not necessarily be on the basis of the lowest quote.
- ✓ Quotes should be detailed and specify the services and cost, market related prices will be negotiated with the preferred supplier.
- ✓ Parliament reserves the right not to award the contract.
- ✓ Quotes should be on the company letterhead, indicating the VAT registration number.
- ✓ Companies are prohibited from using Parliament's logo on their proposal.
- ✓ The RFQ document must be completed in full and the declaration of interest form must be filled in, signed, stamped by the commissioner of oath and returned with the quotation.
- ✓ Failure to submit all documents as required will result in disqualification.
- ✓ Parliament cannot award contracts to provide goods and services to a Member of Parliament, or Cabinet, A Member of a Provincial Legislature or Member of the Provincial Executive Council, a Municipal Councillor, a person in the employ of state whose participation in quotation process for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a director or has controlling or other substantial interest.
- ✓ Parliament may request suppliers to provide additional pricing information to be utilised for comparative purposes during evaluations.
- ✓ Parliament reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the RFQ/bid to the highest scoring tenderer if such a tenderer has been awarded a bid by Parliament or has performed services for Parliament, during the last 12 months prior to the closing date of the RFQ/bid.
- ✓ Parliament reserves the right to re-appoint or extend the service of the supplier where there is a natural continuation of assignments.
- ✓ Tenderers will only qualify for the preference points claimed by them if they provide valid supporting documents to substantiate such claim.

3. HDI and RDP Goals

The below mentioned HDI and or RDP goals will be applicable to this RFQ as identified in paragraph 8,6 of the Preferential Procurement Policy of Parliament

Specific goals	Means of Verification:	Comments:
Black	South African ID copy	African, Indian and coloured are also classified as black
Women	South African ID copy	The 7th digit of a female's RSA ID is 0 – 4, and 5 – 9 for males
People living with disabilities	Medical Certificate	Only a qualified medical practitioner can certify a disability.
Youth	South African ID copy	Ages between 18 - 35
SMME	Staff Complement and Annual Turnover	According to National Small Business Act
Locally manufactured products	Declaration from the Manufacturer	Only for goods designated for local content.
Empowerment of local communities	Proof of address	Municipal accounts/Ward Councillor letter

SUPPLIER INFORMATION FORM

REGISTERED NAME		
TRADING NAME (IF APPLICABLE)		
COMPANY REGISTRATION NUMBER (or ID)		
VAT REGISTRATION NUMBER		
CENTRAL SUPPLIER DATABASE NUMBER		
TAX COMPLIANCE STATUS PIN		
TAX COMPLIANCE STATUS PIN EXPIRY DATE		
INCOME TAX NUMBER		
PHYSICAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
POSTAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
CONTACT DETAILS	OFFICE	
	CELLPHONE	
	FAX	
	EMAIL	
CONTACT PERSON		
BANK DETAILS	BANK NAME	
	BRANCH CODE	
	ACCOUNT NUMBER	
	ACCOUNT NAME	

- ✓ Ihereby certify that the above information is correct and that I and other members, directors, managers, or shareholders with a controlling or other substantial interest of the entity, are not Members of Parliament or Cabinet, Members of a Provincial Legislature or a Provincial Executive Council, Municipal Councillors, persons employed by the State as their participation in Parliament's procurement process may result in a conflict of interest.
- ✓ I am also declaring that none of the entities in the company who is a director or has a controlling or substantial interest fall under the category of the person mentioned above. (Additional details to be provided should this declaration not be correct)
- ✓ I also agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to recover any losses or damages sustained by Parliament under such agreement and/or restrict the supplier from further business depending on the materiality of the misrepresentation and the degree of prejudice.

Signature

Date

(Attach a bank confirmation letter or cancelled cheque to confirm bank account number)

PRODUCT OR SERVICE DESCRIPTION

- Parliament requires complete multimedia, delegate, and LED screens infrastructure for the Parliament sitting of the state of the nation address, the debates to follow and the budget speech that will be taking place at the Cape Town Hall on the following dates:
- State of the Nation Address (9 February 2023)
- Debates and reply (14-16 February 2023)
- Budget Speech (22 February 2023)

