

**REQUEST FOR PROPOSAL**

**FOR THE**

**PROVISIONING OF VIDEO CONFERENCING  
EQUIPMENT & SERVICES**

**TO THE**

**SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE  
(SANBI)**

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## 1. GLOSSARY OF TERMS

Customer	Shall at all times refer to the South African National Biodiversity Institute's Information Technology Directorate
Service Provider	Any and all responding Vendors or Potential Service Providers
ICT Services	A described set of facilities, IT and non-IT, supported by the IT Service Provider that fulfils one or more needs of the Customer and that is perceived by the customer as a coherent whole
ICT	Information and Communication Technologies
Commercially reasonable efforts	The level of effort required to achieve the stated objectives, as would be applied in accordance with generally accepted practices by Information Technology Companies in the RSA
Commencement date of Agreement	The agreed upon date of the contract to offer the Outsourced IT Services to the SANBI
Confidential information	All details pertaining to, without limitation to the business, owners, associates; employees; agents; suppliers; partners; licensors; contractors; salaries; earnings; benefits; investments; plans; prospects; contracts; business producers; commercial matters; financial matters; tax matters; entity structure and organisation; corporate governance; strategies; forecasts; projections; all information concerning either parties past, present and future developments, their business activities, products, services, customers, clients and technology information, trade secrets; know-how; show how; processes; methods; procedures; protocols; intellectual property; research projects; ideas; discoveries; designs; concepts; techniques; improvements; inventions; formulae; algorithms; specifications; standards; technical directions; analyses; compositions; materials lists; development tools; manufacturing instructions; tooling; results of experimentation and testing; validation reports; all systems and associated material, including information contained therein; and data in any form that are owned and controlled by the party
Duration of Services Agreement	36 Months
Maintenance and Support	36 Months
Material	All inventions, irrespective of the form in which they are depicted (including, without limitation, correspondence, reports, documentation and software) or the media on which they occur (including, without limitation, all written and printed material, all micro-graphic and other reproductions of the written word depiction and pictorial material, and all audio-visual, machine-readable and other information)
Party/Parties	The South African National Biodiversity Institute and/or Service Provider

Related Confirmation(s) of Engagements	Any document issued pursuant/referred to in this agreement which specifically refers to this agreement by its unique reference number, which describes the deliverables and services, including any requirements, specifications or schedules, signed and dated by both the Parties sole Authorised Representatives and annexed to this Agreement and marked in alphabetical order, i.e. from "Annexure D" etc.
Service Level Agreement (SLA)	The written agreement between Service Provider and customer(s) that documents agreed Service Levels for a service
Integrated Services Digital Network (ISDN)	A set of international telecommunications standards for the transmission of data over various media, including ordinary telephone-grade copper wire

## 2. INTRODUCTION AND BACKGROUND

The South African National Biodiversity Institute (hereafter referred to as the SANBI) is a Schedule 3A Public Entity which is mandated by the National Environmental Management: Biodiversity Act, (No 10 of 2004) to monitor and report on the state of Biodiversity. The SANBI's mission is to champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for all people.

The Institute provides biodiversity knowledge and information through research and communication and gives biodiversity planning and policy advice, manages National Botanical Gardens, and pilots best practice biodiversity management models in partnership with a wide range of stakeholders.

The SANBI has two major operational centres in Pretoria and Cape Town which hosts the major ICT infrastructure. The SANBI also has smaller operational centres with connectivity and ICT needs in the various provinces.

**The sites where Video Conferencing solutions are required are listed below:**

- **Eastern Cape:** Kwelera National Botanical Garden, East London
- **Free State:** Free State National Botanical Garden, Bloemfontein
- **Gauteng:**
  - Walter Sisulu National Botanical Garden, Roodepoort-Mogale City
  - Pretoria National Botanical Garden, Pretoria
- **KwaZulu- Natal:**
  - KwaZulu-Natal National Botanical Garden, Pietermaritzburg
  - KwaZulu-Natal Herbarium, Durban
- **Mpumalanga:** Lowveld National Botanical Garden, Mbombela
- **Northern Cape:** Hantam National Botanical Garden, Nieuwoudtville
- **Western Cape:**
  - Harold Porter National Botanical Garden, Betty's Bay
  - Kirstenbosch National Botanical Garden, Cape Town
  - Karoo Desert National Botanical Garden, Worcester

There are potentially two (2) additional sites which may be added to the scope of work within the three (3) year period.

