



ENVELOPE A – TECHNICAL PROPOSAL

TENDER NO: RFP-ICT-050

**AUDIO & VISUAL INFRASTRUCTURE
UPGRADE 2017**

REQUEST FOR PROPOSAL (RFP) PACK

FOR THE UPGRADE OF AUDIO AND VISUAL INFRASTRUCTURE AT THE
CONFERENCE CENTRE AND BOARDROOMS FOR THE EAST LONDON INDUSTRIAL
ZONE

START DATE: 17th July 2017

CLOSING DATE: 07th August 2017 (12h00)

NAME OF TENDERER: _____

TENDERER'S ADDRESS:

CHECKLIST FOR SUBMISSIONS

ITEM	TICK
Supporting Documentation To Be Submitted	
Original Cancelled Cheque / Bank Stamped Letter	
Accredited Valid Original or Certified B-BBEE Certificate	
Company Profile	
Valid Proof of Office Location	
Proposed Solution	
Assumptions	
Competitor Differentiator	
Engagement Model	
Project Team Skills Matrix and Curriculum Vitae's	
Three Completed Reference Letters (Annexure 8)	
Compulsory Documentation To Be Submitted	
CSD Registration Certificate not older than 10 days from tender closing	
Completed and Signed ELIDZ Procurement Handbook with all relevant supporting documentation (Tax clearance etc.)	
JV Participation Documentation (If applicable)	

Please Note: All the above documents must be submitted with Envelope A - Technical Proposal.

The price schedule and proposed solution costing must be submitted with Envelope B – Financial Proposal.

RFP PACK CONTENTS

1. **Section A:** General Guidelines
2. **Section B:** Requirements Specification
3. **Section C:** Service Level Agreement
4. **Annexure 1:** Current Conference Centre & Venue Images
5. **Annexure 2:** Conference Centre Floor Plans
6. **Annexure 3:** Current Asset or Infrastructure List
7. **Annexure 4:** Bill of Quantities
8. **Annexure 5:** New Technical Venue Designs
9. **Annexure 6:** Remaining Asset or Infrastructure List
10. **Annexure 7:** Procurement Handbook
11. **Annexure 8:** Reference Letter



SECTION A: General Guidelines

FOR THE UPGRADE OF AUDIO AND VISUAL INFRASTRUCTURE AT THE
CONFERENCE CENTRE AND BOARDROOMS FOR THE EAST LONDON INDUSTRIAL
ZONE

1 EVALUATION CRITERIA AND COMMERCIAL EQUITY GOALS

The East London Industrial Development Zone (ELIDZ) supports national transformation goals and strives to target its procurement to create opportunities for Historically Disadvantaged suppliers and service providers. In awarding this tender, preference will be given to companies with a better rating in terms of contributions towards Broad Based Black Economic Empowerment (BBBEE).

The “tender” will be evaluated in accordance with the ELIDZ Procurement Policy using the 80/20 rule i.e. 80 of evaluation points will be based on price competitiveness and 20 will be based on BBBEE status. The following formula is used:

Calculation of the points for Price:

$$Ps = R \times \left[1 - \frac{Pt - Pmin}{Pmin} \right]$$

Where:

Ps = Points scored for price of tender under consideration

R = Percentage of the price

Pt = Rand value of tender under consideration

Pmin = Rand value of lowest acceptable tender

R must be up to a maximum of 80

Score Breakdown:

Price (R) = 80 points

BBBEE = 20 points

A maximum of twenty (20) points will be awarded to a tenderer for achieving BBBEE objectives.

Preference points shall be awarded on the basis of a B-BBBEE verification certificate issued by an accredited Verification Agency.

Tenderers are required to submit a valid original or certified B-BBBEE Certificate. Failure to submit a valid B-BBBEE certificate will result in zero points being awarded for preference.

The following table shall be used to convert the contribution level as per B-BBEE certificate into points.

Table: B-BBEE Points Conversion

Level Contribution	B-BBEE Score	Points Conversion 20
Level 1	>100%	20
Level 2	85~100%	18
Level 3	75~85%	14
Level 4	65~75%	12
Level 5	55~65%	8
Level 6	45~55%	6
Level 7	40~45%	4
Level 8	30~40%	2
Non-Compliant	0~30%	0

Companies with annual turnover less than R10 million (Exempted Micro Enterprises or EME's) are automatically awarded a level 4 contributor status, unless the EME is Black Owned (more than 50% black ownership), in which case the enterprise will have a level 3 contributor status. In awarding the EME status, the ELIDZ shall only accept a letter from an accounting firm or SARS confirming a company's turnover as less than R10m. B-BBEE certificates issued by non-accredited verification agencies will not be accepted as valid proof of a company's B-BBEE status.

No points will be awarded for achieving B-BBEE objectives if the total percentage scored for B-BBEE is less than 30%. All tenders with functionality less than 70% of the total functional requirements will not be considered for the next stage of tender evaluation. Proposals with the total price exceeding the project estimate by 30% will not be considered.

The tender will be awarded to the bid with the highest number of points. A tender may be awarded to a bidder that did not score the highest number of points if reasonable and justifiable grounds exist.

Any contract offered by the ELIDZ will be based on the correctness of information submitted by the service providers. Any misrepresentation of facts by a service provider may lead to disqualification. Should such misrepresentation be uncovered after the commencement of the contracted work, the ELIDZ reserves the right to terminate the contract and recover all payments made to that service provider and any costs that may have been incurred in the process.

