

Tender T UJ 12/2023: Provisioning and Installation of Audio Visual Equipment in 20 Teaching and Learning Venues on all UJ Campuses

1. PROJECT PROPOSAL

The service provider wishing to submit proposals are required to include proof of documents on the following:

- a. A short profile of the service provider ;
- b. Suitable human resource expertise to undertake a project of this nature
- c. Infrastructural capacity for the project; (provide a list)
- d. Number and equity profile of the project team and their experience;
- e. Project plan showing how the institution will manage the project;
- f. Details of the cost / fee breakdown for the services to be rendered;

2. PROJECT OUTLINE

The Service Provider is to submit a comprehensive project outline with deliverables and milestones for consideration and approval by the UJ

3. PROJECT PLAN

Based on the information provided in this document, the service provider is to submit a project plan with timelines, which the prospective service provider deems suitable for the delivery of the proposed project. UJ will consider and approve of the project plan before commencement of the project.

4. EVALUATION CRITERIA

4.1 Proposals for the appointment of the service provider will be evaluated on functionality, price and BBBEE status in accordance with the Supply Chain Management Procurement policies (Preferential Point System).

4.2 This tender will be evaluated in three (3) stages,

- 1. Stage 1: Administrative Compliance
- 2. Stage 2: Technical / Functionality
- 3. Stage 3: Financial and B-BBEE (80/20)

4.3 Stage 2: Technical / Functionality Criteria

The functionality criteria below will be used to evaluate and rate proposals.

A bidder must provide proof of certification of proposed resources.

	KPA	ELEMENT	WEIGHT	SCORING MATRIX
1	Experience of the firm in implementing and maintaining a comprehensive AVS solution.	Proven experience and expertise in implementing and maintaining a comprehensive AVS solution. Supply proof of signed letters on a letterhead narrating similar work done. The letters should not be older than 5 years.	35	0 = No reference letter provided 5 = 1 reference letter 10 = 2 reference letters 15 = 3 reference letters 20 = 4 reference letters 25 = 5 reference letters 30 = 6 reference letters 35 = 7 reference letters or more
2	Capacity and expertise to implement a comprehensive AVS solution	Capable human resources (5 or more CVs of a suitable qualified team to be part of this project – PM + Resources. CVs should include individual certification and experience of implementing and maintaining AVS solution, as stated below. CV's which do not contain the requirements below, will not be accepted / considered. Project Manager - CV + Project Management Certification, 5 years or more in the AV industry or similar, with the same level of complexity. AV Resources – CV + 1. AVIXA Essentials of AV Technology (GEN111 is mandatory). 2. Introduction to Crestron Systems (Certificate) 3. Certified Audio Technician (preferably from Crestron or any other reputable AV manufacturer). 4. Certified AV Technician (certificate from any reputable AV manufacturer or an AV body e.g., AVIXA, Crestron, Kramer, Extron etc).	35	0 = less than 5 CVs provided 25 = 5 CVs provided with supporting documents with the certificates in AVS industry, listed in the criteria. 30 = 6 CVs provided with supporting documents with the certificates in AVS industry, listed in the criteria 35 = 7 or more CVs provided with supporting documents with the certificates in AVS industry, listed in the criteria.
3	Proposed Project Plan	Including tasks, timeframes, resource allocation and milestones.	30	0 = No plan submitted. 10 = Plan with either tasks or resource allocation. 15 = Plan submitted with all the requirements 20 = Plan submitted with all the requirements and milestones of each phase. 30 = Comprehensive Plan submitted with all the requirements and milestones of each phase with value adds.
Total			100	

A bidder is required to obtain a minimum of 70 points out of 100 points, in order to be evaluated further in terms of stage 3 for financial and B-BBEE.

Should the bid evaluation committee require bidders to present their proposals for clarification purposes, bidders will receive an invitation to present their proposals to the UJ Bid Evaluation Committee.