**These sites are:**

- Pretoria National Zoological Gardens, Gauteng
- Limpopo National Botanical Garden, Limpopo

### **3. PURPOSE**

The purpose of this Request for Proposal (RFP) is to invite prospective Service Providers to submit proposals to supply the SANBI with a solution to their Video Conferencing requirements and to ensure full functionality across the Institute's proposed major and minor operational centres.

### **4. SCOPE OF WORK**

The SANBI wishes to replace its current Video Conferencing (VC) equipment that has become obsolete and also add additional VC equipment to new facilities. This project will be implemented in a phased approach as per site readiness. The bidder must supply, deliver, deploy and maintain the required Video Conferencing (VC) Solution nationally. The Solution must allow management and various forums to communicate locally, nationally and internationally.

#### **Requirements for the Video Conferencing Solution:**

Must support future expansion and cater for the following scenarios:

- Multiparty Video Conferencing Systems must be deployed to support the VC Meeting Rooms and must allow for Multiparty Video Conferencing between the various VC rooms and externally.
- A Cloud based Virtual Meeting Room (VMR) must be made available to allow for Video Conferencing with external parties where ISDN Connectivity is required.
- The VMR will act as the bridge to connect external parties and support parties required to connect via ISDN.
- The VC Codecs must be able to access the internet for 3rd party VC calls.

- RTV/CCCP licensing should be supported to allow Skype for Business interoperability.
- Must be of a mobile nature so that the complete solution can effortlessly be moved with ease within the room or relocated to another room if required.
- Content sharing to the mobile unit must be wireless and must accommodate the content sharing from PC, Apple, as well as Tablets and Smart phones.
- Professional displays must be offered and 55 and 65 inch screens are required dependent on the size of the venue.
- Must be from an internationally recognized manufacturer and must be featured as a **leader** in Gartner's Magic Quadrant for Video Conferencing (VC).
- Must support desktop integration on all major Operating System platforms.
- Must include all the components to deliver an end-to-end business solution.
- Must have the ability to integrate with other web video chat systems (Skype, Adobe Connect).
- Must provide for upgradeable firmware and software updates.
- Must support strong security.

#### **Requirements of the Service Provider:**

- Must have a national footprint to provide support to all the SANBI sites.
- Must provide internationally recognized and supported equipment and infrastructure.
- Must have a proven track record of Video Conference solutions implemented and supported within the public and private sector.
- Must be certified with an internationally recognized manufacturer for the equipment proposed.
- Must be accredited to install, supply and support the product provided in the response.
- These certifications and accreditations must be provided as part of the tender documents.

## **5. PROPOSAL PREPARATION INSTRUCTIONS**

**Responses submitted by prospective Service Providers should include the following:**

### **5.1. Executive Summary**

- a. High level overview of your Company
- b. Executive overview of your solution

### **5.2. Contracts**

**Provide the following copies for your organizations:**

- a. Standard Terms and Conditions
- b. Master Service Agreement and Service Level Agreement (SLA) options
- c. Vendor certifications
- d. Maintenance and Support Agreement

### **5.3. Proposal**

- a. Detailed solution description
- b. Pricing Summary (Not to be included in the envelope marked “copy”, Refer to Point 8)
- c. Technical Architecture
- d. Services description
- e. Implementation Methodology
- f. Project Plan

### **5.4. Support and Maintenance Services**

- a. Service Levels offered
- b. Metrics and measurement methodologies

### **5.5. Implementation considerations**

- a. Timeline estimate for the implementation of the service
- b. Dependencies
- c. Potential additional costs not currently quoted in your response



**5.6. Costing Model (Not to be included in the envelope marked “copies”).**

- a. Include all assumptions, exclusions, options and explanatory notes.
- b. Pricing to be quoted on the current exchange rate in Rands and be inclusive of Value Added Tax (VAT).
- c. All additional costs must be clearly specified in the total bid price.
- d. Payment will be linked to successful achievement of agreed milestones.
- e. The Costing Model template as per example attached (Annexure C) must be completed and included in the envelope marked “Original” only.