ELIDZ reserves the right to have the tenderer's Black Economic Empowerment Credentials verified by an independent agency. (Procurement Handbook – Annexure: 7 must be fully completed and supplementary information may be completed by service providers with a turnover of less than R10m and be accompanied by letter from an accounting firm or SARS confirming the company's turnover is less than R10m).

2 CONDITIONS OF TENDERING

General Conditions

PLEASE NOTE THE FOLLOWING CONDITIONS ARE APPLICABLE TO ALL TENDERS.

- A compulsory briefing session will be held on the 25th July 2017, 10h00 at the East London IDZ Head Office building, auditorium.
- Questions relating to the RFP will be accepted until 16h30 on the 31st July 2017. All questions must be submitted to zandile@elidz.co.za;
- The closing date for this tender is at 12h00 on the 07th August 2017.
- E-mailed, faxed, late, or incomplete proposals will not be considered;
- ELIDZ is not obligated to accept the lowest or any proposal;
- Tender documents are to be securely bound;
- Any expenses incurred by the tenderer in preparing and submitting the proposal will be for the tenderer's account, as the ELIDZ SOC Ltd will not accept any liability in this regard;
- We reserve the right to correct discrepancies and errors as necessary with the consent of the tenderer; however, the value total of the prices shall remain unaltered;
- Proposals which do not comply with the tender conditions or which are incomplete will, as a general rule, not be considered.
- Tenderers must be registered on CSD database from Treasury.

3 SIGNATURES ON TENDERS

All tenders submitted must be signed by that individual, or by someone on his behalf duly authorized hereto and proof of that authority must be attached. All tenders submitted by a company must be signed by a person duly authorized thereto by a resolution of the Board of Directors, a copy of which resolution, duly certified by the Chairman of the company can be submitted with the tender.

If the tender is submitted by a joint venture of more than one person and/or companies and/or firms it shall be accompanied by:

A certified copy of the original document under which the joint venture was constituted. This document must clearly define the conditions under which the joint venture will function, as well as the duration and participation of the several constituent persons and/or companies and/or firms.

A certificate signed by or on behalf of each participating person and/or company and/or firm authorizing the person who signed the tender to do so.

In instances of a joint venture, each participating person and/or company and/or firm must complete and submit Annexure 7 (Procurement Handbook) with the tender together with all profit sharing percentage information. In Bids where consortia/joint venture/ sub-contractors are involved, each party must submit a separate proof of TCS/PIN/CSD number

4 AREA OF SERVICE/POINT OF DELIVERY

The delivery of services will be required at the ELIDZ office, Lower Chester Road, Sunnyridge, East London.

5 SPECIAL CONDITIONS APPLICABLE TO THIS CONTRACT

Tax Requirements

Bidders must ensure compliance with their Tax obligations

Bidders are required to submit their unique personal ID number (PIN) issued by SARS to enable the ELIDZ to view the tax payer's profile and tax status

Application for tax compliance status (TCS) or PIN may also be made via e-filing.

Bidders may also submit a printed TCS together with the bid

In Bids where consortia/joint venture/ sub-contractors are involved, each pay must submit a separate proof of TCS/PIN/CSD number

Where no TCS is available but the bidder is registered on the CSD database, a CSD number must be provided

Service Providers must note the following special conditions of contract will apply to this contract:

Modification of any applicable terms of reference of this contract must be mutually agreed between the parties and reduced to writing.

- VAT: Unless otherwise stated all prices will be inclusive of **Value Added Tax**.
- All services provided must comply and be in accordance with pertinent laws and policies of government.

6 COMPANY PROFILE

A brief company profile is required, to assist ELIDZ in assessing your capabilities, capacity and competitive advantages.

7 INADEQUATE SERVICE LEVELS AND PERFORMANCE

In instances of transgression of a more serious nature, should the ELIDZ during the contract period for any reason regard the Service provider's service levels and performance against this contract as being inadequate or not to the ELIDZ's satisfaction, the details will be reduced to writing, clearly headed "Inadequate performance" and sent to the service provider. In the event that the service provider is unable to remedy the complaints to the ELIDZ's satisfaction within 14 days of such notice of inadequate performance, ELIDZ reserves the right to immediately cancel this contract and recover costs in terms of the Service Agreement. Notice of cancellation shall either be by fax or in writing.

8 SERVICE LEVEL AGREEMENT

The successful tenderer will be required to enter into a written Service level agreement with the ELIDZ which will be based on the draft Agreement set out herein in Section C, which will include Section A and B and include such terms and conditions as Management may require or prescribe to give effect to in terms of its legal obligations.

9 PRICE BASIS

ELIDZ requires the tender price to remain firm for the validity period of ninety (90) days after the closing date of the tender. The tender price shall be in South African Rand.

Where prices are subject to variation it must be noted that no prices are to be revised or invoiced, without prior mutual agreement and official modification of the contract.

10 PAYMENT TERMS

A maximum payment processing period of thirty (30) days will be enforced. The thirty day period is effective from the date a complete claim is received. A complete claim requires the following to be processed:

- Original invoices;
- Original covering letter of approval by the consultant where applicable;
- Original covering letter of approval by the relevant ELIDZ official where applicable.

All information relating to the ELIDZ's customers (and potential customers), systems, operating procedures etc. is confidential and to this end, the successful tenderer will be required to enter into a Confidentiality Agreement with the ELIDZ.

11 SUFFICIENCY OF TENDER

The tenderer shall satisfy itself before tendering, as to the correctness and sufficiency of its tender for the project. The tenderer shall ensure that the rates and prices it has stated in the schedules cover all the obligations included in the tender and sufficient for the proper completion of the project.

