



## **TERMS OF REFERENCE**

### **Appointment of a Service Provider to Supply, Deliver and Install Audio-Visual Equipment for the CBE**



## **1. Background to the CBE**

The Council for the Built Environment (CBE) is a statutory body established under the Council for the Built Environment Act (no. 43 of 2000). It is an overarching body that coordinates the six Professional Councils (Architecture, Engineering, Landscape Architecture, Project and Construction Management, Property Valuation and Quantity Surveying – all operating within the Built Environment) for the purpose of promoting good conduct within the Profession, transforming the professions and advising Government on issues relating to the Built Environment. The CBE is a schedule 3(a) public entity and is subject to compliance with the Public Finance Management Act (PFMA) Act No. 29 of 1999 and Treasury regulations.

## **2. Background to the Assignment**

CBE has identified a need to source audio-visual equipment for its boardroom and canteen facilities and Reception area in order to improve the quality of sound, with a modern system to ensure crystal clear, thus ensuring the best possible listening experience.

## **3. Objective of the assignment**

The objective of the assignment is to procure audio equipment for boardroom, given that most of the communication at board meetings is still predominately verbal. It is vital that all present are able to hear a speaker's words clearly. However, for the benefit of those with normal hearing, a system of microphones and suitably positioned speakers provides an effective means to ensure that the proceedings of the meeting can be heard clearly from any position within the room. This request will also require the installation of three TV's ( in two canteens and one at the Reception area).



#### 4. Scope of work and project deliverables

The CBE invites proposals from suitable service providers to supply and install the following equipment:

DESCRIPTION	CATEGORY	QUANTITY
8" speakers	PA System	4
T8 wall brackets	PA System	4
DN300Z multi-media player	PA System	1
Allen & Heath QU24C 24CH Digital Mixer	PA System	1
Ewic ES3M XLR in-line Connection - Male	Microphones	21
SRK8 5U 19" Rack with Casters	Microphones	1
DSPPA Dynamic Desktop Microphones with 6,3mm Phone Jack	Microphones	21
DH268 ultra-portable projector 1080P 3500LUM 15:000:1	Projector	2
120" 16:9 Ratio CNV series motorized white screen with IR	Motorized White Screen (Projector)	2
UA 32N5300 LED TV Smart (32 inch)	Smart TV	3

**Table 4.1**

Items	Scope of work	Deliverables
	Supply, Deliver and Install Audio-visual Equipment <ul style="list-style-type: none"> <li>• <b>PA System</b></li> <li>• <b>Boardroom Microphone</b></li> <li>• <b>Projector</b></li> <li>• <b>Smart TV</b></li> <li>• <b>Projection screen</b></li> </ul>	<ul style="list-style-type: none"> <li>• Proposal Document</li> <li>• Warrant/guarantee documentation</li> <li>• Brochure of the equipment</li> </ul>

**Table 4.2**

#### 5. Evaluation Process:

The following evaluation process shall be followed:

##### 5.1 Basic Compliance:

- Potential service providers must ensure that they are registered on the National Treasury Central Supplier Database (CSD). The CSD registration report must be submitted: This proposal will not be awarded to any bidder who is not

registered on the CSD, whose tax matters are not in order and is a restricted supplier.



## 5.2 Evaluation Phases:

- Phase 1: Technical Specification and Functionality Evaluation

The service provider's proposal will be evaluated against the set criteria indicated under paragraph 5.3 below. A form will be used which will reflect the name of the service provider, the different criteria, with space provided to record the points awarded and motivation for points awarded. The allocation of points will not be effected on a basis of consensus.

The following scoring matrix will be used:

Very poor	Poor	Fair	Good	Very good	Excellent
0	1	2	3	4	5

The following formula will be used to convert the points scored against the weight:

$$P_s = \left( \frac{S_o}{M_s} \right) \times 100$$

Where:

Ps = Percentage scored for functionality by proposal under consideration  
So = Total score of proposal under consideration  
Ms = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of 70% in order to proceed to Phase 2.

- Phase 2: Calculation of points

Please note for proposals above R30 000 up to R50 Million, CBE evaluates these in terms of the 80/20 preference point system where:





80 points are allocated for price and 20 points are allocated for the service provider's B-BBEE Level of Contribution.