Failure to include cost in the **ORIGINAL** envelope OR inclusion of cost in the copy envelopes, will lead to disqualification of the BID. (Refer to section 8 for more details.)

**5.7. References**

Submit at least three (3) contactable references where similar work has been implemented within the last three (3) years

**5.8. Approach and Value Proposition**

The ideal Service Provider is required in their response to provide an overview of the proposed delivery approach should they be awarded this contract for the provision of Video Conferencing equipment and services, and how they will proceed with the integration, implementation and overall delivery of the service requirements. The ideal Service Provider should provide a description of what benefits, technology and/or otherwise the SANBI can expect to gain should they be awarded the tender.

All Service Providers shall be held liable to deliver the services contained in their proposals. Service Providers must respond with the services they will deliver in accordance with the specified requirements rather than what could be implemented.

## **6. GOOD FAITH STATEMENT**

All information provided by the SANBI in this RFP is offered in good faith. Individual items are subject to change at any time. The SANBI makes no certification that any item is without error.

## **7. COMMUNICATION**

**Formal communications may include, but not be limited to:**

- Recommendations to the SANBI in writing, regarding any discrepancies, errors or omissions which may exist with this RFP.
- Recommendations to the SANBI in writing, regarding any enhancements which might be in SANBI's best interests.
- The SANBI will make a good faith effort to provide a written response to each question or request for clarification that requires addenda within 5 calendar days. All questions and answers will be shared with all bidders.

All technical information in this RFP shall be directed to: Ms. Beryl-Lynne Pekeur at 021 799 8720 or e-mailed to: [ITTender@sanbi.org.za](mailto:ITTender@sanbi.org.za).

All SCM related queries shall be directed to: Ms. Molatelo Matlala at 012 843-5200 or e-mailed to: [M.Matlala2@sanbi.org.za](mailto:M.Matlala2@sanbi.org.za).

The SANBI will not respond to any questions or request for clarification which requires addenda, if received after **09 December 2016**.

## **8. SUBMISSION OF THE PROPOSAL**

Service Providers are to submit one pack of original documents with the proposal marked “ORIGINAL” in envelope #1 and 3 copies marked “COPY” in envelope #2.

**NB.** Financial or pricing details (Costing proposal) should **ONLY BE** included in the pack marked “ORIGINAL”. Financial information included in the documents in the pack marked “Copy” **WILL** lead to your bid being disqualified.

**NB.** Failure to submit 1 pack of original documents (Including costing) in envelope one marked “Original” and 3 packs of documents (excluding costing) in envelope 2 marked “copies” will lead to your bid being disqualified .

All documents must be bound in the required manner and clearly labelled as required.

**Closing date for submission of responses: 11:00am on 17 February 2017**

Tenders can be submitted in the Tender Box located in the Biodiversity Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria during office hours. Normal office hours: 08:00 – 16:00 (see street address above).

**Tenders may also be submitted by post, addressed to:**

The Deputy Director: Supply Chain Management

The South African National Biodiversity Institute (SANBI)

Private Bag X101

Silverton

0184

Tender Number: **IT 257/2016**

**NB.** E-mailed and faxed submissions will not be accepted. Late submissions will not be considered.

## 9. EVALUATION CRITERIA

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in the following stages:

The **first stage** will evaluate functionality according to the criteria listed in the table below:

No	Criteria	Weighting
1	<b>Technical Merit of Proposal</b> Presentation of documentation submitted for tender quality, correctness and neatness of documentation submitted.	5
	<b>Approach to the implementation of proposed solution</b> The Service Provider should provide an overview of the methodology for the solution deployment.	30
2	<b>Capacity and Experience of Service Provider</b> A short history with background on the Service Provider and experience in the Video Conferencing industry (maximum 200 words)	10
	A brief description of the scope and the scale of implemented VC projects and indicate the value of each project.	20
3	<b>Personnel</b> The bidder should indicate the project team and personnel capacity (qualifications and experience) to implement and support the required solution and support service Submitted CV's of personnel should not exceed three (3) pages and should be structured as follows: <ul style="list-style-type: none"> <li>• Related experience and professional qualifications</li> <li>• Brief description of work similarly performed in the last 5-10 years</li> <li>• Role in the service provided in this tender response</li> </ul>	20
4	<b>References</b> Provide a minimum of three (3) contactable references for letters of confirmation related to video conferencing solution	15

	implementation within the last 3 years	
	<b>Total</b>	<b>100</b>

**Sufficient information must be provided to allow the evaluation panel to evaluate proposals against these criteria.**

**Bids that fail to score a minimum of 70 points out of a possible 100 points for functionality will not be eligible for further consideration.**

The **second stage** will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act (No.5 of 2000), the 90/10 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 90 points and a maximum of 10 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

## 10. CONTRACT PERIOD

The duration of the proposed service agreement shall be for a period of three (3) years within phases based on site readiness, which will be reviewed every twelve (12) months based on performance against an agreed Service Level Agreement (SLA).

The Table below reflects the phased approach of the Video Conferencing solution to be deployment within the SANBI.

<b>Year 1 (2017)</b>	<b>Venue</b> <ul style="list-style-type: none"><li>• Pearson House – Kirstenbosch National Botanical Garden (Cape Town)</li><li>• Seminar Room (Research Centre)– Kirstenbosch National Botanical Garden (Cape Town)</li><li>• IT Department – Kirstenbosch National Botanical Garden (Cape Town)</li><li>• Biodiversity Boardroom – Pretoria National Botanical Garden</li><li>• Herbarium Committee Room 1 – Pretoria National Botanical Garden</li><li>• Aloe Lodge – Pretoria National Botanical Garden</li><li>• Education Centre – Pretoria National Botanical Garden</li></ul>
<b>Year 2 (2018)</b>	<ul style="list-style-type: none"><li>• Walter Sisulu National Botanical Garden</li><li>• Lowveld National Botanical Garden</li><li>• KwaZulu- Natal National Botanical Garden, Pietermaritzburg</li><li>• Goldfields Education Centre – Kirstenbosch National Botanical Garden</li><li>• Hantam National Botanical Garden</li><li>• Kwelera National Botanical Garden</li><li>• KwaZulu-Natal Herbarium - Durban</li></ul>
<b>Year 3 (2019)</b>	<ul style="list-style-type: none"><li>• Administration Building – Kirstenbosch National</li></ul>

	Botanical Garden <ul style="list-style-type: none"> <li>• Karoo Desert National Botanical Garden</li> <li>• Harold Porter National Botanical Garden</li> </ul>
<b>Year 3 (2019)</b>	<ul style="list-style-type: none"> <li>• Possible Additional sites to be included in year 3 post the negotiations process are as follows:</li> <li>• Limpopo National Botanical Garden, Thohoyandou</li> <li>• National Zoological Garden, Pretoria</li> </ul>

## **11. BUDGETING AND ESTIMATED PRICING (NOT TO BE INCLUDED IN THE COPIES)**

All Service Providers must fill out a cost breakdown of their equipment, software and additional services for the SANBI as described in this RFP, detailing the required solutions and their costs to be included in envelope marked original (Refer to section 8 and 10).

All proposals are to include VAT and the SANBI will assume that all pricing received is VAT inclusive and in South African Rands (ZAR).

All pricing quoted in the response shall remain valid for a period of 4 calendar months or until the contract agreement has been signed with the potential Service Provider, whichever comes first.