12 TENDERER'S CONDITION

All tenderer's shall be deemed to have waived, renounced and abandoned any terms and conditions printed or written upon any stationery used by the tenderer for the purpose of, or in connection with the submission of this tender.

All tenderers shall be deemed to have waived, renounced and abandoned any terms and conditions printed or written upon any stationery used by the tenderer for the purpose of, or in connection with the submission of this tender. In the event that the successful Bidder has been awarded the contract with value above

R 2 000 000.00 for the same goods/services on a consecutive basis, the successful Bidder will be required to submit a Supplier development plan for SMMEs to be agreed with the ELIDZ.

13 DISQUALIFICATION

Respondents are advised that should there be any contact with ELIDZ staff and the Adjudication Team which could in any way be seen or deemed to constitute a conflict of interest, bribe or otherwise influence the process and the outcome thereof, will result in immediate disqualification.

It must be stressed that any queries relating to this tender must be in writing and within the period of one week from the date of the briefing session, and must be addressed to the Project Manager only. Respondents are not to communicate in any manner or form whatsoever with members of ELIDZ personnel about the RFP until the winning service provider has been selected and such selection has been formally communicated to the public. Any such communications by Respondents with ELIDZ personnel or with persons other than the Project Manager may prejudice a Respondent, and may lead to disqualification from consideration for selection. The ELIDZ cannot accept responsibility for the accuracy of any information obtained outside the formal communication process as stipulated.

Any misrepresentation, in particular as it relates to the truthfulness of involvement of HDI's at both ownership level, management and operational level will also result in immediate disqualification.

14 ACCEPTANCE OF TENDER IN WHOLE OR IN PART

The ELIDZ reserves the right to accept the complete tender as submitted by the tenderer or alternatively, to accept only specific "areas of work" (or parts of "areas of work") of the tender as it sees fit.

Accordingly tenderer's are advised to ensure that all prices submitted against each "area of work" are sufficient to cover the tenderer's entire obligation as defined in these documents, required to provide each specific "area of work".

15 SUPPORTING DOCUMENTATION TO BE SUBMITTED

- Original Cancelled Cheque / Bank Stamped Letter
- Accredited Valid B-BBEE Original or Certified Certificate
- Valid Proof of Office Location
- Proposed Solution
- Assumptions
- Competitor Differentiator
- Engagement Model
- Project Team Skills Matrix and Curriculum Vitae's
- Three Completed Reference Letters (Annexure 8)

16 COMPULSORY DOCUMENTATION TO BE SUBMITTED

The following documentation is considered as compulsory documentation and is required to be submitted with your tender. Failing to submit the compulsory documentation will lead to disqualification due to non-responsiveness.

- Valid Tax Clearance Certificate
- Completed and Signed Procurement Handbook
- JV Participation Documentation (If applicable)

17 METHOD OF SUBMISSION

It will be the responsibility of the tenderer to ensure that the tender reaches the ELIDZ. Proof of posting will not be taken as proof of delivery. **All tender documents submitted are to be securely bound and submitted in duplicate.** Tenderers must submit technical and financial proposals in two separate envelopes clearly marked “Envelope A – Technical Proposal” and “Envelope B – Financial Proposal”. The financial proposal will only be opened should the technical proposal be found to be acceptable.

The tender should be placed in a sealed envelope and deposited by hand in the tender box before the closing date and time of 12h00, 07th August 2017. ELIDZ WILL NOT BE RESPONSIBLE FOR DOCUMENTS PLACED IN AN INCORRECT TENDER BOX.

The tender box will be marked “RFP-ICT-050 Audio & Visual Infrastructure Upgrade 2017” which can be found in the following location:

The ELIDZ, Head Office Reception, Lower Chester Road, Sunnyridge, East London, 5201

Tenders must be marked:

CONFIDENTIAL TENDER

AUDIO & VISUAL INFRASTRUCTURE UPGRADE 2017 (RFP-ICT-050)

For the attention of:

Zandile Mtebele

Supply Chain Officer

The ELIDZ reserves the right:

1. To negotiate with the successful tenderer and/or
2. modify the RFP's goods / service(s) and request Respondents to re-bid on any changes;
3. reject any Proposal which does not conform to instructions and specifications which are detailed herein;
4. disqualify Proposals submitted after the stated submission deadline;
5. disqualify Proposals submitted that do not meet the goods or services specifications;
6. disqualify Proposals submitted that do not meet the necessary functionality where required;
7. not necessarily accept the lowest priced Proposal;
8. reject all Proposals, if it so decides;
9. place an order in connection with this Proposal at any time after the RFP's closing date;
10. award only a portion of the proposed goods / service/s which are reflected in the scope of this RFP;
11. split the award of the order/s between more than one Supplier/Service Provider; or
12. make no award at all;
13. ELIDZ reserves the right not to award business to the highest scoring bidder/s where objective criteria justify the award to another bidder.
14. The ELIDZ does not bind itself to accept your (or any) proposal, nor will it disclose any information regarded as confidential.