Item	Qty	Days
Sound & AV		
PA system	1	5
Long stems delegate / discussion microphones	9	5
Long stem chairperson delegate mic for the podium with overriding facility	1	5
32 Channel audio mixer	1	5
15 inch powered speaker's on stands to be scattered across the town hall and +/- 500 peoples expected inside the auditorium	10	5
Roving microphones on stands to scattered across/next to where members are stationed/sat and for announcements	15	5
head set microphones for 2 x sergeant of arms, and imbongi	3	5
Audio digital recording of the floor	Yes	5
65 inch comfort monitor for secretariat	1	5
65 inch comfort monitor for presiding officers	1	5
Screens for the Hall (Two options)		5
P3.91mm Indoor LED screen - curved 16500(w) x 4000(H) 33 x 8 Panels 4224 x 1024 Pixels	1	5
Screens and audio for other rooms		5
Media room - 4 x 60-inch LED screens with sound	4	5
Communication command room 2 x 60-inch LED screens with sound	2	5
Crew room – 50-inch LED screen with built is sound	1	5
Production room – 50-inch LED screen with built in sound	1	5
Studio – 50-inch LED screen with built in sound	1	5
Nat Joint Room - 50-inch LED screen with built in sound	2	5
Holding rooms for POs 50-inch LED screen with built in sound	4	5
Secretary to Parliament 50-inch LED screen with built in sound	1	5
Secretary NA and NCOP50-inch LED screen with built in sound	i	5
President's holding room 50-inch LED screen with built in sound	1	5
Chief Justice holding room 50-inch LED screen with built in sound	1	5
Switches	Yes	5
Splitters	Yes	5
Personnel		5
Engineers and Technicians to support all the functions	Adequate	4

Supplier must please take note of the following

- There will be a real-time rehearsal on the 7 February 2023
- Equipment set up to be done preferable on the 08 February 2023
- State of the nation address will start at 19h00 on the 09 February 2023
- Debates on the state of the nation address will be on 14 - 16 February 2023
- The President of the Republic will do reply on the 16 February 2023
- The supplier must supply sound and AV and supply feeds to the broadcasters, radio stations, interpretation booths etc.

BACKGROUND AND EXPERIENCE IN THE INDUSTRY

LIST THE TWO LARGEST CONTRACTS / ASSIGNMENTS BY YOUR FIRM IN THE LAST TWO YEARS IF ANY OR LIST CONTRACTS WHICH YOUR ORGANISATION IS CURRENTLY ENGAGED IN IF ANY

WORK DESCRIPTION	YOUR CLIENT	CONTACT PERSON	CONTACT NUMBER	CONTRACT VALUE

PROPOSED PRICING SCHEDULE

DESCRIPTION	QUANTITY	TOTAL

DECLARATION OF INTEREST

1. No contracts to provide goods or services to Parliament may be provided to the following categories of entities: - Member of Parliament, Member of the Cabinet, Member of a Provincial Legislature, Member of a Provincial Executive Council, a Municipal Councilor or a person in the employ of the State whose participation in bidding for the contract may result in a conflict of interest; or any entity in which a person mentioned above is a Director or has a controlling or other substantial interest.

2. The tenderer is therefore requested to complete Sections a – d of the declaration below in substantiation.

(a) Are you or any person connected with the tenderer, a Member of Parliament or a Cabinet Member?

Y	N
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If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

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(b) Are you or any person connected with the tenderer, a Member of the Provincial Legislature or a Member of a Provincial Executive Council or a Municipal Councilor

Y	N
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If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

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(c) Are you or any person connected with the tenderer, Employed by the State?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the bidding company

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(d) Do you, or any person connected with the tenderer, have any relationship (family, friend, other) with a person employed by Parliament and who may be involved with the evaluation and or adjudication of this bid?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the bidding company.

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DECLARATION

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to:

- ✓ recover any losses or damages sustained by Parliament under such agreement
- ✓ restrict the supplier from further business with Parliament depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____

(DULY AUTHORISED TO SIGN FOR AND ON BEHALF OF THE ABOVE ENTITY)

No Contract to provide goods or services to Parliament may be awarded to -

- a Member of Parliament or a member of the Cabinet
- A Member of a provincial legislature or a member of a provincial Executive Council;
- A Municipal Councillor;
- A person in the employ of the State whose participation in bidding for the contract may result in a conflict of interest; or
- Any entity in which a person mentioned above is a Director or has a controlling or other substantial interest

COMMISSIONER OF OATHS STAMP