## **12. GENERAL**

Unless specifically requested, all documentation submitted to the SANBI will not be returned to the bidder. All received information will be treated with confidentiality by the SANBI.

### **12.1. Confidentiality Agreement**

The SANBI reserves the right to require the successful bidder to enter into a confidentiality agreement.

## **12.2. Costs**

The RFP does not obligate the SANBI to pay for any costs, of any kind whatsoever that may be incurred by the potential Service Provider or any third parties, in connection with the proposal. All proposals and supporting documentation shall become the property of the SANBI subject to claims of confidentiality in respect of the proposals and supporting documentation.

## **12.3. Intellectual Property**

All submitted proposals should not use any intellectual property of the SANBI including, but not limited to, all logos, registered trademarks, or trade names of the SANBI, at any time without the prior written approval of the SANBI, as appropriate.

All documentation, software customisation and/or any intellectual property developed by the appointed Service Provider during the duration of this contract shall become the property of the SANBI.

## **12.4. Responses**

All submitted proposals by bidders shall become the property of the SANBI and will not be returned.

## **12.5. Liability**

The SANBI shall not be liable to any bidder, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the bidder responding to this RFP or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

## **12.6. Expansion and Termination**

The SANBI shall reserve the right and requires the option to expand on the original agreement during the proposed three year (36 month) period without signing a new service agreement.



### 13. ANNEXURE A: VENUE SPECIFICATIONS AND OPTIONS

Specification Option	Venue Classification	Venue Size
Option 1	Small to Medium sized	Less than 35 square metres ( <sup>35</sup> m <sup>2</sup> - 7.3m x 4.7m)
Option 2	Large sized	Greater than 177 Square metres ( <sup>177</sup> m <sup>2</sup> - 11.8m x 15m)

Item Description	Garden Name	Venue Name	Option
VC Infrastructure	Kirstenbosch National Botanical Garden	• Pearson House	2
		• IT Boardroom	1
		• Black Harrier Room	1
		• Seminar Room, Research Centre	2
		• Education Centre	1
		• Administration Building	2
	Pretoria National Botanical Garden	• Aloe Lodge	1
		• Marula Room, Biodiversity Building	1
			2

		<ul style="list-style-type: none"> <li>• Boardroom, First Floor Biodiversity Building</li> <li>• Herbarium Building, Committee Room</li> <li>• Education Building</li> </ul>	1 1
	Walter Sisulu National Botanical Garden	<ul style="list-style-type: none"> <li>• Education Centre</li> <li>• Boardroom</li> </ul>	1 1
	Lowveld National Botanical Garden	<ul style="list-style-type: none"> <li>• Education Centre</li> <li>• Boardroom</li> </ul>	1 1
	KwaZulu-Natal Herbarium	<ul style="list-style-type: none"> <li>• Boardroom</li> </ul>	1
	KwaZulu-Natal National Botanical Garden	<ul style="list-style-type: none"> <li>• Boardroom</li> </ul>	2
	Karoo Desert National Botanical Garden	<ul style="list-style-type: none"> <li>• Boardroom</li> </ul>	2
	Harold Porter National Botanical Garden	<ul style="list-style-type: none"> <li>• Boardroom</li> </ul>	1

	Hantam National Botanical Garden	<ul style="list-style-type: none"> <li>• Boardroom</li> </ul>	2
	Kwelera National Botanical Garden	<ul style="list-style-type: none"> <li>• Boardroom</li> </ul>	1
VC Services <ul style="list-style-type: none"> <li>• Installation and Configuration</li> <li>• Annual SLA (Maintenance and Support)</li> <li>• Software licensing</li> <li>• Annual Software Assurance</li> <li>• Project Management Fees</li> <li>• Warranty</li> <li>• Training</li> </ul>	ALL	ALL	As specified

## **Cape Town:**

### **Kirstenbosch National Botanical Garden**

- **Pearson House Boardroom**

The Boardroom is a medium venue with a 19 seater table. It has no table docking stations or interfaces. There is power at the front wall where the existing displays are mounted and there are no conduits that run from the table to the front wall.