SECTION B: Requirements Specification

FOR THE UPGRADE OF AUDIO AND VISUAL INFRASTRUCTURE AT THE
CONFERENCE CENTRE AND BOARDROOMS FOR THE EAST LONDON INDUSTRIAL
ZONE

Table of Contents

1. Introduction	15
2. Scope	17
2.1. The Scope Of This RFP Includes The Following:	17
2.2. The Scope Of This RFP <u>Excludes</u> The Following:	17
3. Considerations	17
3.1. Functionality Evaluation Matrix	17
3.2. Financial Considerations	19
3.3. Time Constraints	19
3.4. Area of Service & Facilities	19
4. Detailed Requirements	20
4.1. Existing Environment Details	20
4.2. Existing Issues	22
4.3. Proposed Solution	23
4.4. Maintenance & Support	38
4.5. Proactive AV Health Checks	38
4.6. Fault Logging & On-site Support	39
4.7. Skills Transfer, Processes & Documentation	39
4.8. Project Management	39
4.9. Contingency	40
4.10. Damage to Facilities	40
5. Response Format	41
5.1. Company Profile	41
5.2. Proposed Solution	41
5.3. Assumptions	41
5.4. Competitor Differentiator	41
5.5. Implementation Methodology	41
5.6. Service Provider Skills Competency	42
5.7. References	42
6. Conclusion	42

1. Introduction

The ELIDZ is a Greenfield development project that is part of a sub-regional economic growth and employment creation initiative driven by the government's micro-economic reform strategy, as implemented by the South African Department of Trade and Industry. Over 400 hectares of prime land has been transformed into a world-class industrial location.

The ELIDZ is the operator of the zone, an entity that exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services.

The ELIDZ is a prime industrial park in South Africa. It is perfectly positioned for light industry manufacturers that are investing from R10 million (+/- \$1.2 million) upwards. The zone is specially developed for growth-oriented manufacturers in search of ultimate global competitiveness. The zone focuses on streamlining business operations and engineering operational efficiencies for located industries.

The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets. The zone is situated on the Buffalo City's West Bank, adjacent to the existing East London port. The ELIDZ includes a Customs Control Area to allow for a duty-free importation of manufacturing inputs utilized in the production of export products as well as providing access to a variety of general sector-specific industrial investment incentives.

The zone has six individually fenced sub-zones, each designed to serve specific manufacturing needs. It is characterised by excellent internal roads and a newly built dual carriageway designed to carry both light and heavy vehicles including 22m-long interlines.

Boasting 150 fully serviced sites with access to all utilities including the highest calibre ICT infrastructure and systems and all are within close proximity to key transport networks. The ELIDZ is on a mission and has already succeeded in establishing local and global export-oriented industries within the zone.

The ELIDZ offers complete solutions and streamlined business activity for companies doing business in a number of sectors. These include:

- Automotive
- ICT and Electronics
- Agro-processing
- Pharmaceuticals
- Energy and Advanced Manufacturing
- Marine Aqua-culture
- Business Process Outsourcing and Offshoring
- Logistics
- General Manufacturing

ELIDZ Forming Part of the New Special Economic Zone Programme

The ELIDZ is an initiative under the South African Government's Special Economic Zones (SEZ) Programme.

SEZ's are geographically designated areas of a country set aside for specifically targeted economic activities, supported through special arrangements (that may include laws) and systems.

SEZ's are designed to be conduits for the creation of an appropriate environment for foreign direct and domestic investment and the development of strategic industrial capabilities. Companies that locate in the SEZ have access the following incentives:

- VAT and customs relief, if located within a CCA;
- Employment tax incentive;
- Reduced corporate income tax rate;
- Accelerated depreciation.

2. Scope

2.1. The Scope Of This RFP Includes The Following:

The ELIDZ would like to appoint a service provider to implement an audio, visual, and related infrastructure upgrade at our conference centre and boardrooms with maintenance and support for a three year period ending on the 30 November 2020.

A detailed scope of work is provided in Section B, point 4.

Travel and accommodation costs need to be included where applicable.

2.2. The Scope Of This RFP Excludes The Following:

The following is excluded:

- HPE hardware maintenance for the Tripleplay Play server;
- All projector bulbs and remote batteries.

3. Considerations

3.1. Functionality Evaluation Matrix

Failure to comply with the requirements as set out in Section B, point 4; would impact on the evaluation scoring of the submission.

All tenders with functionality less than 70% of the total functional requirements will not be considered for the next stage of tender evaluation.

The following table will be used to guide the evaluation committee and score each submission:

Evaluation Areas	Evaluation Criteria	Total Max Points	Item Max Points	Evaluation Description
Local Operational Office	Local Operational Office	10	10	Proof of a local office in BCMM Area provided
			8	Proof of a local office in Eastern Cape Province provided
			5	Proof of local an office in RSA provided
			0	No local office in RSA that is operation
Service Providers Expertise and Resources	Skills Competency	60	60	Relevant project team composition, experience and skills competency information provided
	References	30	30	3 Relevant completed reference letters. The average score of all references will be combined and divided by the total number of references submitted, (See Annexure 8). This combined average score will then be translated to a final score out of 30.

3.2. Financial Considerations

Payment milestones will be attached to the service level agreement.

The total bid price from the service provider for this project can't be exceeded. All services providers need to ensure that the rates and price tendered sufficiently covers the service provider's obligations under this project and will allow for the proper completion of the project.

3.3. Time Constraints

<u>Milestones</u>	<u>Target Date</u>
Advert and Issuing of RFP	: 17 July 2017
Briefing Session	: 10h00, 25 July 2017
Deadline for Questions	: 16h30, 31 July 2017
Response to Questions	: 16h30, 01 August 2017
RFP Submission Due Date	: 12h00, 07 August 2017
Project Completion	: 30 November 2020

The East London Industrial Development Zone would like this project to commence as soon as possible after approval and the signing of the service level agreement.

3.4. Area of Service & Facilities

The delivery of services will be required at the East London IDZ offices, Lower Chester Road, Sunnyridge, East London. We currently have no remote or branch offices.

