



# **ONDERSTEPSPOORT BIOLOGICAL PRODUCTS**

## **TERMS OF REFERENCE FOR THE PROVISION OF TELE AND VIDEO CONFERENCING SOLUTION**

### **1. BACKGROUND**

Onderstepoort Biological Products (OBP) is a National Public Entity (Schedule 3B) corporatized in 2000 under the Onderstepoort Biological Products Incorporation Act, 1999 \*Act of 1999.

### **2. REQUIREMENT**

Onderstepoort Biological Products requires the services of a supplier with expertise to implement a complete tele and video conferencing solution.

The service provider should be able to provide the following services and competencies, at minimum, to OBP:

#### **A. Requirements**

- i. Supply, mount and commission HD projection monitors for two venues;
- ii. Supply and commission video and teleconferencing fixed equipment for the two venues;
- iii. Provide and commission one portable video conferencing unit for use in offices and other board rooms;
- iv. Provide software based Video Conferencing solution for mobile users (to be licenced for 3 years);
- v. Remount projectors and do the cabling and trunking in two boardrooms;
- vi. Provide training to identified staff (not exceeding 10); and

- vii. Provide support/ maintenance for solution provided. Please note that all supplied hardware should come with a minimum 2-year warranty.

### 3. PREFERENTIAL PROCUREMENT POINTS ALLOCATION

- The PPPFA points to be allocated to this project is

|              |  |
|--------------|--|
| <b>80/20</b> |  |
|--------------|--|

| No | CRITERIA   |
|----|--|
| 1. | Please provide at least two reference letters of audio visual work conducted in the last 3 years.    |
| 2. | The submitted proposed solution must meet <b>ALL</b> the functional requirements as stated in '2 A ' |

### 6. PRICING SCHEDULE

**All pricing should be in Rand and exclusive of VAT**

Provide a complete Price Schedule with detailed breakdown

| numbers | milestone                   | Cost |
|---------|-----------------------------|------|
| 1.      | Initial setup cost          |      |
| 2.      | Monthly cost of maintenance |      |

### 7. ENQUIRIES

Enquiries regarding this Request for Quotation should be submitted via e-mail to [Lungelwa@obpvaccines.co.za](mailto:Lungelwa@obpvaccines.co.za) / [Martin@obpvaccines.co.za](mailto:Martin@obpvaccines.co.za). Such queries must be sent at least **three (3)** working days before the closing date. OBP cannot

guarantee that queries received after that date can be answered before the closing date.

***NB: SHOULD YOU NOT HEAR FROM OBP WITHIN 10 DAYS AFTER THE CLOSING DATE, CONSIDER YOUR APPLICATION UNSUCCESSFUL.***