An original or originally certified copy (it must be fresh ink and not a copy) of a correct and valid B-BBEE certificate (only SANAS accredited certificates will be accepted) OR valid original sworn affidavit (whichever is applicable) must be submitted to confirm your B-BBEE status. Failure to submit a correct and valid certificate or sworn affidavit will result in the forfeiture of B-BBEE points (only points for price will be allocated). Any enquiries in respect of B-BBEE Status Level Verification Certificates may be directed to the Department of Trade and Industry (DTI) at 0861 843 384. Bidders must note that sworn affidavits need to adhere to the requirements set out in The Broad Based Black Economic Empowerment Practice Guide 1 of 2018, Determining the validity of a Broad-based Black Economic Empowerment verification certificate, B-BBEE certificate and sworn affidavit, paragraph 17. (Please ensure that your sworn affidavit complies with the requirements set out under this paragraph. If one or more requirements are not met, it will render the sworn affidavit invalid. Special note: Bidder must please ensure that sworn affidavits indicate the title of the deponent and the full financial year not only the calendar year.

A due diligence process will be conducted in respect of the top 3 highest scoring bidders. This may include an investigation by the CBE of the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing work load, inspection of the equipment etc. Should negative feedback be obtained from the above exercise that will render the bidder unsuitable to execute this assignment, their proposal will be disregarded at this point.

**Please note that the will be evaluated using the 80/20 preference point system.**

During phase 2, points for price will be calculated for all shortlisted service providers in accordance with the following formula:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

- $P_s$  = Points scored for price of quotation under consideration
- $P_t$  = Rand value of quotation under consideration
- $P_{\min}$  = Rand value of lowest acceptable quotation





		2 = 3 signed referee letters 1 = 1 signed referee letters
<b>Technical Specification and Functionality</b>  The service provider should provide a detailed specification and functionality, capacity and capability of their system including the design and indicate Value Added Services	70	5 = Excellent (Meets and exceeds the expected level in terms of understanding the problem, proposed approach to achieve the end result, and displaying the ability to perform the necessary project administration functions)  4 = Very good (Above average understanding of the technical aspects and proposed solution of the project and displaying the ability to perform the necessary project administration functions)  3 = Good (Satisfactory in terms of understanding the technical requirements and should be adequate to achieve the end result but do not display the ability to perform the necessary project administration functions)  2 = Fair (Compliance with some of the technical and administrative requirements)  1 = Poor (Unacceptable, does not meet set criteria)
<b>Total</b>	100	
<b>Threshold Score</b>	70	

## Costing

Please use the below schedule to populate your pricing:

Description	Costs (VAT inclusive)
Supply, Deliver & Install Audio-Visual Equipment	
PA System	
Projector	
Smart TV	
Projection screen	
Boardroom Microphone	
<b>Total Ceiling Price</b>	



**The CBE will only accept firm prices for the whole duration of the contract period in terms of this proposal. Non-firm prices will not be considered (prices linked to industry price increase or rates of exchange) and such charges must be included in your pricing.**

### **Important Notes**

- I. All Supply Chain Management compliant (required) documents must be completed in full and submitted. These include: SBD 1, 4, 6.1, 8 & 9.
- II. All parties forming a Joint Venture/Consortium for the purpose of this assignment must submit a separate CSD report for each party; and all SBD forms must be completed by each party to the Joint Venture/Consortium and submitted accordingly.
- III. Pricing must be firm over the contract period and inclusive of VAT (if VAT registered).
- IV. The CBE reserves the right to disregard a bidders' quotation should it be found that work was previously undertaken for the entity to which poor performance was noted during the execution of such contract in the last five years.
- V. All eligible service providers to hand deliver their quotations to 169 Corobay Avenue, Corobay Corner (Block A – 2nd Floor), Menlyn, Pretoria and deposit into the bid box, not later than **Wednesday, 26 February 2020 by 11:00AM.**
- VI. It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing date and time of the proposal.
- VII. Quotations received after the closing time and date will not be considered for evaluation.
- VIII. The CBE reserves the right not to award this contract.
- IX. The CBE will enter into a formal contract with the successful bidder.
- X. Any change of information provided in the bid document that may affect service delivery by the successful bidder must be brought to CBE's attention as soon as possible. Failure to comply may result in the contract being terminated.
- XI. Should the bidder present information intentionally incorrectly/fraudulently, they will be disqualified.
- XII. Although adequate care has been given in the drafting of this document, errors such as those of a typographical nature may occur which the CBE will not be responsible for.
- XIII. It must be noted that payment will be made to the successful bidder upon the satisfactory delivery and installation of the equipment and receipt of an invoice.
- XIV. The invoice will be paid within 30 days of receipt thereof. No deposit and advance payments will be made.







Written enquiries:

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**Approved By:**

**Name:** \_\_\_\_\_

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

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

**Date: 17 February 2020**