4. Detailed Requirements

4.1. Existing Environment Details

Venues

The ELIDZ currently has fifteen (15) venues containing Audio & Visual infrastructure listed as follows:

- Conference Centre
 - Open Venue
 - Room 1
 - Room 2
 - Room 3
 - Room 4

- Head Office
 - Auditorium
 - CEO's Boardroom
 - Corporate Affairs Boardroom
 - Executive Boardroom
 - Finance Boardroom
 - ICT Meeting Room

- Zone 1A, Operations
 - Operations 1 Ground Floor Boardroom
 - Operations 1 First Floor Boardroom
 - Operations 2 Ground Floor Boardroom

- Zone 1 C
 - Block K Boardroom
 - Block C Conference Room

Conference Centre AMX Configuration

The conference centre AMX automation is configured as follows:

Modes, the venue as an open venue mode as well as a closed venue mode where by the four (4) rooms can be individually controlled.

Open Venue

In open venue mode, the three (3) front projection screens and three (3) front data projectors can be powered on and prepared with the default PC setting from a single touch screen option.

The audio is provided to the entire venue over the speakers in all the rooms from the podium microphone or portable microphones as well as the DVD player or connected laptop.

Lights can be adjusted, high and low for the entire venue. Start presentation option also powers off the lights in front of the projection screens.

Individual, projection screens, data projectors, audio volume and video source can be controlled with options from the touch panel.

In Open Venue mode, room 4 projector and screen remains up and powered off.

Closed Venue

In Closed Venue mode, the projection screen and data projector in each room can be powered on and prepared with the default PC setting from a single touch screen option for each room.

The audio is separately provided to each room over the speakers in the room from the podium microphone as well as the DVD player or connected laptop.

Lights can be adjusted, high and low for individual venues. Start presentation option also powers off the lights in front of the projection screens.

The curtain in room 3 is controlled by a switch mounted on the wall.

Each room has wall mounted controllers which can start and stop presentations, change video source, adjust volume and lights high and low.

Brand or Product Standardization

The ELIDZ has standardized on the following Original Equipment Manufacturer (OEM) brands in its conference and boardroom venues:

- AMX
- Kramer
- Epson
- NEXIA
- Beyer
- APC
- Sonifex
- Tandberg
- Cloud Audio
- Sony
- Bose
- Shure
- Sennheiser
- Tannoy
- TOA

Images, Diagrams and Infrastructure Details

Images and diagrams of the venues are included in Annexure 1 & 2 and a full list of assets or infrastructure has been listed per venue in Annexure 3.

4.2. Existing Issues

The ELIDZ requires the service provider to resolve the following issues within the scope of this project; a detailed solution has been noted in Section B, point 4.3 in relation to the issues raised following the consultation phase of this project:

Conference Centre

- Several issues and service requests have been received by the ICT unit due to the conference venue automation not responding or projecting as required;
- The audio is either too soft or loud, makes metallic sounds or the ceiling vibrates;
- Failed Uninterruptible Power Supply (UPS) in the equipment room in an alarm state;
- Clients struggle with the portable or podium microphones;
- No recording facility and no audio or video outputs for other devices exists;
- The majority of external clients are requesting a digital video input when attending conferences, however only analogue inputs are available.

Boardrooms

- Heat and noise concerns have been reported and noted at the boardrooms in the head office;
- Lack of recording signage in boardrooms at the head office;
- The majority of external clients are requesting a digital video input when attending meetings at the ELIDZ, however only analogue inputs are available;
- Several boardrooms outside of the head office do not conform to a similar standard for projection, input and audio facilities.

4.3. Proposed Solution

The ELIDZ would like to appoint a service provider to implement an audio, visual, and related infrastructure upgrade at our conference centre and boardrooms with maintenance and support for a three year period ending on the 30 November 2020.

The following requirements and activities are further detailed below which are aligned per venue to the Bill of Quantities provided as Annexure 4:

Conference Centre

- **Venue Overview**

The Conference Centre is a multi-purpose venue that is broken into 4 separate venues each operating with their own projection and presentation system. These four venues can be combined into a single venue that will project onto three screens in the front of the venue with the audio being routed to all the speakers giving full coverage over the entire venue. There is a requirement that an AV control area is constructed and located at the back of what is indicated as Room 3. Equipment to be installed in this area will be discussed later in the document.

The venue will be controlled via two touch screens – one wireless and one wired. The wired touch screen will be installed at the AV control area at the rear of Room 3.

There will be 4 button controllers that will be in each of the four rooms controlling only the screen, projector and volume in the individual rooms – the controllers will be deactivated when the venue is in open mode.

- **Presentations**

The current projectors will be retained. These projectors are Epson EB-4550 projectors which are projecting onto the current screens in all four venues. The projectors are 4:3 format XGA projectors. The projectors are currently controlled via RS232 however this should be changed to network control.

When the venue is in open mode the control system needs to allow for the projectors in rooms 1, 2 and 3 to remain on while the projector in room 4 would be off and the screen in room 4 is retracted. The various scenes will be discussed in detail under the control system and panel design.

Connectivity into the projection system will be via podiums in each of the venues and there will be HDMI, VGA, Display Port and audio connectivity to the DM-MD 8x8. The DM-TX-4K-302-C transmitters will be mounted in the podiums. Podiums are to be portable and connect back into the system via a wall interface. All the wall interfaces need to be replaced and re-cabled. This means the number of cables required to be connected to the wall connectors will be reduced to a single Crestron CAT cable for all the computer images and a single cable for the microphones (discussed under audio). When the podiums are moved, they will be unplugged from the walls and removed.