The Room is 7.3m x 4.7m with a ceiling height of 2.8m - the furthest viewing distance in the room is 6.5 meters.

The Wall construction is concrete and plastered brick, floor and ceiling finish is wood.

- **Black Harrier Boardroom –Cente for Biodiversity Building**

The Boardroom is a small to medium venue with a 16 seater round table. It has no table docking stations or interfaces. There is power at the front wall where the existing display is wall mounted and there are no conduits that run from the table to the front wall.

The Room is 5.7m x 5.1m with a ceiling height of 2.8m - the furthest viewing distance in the room is 4.7 metres.

The Wall construction is concrete and plastered brick, floor finish is carpet.

- **Seminar Room – Kirstenbosch Research Centre**

The Boardroom is a small to medium venue. It has no table docking stations or interfaces. There is power at the front wall where the existing display is wall mounted and there are no conduits that run from the table to the front wall.

The Room is 11.8m x 15m. The Wall construction is concrete and plastered brick, floor finish is carpet.

- **IT Boardroom**

The Boardroom is a small to medium venue with a 10 seater table. The room has a metal structure surrounding it. It has no table docking stations or

interfaces. There is power at the front wall where the existing display is wall mounted and there are no conduits that run from the table to the front wall.

The Room is 5.3m x 3.5m with a ceiling height of 2.8m - the furthest viewing distance in the room is 4.6 metres.

The Wall construction is metal; ceiling construction is metal, floor finish is carpet.

- **Administration Building**

This room will be located in the new Administration building once constructed. and is anticipated at being 53 square metres (<sup>53m<sup>2</sup></sup>.)

- **Goldfields Education Building**

The Room is 3m x 5.7m

The wall is concrete and plastered, floor to finish is carpet

#### **Pretoria National Botanical Garden:**

- **Marula Boardroom (Ground Floor-Biodiversity Building)**

The Boardroom is a small to medium venue with an 8 seater table. It has no table docking stations or interfaces. There is power and Data points in the power skirting and there are no conduits that run from the table to the front wall.

The Room is 5.0m x 3.7m with a ceiling height of 2.5m - the furthest viewing distance in the room is 4.5 metres.

The Wall construction is concrete and plastered brick, ceiling construction is drop tiles, floor finish is carpet.

- **1st Floor Boardroom (Biodiversity Building)**

The Boardroom is a medium to large venue with a modular approach to seating – furniture and chair arrangement is not fixed. It has no table docking stations or interfaces. There is power and Data points in the power skirting and there are no conduits that run from the table to the front wall.

The Room is 10.0m x 6m with a ceiling height of 2.8m - the furthest viewing distance in the room is 8.5 metres.

The Wall construction is concrete and plastered brick, ceiling construction is drop tiles in the centre and a small plastered bulkhead around the perimeter, floor finish is carpet

- **Aloe Lodge**

The Boardroom is a small to medium size u-shaped fitted with a boardroom style 18 seater table – furniture and chair arrangement is fixed. It has no table docking stations or interfaces. There is power and Data points in the power skirting and there are no conduits that run from the table to the front wall. the u-shape window is covered with sound proof style curtains end to end.

The Room is 8.4m x 6.2m. The Wall construction is concrete and plastered brick, ceiling construction is concrete, floor finish is carpet

- **Education Building**

The Education lecture hall is a medium to large sized venue with a modular approach to seating – furniture and chair arrangement is not fixed. It has no table docking stations or interfaces. There is power and Data points in the power skirting.

The Room is 18.0m x 10m The Wall construction is concrete and plastered brick; thatch roof venue with no ceiling, floor finish is tiles

- **National Herbarium Building – Committee Room**

The Committee room is a small to medium venue with a 12 seater table not fixed. It has no table docking stations or interfaces. There are power and Data points. The room has a LD 72inch screen

The room is 6.6m x 8m

The Wall construction is concrete and plastered brick, ceiling construction is ceiling board, floor finish is carpet.

