

## SERVICES REQUISITION FORM

YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,  
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY  
(CATHSSETA)

Date Issued	04 July 2025	RFQ Number	RFQ/COS/013/2025
Closing Date:	09 July 2025	Closing Time:	11H00
DESCRIPTION:	Supply and Installation of Boardroom Audio Vision		

### 1. SCOPE OF WORK

CATHSSETA seeks a qualified supplier to deliver and install UHD 4K IP cameras with built-in microphones and Bose DesignMax surround speakers across three rooms:

#### 1.1 Cameras

Quantity: 3 units.

Type: UHD 4K or better IP-based camera.

#### Requirements:

Integrated high-fidelity microphone.

Gigabit Ethernet interface.

Motion sensitivity / Auto-framing capabilities.

ONVIF or standard video protocol compliant.

Wall or ceiling mountable.

Compatible with Microsoft Teams, Zoom, and other conferencing platforms.

#### 1.2 Surround Speakers

Quantity: 6 units (2 per room).

Brand: Bose DesignMax Series.

**Requirements:**

High-definition audio for voice and multimedia.  
Wall-mounted, suitable for drywall installation.  
Professional-grade finish.  
Optimised for speech reproduction.  
Include wall brackets/mounts.

**1.3 Cabling and Installation**

**Quantity:** Complete concealed cabling for:

- HDMI (where applicable).
- Network (Ethernet).
- Audio and power.

**Installation must ensure:**

All cables are neatly hidden in trunking or behind walls.  
No exposed cables visible in final setup.  
All equipment is professionally mounted and aligned.  
Testing and verification of audio-video functionality post-installation.

**1.4 Delivery Locations:**

Board Boardroom (Head Office).  
Managers' Boardroom (Head Office).  
Training Room (Head Office).

## **2. SPECIFICATIONS**

- 2.1 Cameras must include built-in microphones; external mics not accepted.
- 2.2 Speakers must be Bose DesignMax, no alternates.
- 2.3 Cameras must support Gigabit Ethernet and be IP-based.
- 2.4 Equipment must be brand new and include manufacturer warranties.
- 2.5 Supplier must provide installation services, including mounting and cabling.
- 2.6 Supplier must ensure installation adheres to OHS&A safety standards.
- 2.7 Supplier must provide a minimum 12-month warranty on equipment and installation.
- 2.8 Supplier to issue a post-installation report confirming operational status.
- 2.9 Supplier must provide a brief user guide or demonstration after setup.

## **3. ADMINISTRATIVE REQUIREMENTS**

- 3.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 3.2 Completed and signed SBD4, SBD 6.1.
- 3.3 Valid Tax Compliance Pin issued by SARS.
- 3.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 3.5 All RFQ related responses must include the RFQ number as the subject matter.
- 3.6 Central Supplier Database (CSD) Summary Report.
- 3.7 Company Registration Document (CIPC).

## **4. PRICING AND SPECIFIC GOALS EVALUATION**

- 3.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 3.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

**Postal Address**  
P.O. Box 1329, Rivonia  
2128, South Africa

**Physical Address**  
270 George Road,  
Noordwyk, Midrand, 1687

**Contact**  
**Call Centre:** 0860 100 221  
**Telephone:** 011 217 0600  
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#### **4. RESPONSES/SUBMISSIONS**

E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above and no late responses will be accepted.