Wall connection points will be wired back to the DM-MD 8x8 and the DSP as per the detailed diagram.

When in open mode only the designated podium point will be live and the others will be inactive.

There must be an allowance made for the laptop point at the AV control desk at the rear of the venue to be activated as an option for presentations to happen from there.

- **Podiums**

The podiums will have a Crestron FT600B desktop cable manager installed with cables for HDMI, VGA and Audio and Display Port. These will feed into the DM-TX-4K-302-C. The CAT 6 Shielded cable will run from the podium to the wall connector.

There will be a podium microphone that will connect to the existing SCM262 in the podium. The SCM262 must be installed in such a way so as to be inaccessible to users. The audio feed from the SCM262 will be connected to the wall connectors.

There will be a power plug from the wall connector connected into the Crestron FT600B in the podium.

No other equipment is required in the podium.

There needs to be a podium in each venue. The podiums need to be moveable and will have a cable cubby with power in each podium.

The podiums need to be designed in such a way as to have a cable rout down the rear which will be accessible from behind the podium.

- **Lighting Control**

The lights are currently controlled via RS232 control, this will be retained. The scenes and lighting design will be discussed under the control system. Lights will only be controlled via the touch panels.

- **Motorised Curtains**

These are controlled via relay pulses. The control of these will be discussed under the control system.

- **Audio**

The ceiling speakers in the current venue will be discontinued and a decision whether they will be removed and the ceiling made good, or whether they will remain in place will be taken later. Speakers will be replaced by Pendant speakers to eliminate the current problem experienced with the rattling of the lights. The drawing will give the layout of the speakers per venue.

These speakers will be used for:

- Background Music
- Speech
- Presentation Sound

Microphones from the podium will be fed back into the DSP using the existing Shure SCM262 mixers. These mixers need to be secured in the podium in such a way as to be inaccessible to the user. Volume control when the venue is in closed mode will be done via either touch panels or by the button controllers in each room. When in open mode the button controllers will be deactivated and volume control will only be via the touch panels.

The DSP connectivity is clearly mapped out in the engineering drawings provided as Annexure 5. Inputs will include the following:

- Laptop Audio
- Podium Microphones
- Wireless Microphones
- AV Control Area – No physical mixing desk is envisaged however 4 inputs into the DSP for extra microphones and 2 outputs for audio feeds from the DSP will need to be provided.

There will be 4 wireless hand held microphones channeled through the DSP. There will be four outputs from the DSP fed into a Soneflex Netlogger. Each channel on the Netlogger will be allocated to an individual room. The Netlogger will be activated by a record button on the touch panel. Once recording is activated a RECORDING sign must light up in the room the recording is happening in. This will be activated by a relay on the Crestron controller, only once RS232 feedback is received from the Netlogger that the recording has started.

There will be 4 outputs from the DSP to amplifiers housed in the racks that will feed all 4 rooms. When the rooms are in open mode all speakers will operate throughout the venue.

- **Control System**

The control system is based on the Crestron CP3 Controller. There will be a wireless touch panel that will be roving and a fixed wired touch panel that will be housed in the control area at the back of room 3. There will be button controls in each room to control only that rooms projector, screen and volume.

Both panels must be linked so that if a option is selected on the one it is reflected on the other. However, there should also be a option on the wired touch panel at the AV control area that deactivates the wireless touch panel as well as all the button controllers.

Two main scenes need to be programmed for the Conference Centre:

1. **Scene One** will be all rooms closed. When these rooms are closed. Projectors and audio will operate independently in each room. The touch screen in the AV control area and the wireless touch screen must duplicate each other. The following needs to be programmed:
 - RM 1 to RM 4. Single page for each room
 - Presentation start option. This will activate the projector and bring the screens down for the presentation
 - There needs to be an option in room 3 to have the presentation sent from the control area. When activated the podium point at the front of the room will be deactivated but the microphone must still be active
 - Volume control will be allowed from each independent room
 - The wall mounted button controllers will control volume, projector on off and screen up down. Volume on the button controls must have parameters of 30% to 80% volume

- The button controller in room 3 will not have the option of selecting the presentation from the control area input – this must only be available from the touch panels
- Lighting in each room will be controlled via the button controls or touch panels. When in presentation mode the lighting needs to dim to an acceptable level for presentations. If another lighting scene is required this will need to be changed via a pre-set at the button controls. If a lighting scene falls out of this range this will need to be changed via the touch panel. Once the projector is switched off all lights should return automatically to all on
- Curtains in room 3 will be controlled via touch panels only
- There needs to be an option to activate the Netloggers recording. True RS232 feedback to be used for recording light status.

2. Scene Two will be the open venue. When in this mode, the following needs to be programmed:

- RM 4 projector will be set as off. Projector screen will be set as up. No override to this must be included
- RM 1 to RM3 projectors and screens will be activated with a presentation start option, this will start all projectors and drop all screens
- There must be an option to select the podium input point between room 1 and 3 as well as input 5 in the control area depending on the podium point used. This enables laptops to present from any of these areas
- Audio volume in all 4 rooms will be controlled via the touch panels only
- All button controllers will be deactivated
- All lighting scenes will be controlled via the touch panels only
- Curtains will be controlled via the touch panels
- When the venues are in open venue the recording button needs to activate all the recording signs
- There needs to be an option to activate the Netloggers recording. True RS232 feedback to be used for recording light status.