## **OTHER GARDENS / REMOTE SITES**

These Boardrooms are small to medium venues with an 8-10 seater table. They have no table docking stations or interfaces. There is power and Data points in the power skirting and there are no conduits that run from the table to the front wall.

### **Walter Sisulu National Botanical Garden**

- Room 1: 5m x 4.6m
- Room 2 : 6m x 3.8m

### **Lowveld National Botanical Garden**

- Room 1: 9m x 9m
- Room 2: 6.3m x 4m

### **KwaZulu-Natal National Botanical Garden (Pietermaritzburg)**

- Room 1: 7.5m x 7.5m

### **KwaZulu-Natal Herbarium (Durban)**

- Room 1 5m x 3.7m

### **Karoo Desert National Botanical Garden (Worcester)**

- Room 1: 11m x 3m

### **Harold Porter National Botanical Garden (Betty's Bay)**

- Room1: 7.5m x 7.5m

### **Hantam National Botanical Garden (Nieuwoudtville)**

- Room 1: 11.8m x 4.6m

### **Kwelera National Botanical Garden (East London)**

- Room 1: 5.5m x 2.9m

## 14. ANNEXURE B: TECHNICAL SPECIFICATION FOR INDICATED OPTIONS

### Specification for Small to Medium Sized Venues (Option 1)

Section	Description	Specifications
VC	VC Codec Kit	720p enabled, must be able to upgrade to 1080p60 video resolution Upgradable to 6-way SD multipoint and 4-way in HD H.264 High Profile Must be able to offer Telepresence Interoperability Protocol (TIP) Must support enabling of Microsoft® RTV & CCCP option 12x Zoom camera Microphone Array Remote
	VC Additional Equipment VC Additional Software Back toBack Agreement	Additional Microphone Array Multiparty License  One Year Back to Back agreement
Source	Wireless Presentation Unit	Wireless Presentation unit - link PC, Mac, Tablet and Smart phone WiFi-Doc and MirrorOp Presenter for iOS/Android 4-to-1 Quadrant Screen projection Support up to 64 logged users Security design: Session Login Code, WEP/WPA key, and GateKeeper WiFi 802.1b/g/n Output Resolution: up till 1080p (1920x1080) Supported OS: Windows, Mac, Android, iOS
Audio	Soundbar	Professional type Soundbar - for Audio Reinforcement Digitally Optimized Virtual Surround processing 50 watts peak Frequency Range: 70Hz to 20kHz Soundbar Speakers: Dual 2 x 5" (51 x127mm) HHRT drivers
Display	55 Inch LED Display	Professional Large Format Display - Monitor 16hr daily usage - High duty cycle Type - 120Hz LED BLU Resolution - 1920x1080 (16:9) Brightness(Typ.) - 350nit Contrast Ratio - 5000:1 Viewing Angle(H/V) - 178:178
Trolley	High Quality Mobile Trolley	Dual Screen Mobile TV Trolley with braked wheels Toolless Height adjustable Display mount Aluminium and metal construction Maximum Height of 1860mm
	Equipment Enclosure	Lockable Secure Equipment Enclosure Metal construction