- **AV Control Area in Room 3**

A concealed AV Control area needs to be constructed at the rear of room 3. The final design will need to be negotiated with the ELIDZ. The design should however meet the following basic specifications. (Width 2 meters x Length 3 meters).

There should be a table top of 1 meter width – There should be space for at least two people to be able to be seated next to each other.

There should be a cable route down the rear of the unit that is accessed via a removeable cupboard door.

There should be a raised floor that has a removeable floor for Cable routing.

Cables will need to be routed from the cable cubby – which should have two power points and HDMI DP and VGA connectivity.

There will be inputs and outputs mounted in the table as per the design document.

There needs to be a display connected at the control area that will reflect what is on the main screens.

A 10” wired touch panel will be mounted in this area – this will be programmed with the same program as the wireless touch panel with the exception of a page that needs to be configured to provide for volume control for each room with the ability to configure the EQ in the room.

- **Portable Speakers**

Three powered 15” speakers need to be supplied for use at times when front of house sound is required. These will be mounted on tri pod poles. A line output from the DSP needs to be routed to the power skirting with plug points provided for the speakers. The touch panels need to allow for switching between the pendant speakers and the front of house speakers. It is a requirement that the wired panel at the rear of room 3 is programmed with sound mixing slides to accommodate this solution.

Head Office Boardrooms & Meeting Room

Auditorium

- **Venue Overview**

The auditorium is a dual-purpose venue and can be closed to operate as two rooms and opened to operate as a single venue.

When closed the auditorium becomes a boardroom in one section and a meeting room without a table in the other section.

- **Laptop Connectivity**

The current pop up in the table will be removed and replaced with a Crestron FT-600B table top cable manager. There will be connectivity via HDMI VGA and Display Port cables into the HD-MD-400 transmitter which will connect via CAT 6 Shielded cable to the HD-MD-400 receiver. This will connect to the projector via a HDMI Fly Lead. An under-table cable management box in black melamine with access to the cables via a door, needs to be designed for this table to hide cable runs.

The Auditorium will have connectivity through a connection on the wall as the floor box is too small to accommodate the multiple HDMI, DP VGA connections.

- **Audio Connectivity**

The current audio in this venue will be retained and volume control will be via the touch panel.

Keep in mind that the room needs to split into two section which means audio routing through the DSP is required as well as control via the control systems.

- **Recording**

The current Soniflex Netlogger will be moved to the Head Office Data Centre and audio signals from the microphones will be routed via the Tesira EX-IN over the network to the Netlogger.

Two recording status lights will be implemented in the boardroom and Auditorium sections.

- **Control**

For the boardroom section the touch panel will be replaced with a 10" wired panel. For the Auditorium section a wall mounted touch panel wall will be implemented. The control will be through a single Crestron CP3 that will be housed in the Head Office Data Centre.

The following control will need to be programmed for each of the rooms:

- Presentation start option. This will activate the projector and bring the screen down for the presentation, lower the projector and set the lights for presentation
- Projector On\Off
- Projector Screen Up\Down
- Projector Lift Up\Down
- Volume Up\Down
- Recording On\Off

- Lights High\Medium\Off & Present

- **Projector**

The two projectors will be replaced with Epson EB- 2140W - they will be controlled via the network. The projector lifts will be controlled via the video receiver's relay ports.

Auditorium section input still to be decided on, space restrictions in floor box for the video transmitter. It is however envisioned that the input will be on the wall rather than the floor box.

CEO Boardroom

- **Laptop Connectivity**

The current pop ups in the table will be removed and replaced with a Crestron FT-600B table top cable manager. There will be connectivity via HDMI VGA and Display Port cables into the HD-MD-400 transmitter which will connect via CAT 6 Shielded cable to the HD-MD-400 receiver. This will connect to the new Samsung 65" LED screen via a HDMI Fly Lead. An under-table cable management box in black melamine with access to the cables via a door, needs to be designed for this table to hide cable runs.

- **Recording**

The current Soniflex Netlogger will be moved to the Head Office Data Centre and audio signals from the microphones will be routed via the Tesira EX-IN over the network to the Netlogger.

A recording status light will be implemented in the boardroom.

- **Control**

The touch panel will be replaced with a 10" wired touch panel which shall be wall mounted. The control will be through a single Crestron CP3 that will be housed in the Head Office Data Centre.

The following control will need to be programmed for this venue:

- Presentation start option. This will activate the LED screen and set the lights for presentation
- LED Screen On\Off
- Volume Up\Down
- Recording On\Off
- Lights High\Medium\Off & Present

- **Sound**

The amplifier will be replaced with a 100v line unit that develops less heat. It needs to be noted that the speakers currently operate on low impedance and will need to be re tapped to accept 100v line input.

- **Projector \ Touch Screen**

The projector will be replaced with a Samsung 65" Touch screen this will be controlled via the network. There will be a USB camera mounted on the top of the screen with a USB cable run back to the FT600B for connection into a laptop to allow for Skype for Business calls. Note the USB cable will need to be transmitted over CAT cable because of the distance.

Corporate Affairs Boardroom

- **Laptop Connectivity**

The current pop ups in the table will be removed and replaced with a Crestron FT600B table top cable manager. There will be connectivity via HDMI VGA and Display Port cables into the HD-MD-400 transmitter which will connect via CAT 6 Shielded cable to the HD-MD-400 receiver. This will connect to the projector via a HDMI Fly Lead. An under-table cable management box in black melamine with access to the cables via a door, needs to be designed for this table to hide cable runs.