## Specification for Large Sized Venues (Option 2)

Section	Description	Specifications
VC	VC Codec Kit	720p enabled, must be able to upgrade to 1080p60 video resolution Upgradable to 6-way SD multipoint and 4-way in HD H.264 High Profile Must be able to offer Telepresence Interoperability Protocol (TIP) Must support enabling of Microsoft® RTV & CCCP option 12x Zoom camera Microphone Array Remote
	VC Additional Equipment VC Additional Software Back to Back Agreement	Additional Microphone Array  Multiparty License  One Year Back to Back agreement
Source	Wireless Presentation Unit	Wireless Presentation unit - link PC, Mac, Tablet and Smart phone WiFi-Doc and MirrorOp Presenter for iOS/Android 4-to-1 Quadrant Screen projection Support up to 64 logged users Security design: Session Login Code, WEP/WPA key, and GateKeeper WiFi 802.1b/g/n Output Resolution: up till 1080p (1920x1080) Supported OS: Windows, Mac OS, Android, iOS
Audio	Soundbar	Professional type Soundbar - for Audio Reinforcement Digitally Optimized Virtual Surround processing 50 watts peak Frequency Range: 70Hz to 20kHz Soundbar Speakers: Dual 2 x 5" (51 x127mm) HHRT drivers
Display	65 Inch LED Display	Professional Large Format Display - Monitor 16hr daily usage - High duty cycle Type - 120Hz LED BLU Resolution - 1920x1080 (16:9) Brightness(Typ.) - 350nit Contrast Ratio - 5000:1 Viewing Angle(H/V) - 178:178
Trolley	High Quality Mobile Trolley	Dual Screen Mobile TV Trolley with braked wheels Toolless Height adjustable Display mount Aluminium and metal construction Maximum Height of 1860mm
	Equipment Enclosure	Lockable Secure Equipment Enclosure Metal construction

## 15. ANNEXURE C: COSTING MODEL (Template)

The template below must be used to supply a **total costing per item per indicated room per site** as listed in Annexures A and B attached. All fields must be quoted on to qualify for your bid to be evaluated.

### Costing proposal (Template)

<b>SUPPLIED EQUIPMENT AND SERVICES:</b>	<b>COST (INCL VAT)</b>
<b>SERVICES REQUIRED:</b>	
Warranty, Maintenance and Support of hardware	
Maintenance and Support of software supplied	
Training on the use of software and hardware installed	
Support Service fees for the three year contract period	
Installation and Configuration	
VC Additional Software	
Other	
<b>SOFTWARE REQUIRED:</b>	
Software licensing	
Annual Software Assurance	
Multiparty licensing	
Other	
<b>HARDWARE REQUIRED (As per Annexure B: Option 1 or 2):</b>	
VC Codec Kit	
VC Additional Equipment: Microphone Array	
Wireless Presentation Unit	
Audio Soundbar System	
LED Display monitor	
High Quality Mobile Trolley	
Lockable Secure Equipment Enclosure	
Installation and Configuration	
Other	

TOTAL COST (INCL VAT) FOR THE ROOM PER SITE			
	SITE:	OPTION (Refer Annexure A)	PRICE (INCL VAT)
1	Kirstenbosch National Botanical Garden <ul style="list-style-type: none"> <li>• Pearson House</li> <li>• IT Boardroom</li> <li>• Black Harrier Room</li> <li>• Seminar Room, Research Centre</li> <li>• Education Centre</li> <li>• Administration Building</li> </ul>		
2	Pretoria National Botanical Garden <ul style="list-style-type: none"> <li>• Aloe Lodge</li> <li>• Marula Room, Biodiversity Building</li> <li>• Boardroom, First Floor Biodiversity Building</li> <li>• Herbarium Building, Committee Room 1</li> <li>• Education Building</li> </ul>		
3	Walter Sisulu National Botanical Garden <ul style="list-style-type: none"> <li>• Education Centre</li> <li>• Boardroom</li> </ul>		
4	Lowveld National Botanical Garden <ul style="list-style-type: none"> <li>• Education Centre</li> <li>• Boardroom</li> </ul>		
5	Kwa-Zulu Herbarium (Durban) <ul style="list-style-type: none"> <li>• Boardroom</li> </ul>		

6	Kwa-Zulu National Botanical Garden <ul style="list-style-type: none"> <li>• Boardroom</li> </ul>		
7	Karoo Desert National Botanical Garden <ul style="list-style-type: none"> <li>• Boardroom</li> </ul>		
8	Harold Porter National Botanical Garden <ul style="list-style-type: none"> <li>• Boardroom</li> </ul>		
9	Nieuwoudtville National Botanical Garden <ul style="list-style-type: none"> <li>• Boardroom</li> </ul>		
10	Kwelera National Botanical Garden <ul style="list-style-type: none"> <li>• Boardroom</li> </ul>		
<b>TOTAL PRICE (VAT INCL)</b>			