- **Recording**

The current Soniflex Netlogger will be moved to the Head Office Data Centre and audio signals from the microphones will be routed via the Tesira EX-IN over the network to the Netlogger.

When the venue is in record mode then the existing recording signage will be activated at the front of the venue and a new sign will be added at the back of the venue concurrently.

- **Control**

The touch panel will be replaced with a 10" wired touch panel which shall be wall mounted. The control will be through a single Crestron CP3 that will be housed in the Head Office Data Centre.

The following control will need to be programmed for this venue:

- Presentation start option. This will activate the projector and bring the screen down for the presentation and set the lights for presentation
- Projector On\Off
- Projector Screen Up\Down

- Volume Up\Down
 - Recording On\Off
 - Lights High\Medium\Off & Present
- **Sound**

The amplifier will be replaced with a 100v line unit that develops less heat. It needs to be noted that the speakers currently operate on low impedance and will need to be re tapped to accept 100v line input.
- **Projector**

The projector will be replaced with an Epson EB- 2140W this will be controlled via the network.

Executive Boardroom

- **Laptop Connectivity**

The current two pop ups in the table will be removed and replaced with a Crestron FT-600B table top cable manager. There will be connectivity via HDMI VGA and Display Port cables into the HD-MD-400 transmitter which will connect via CAT 6 Shielded cable to the HD-MD-400 receiver. This will connect to the projector via a HDMI Fly Lead. The video signals will be routed through a DM-6x4 matrix switcher. An under-table cable management box in black melamine with access to the cables via a door, needs to be designed for this table to hide cable runs.
- **Recording**

The current Soniflex Netlogger will stay in place. A recording status light will need to be implemented in the boardroom.
- **Control**

The touch panel will be replaced with a 10" wired touch panel with table docking station. The control will be through a Crestron CP3 that will be housed locally in the Executive Boardroom rack.

The following control will need to be programmed for this venue:

- Presentation start option. This will activate the projector and bring the screen down for the presentation and lower the project and set the lights for presentation
- Projector On\Off
- Projector Lift Up\Down

- Projector Screen Up\Down
 - Input Source 1\2
 - Volume Up\Down
 - Recording On\Off
 - Lights High\Medium\Off & Present
- **Sound**

The sound in this room will remain as it is currently configured. Voice lifting is currently implemented and needs to be maintained.
- **Projector**

The projector will be replaced with an Epson EB- 2140W this will be controlled via the network.

Finance Boardroom

- **Laptop Connectivity**

The current pop up in the table will be removed and replaced with a Crestron FT-600B table top cable manager. There will be connectivity via HDMI VGA and Display Port cables into the HD-MD-400 transmitter which will connect via CAT 6 Shielded cable to the HD-MD-400 receiver. This will connect to the projector via a HDMI Fly Lead. An under-table cable management box in black melamine with access to the cables via a door, needs to be designed for this table to hide cable runs.
- **Recording**

The current Soniflex Netlogger will be moved to the Head Office Data Centre and audio signals from the microphones will be routed via the Tesira EX-IN over the network to the Netlogger. A recording status light will need to be implemented in the boardroom.
- **Control**

The touch panel will be replaced with a 10" wired touch panel which shall be wall mounted. The control will be through a single Crestron CP3 that will be housed in the Head Office Data Centre.

The following control will need to be programmed for this venue:

- Presentation start option. This will activate the projector and bring the screen down for the presentation and set the lights for presentation
- Projector On\Off
- Projector Screen Up\Down

- Volume Up\Down
 - Recording On\Off
 - Lights High\Medium\Off & Present
- **Sound**

The amplifier will be replaced with a 100v line unit that develops less heat. It needs to be noted that the speakers currently operate on low impedance and will need to be re-tapped to accept 100v line input.
- **Projector**

The projector will be replaced with an Epson EB- 2140W this will be controlled via the network.
- **General**

There is a global touch panel that can control all Head Office Boardrooms. This needs to be replaced and programmed accordingly. The programming of this touch panel is a combination of each of the boardrooms.

Existing Global Control functionality from iPad must also be retained.

ICT Meeting Room

- **Crestron Mercury**

A Crestron Mercury Skype for Business conference unit will be installed into this venue and integrated into the current AV equipment available.

General Boardrooms & Conference Venue

Zone 1A Operations 1 Ground Floor Boardroom

- **Laptop Connectivity**

A new pop up for the boardroom table will be installed with a Crestron FT-600B table top cable manager. There will be connectivity via HDMI VGA and Display Port cables into the HD-MD-400 transmitter which will connect via CAT 6 Shielded cable to the HD-MD-400 receiver. This will connect to the projector via a HDMI Fly Lead. An under-table cable management box in black melamine with access to the cables via a door, needs to be designed for this table to hide cable runs.

- **Control**
No Control.
- **Sound**
Powered wall mount speakers to be installed in the venue. Sound will be routed through the HD 400 at the projector.
- **Projector**
The projector will be replaced with and Epson EB- 2140W.

Zone 1A Operations 1 First Floor Boardroom

- **Laptop Connectivity**
A new pop up for the boardroom table will be installed with a Crestron FT-600B table top cable manager. There will be connectivity via HDMI VGA and Display Port cables into the HD-MD-400 transmitter which will connect via CAT 6 Shielded cable to the HD-MD-400 receiver. This will connect to the projector via a HDMI Fly Lead. An under-table cable management box in black melamine with access to the cables via a door, needs to be designed for this table to hide cable runs.
- **Control**
No Control.
- **Sound**
Powered wall mount speakers to be installed in the venue. Sound will be routed through the HD 400 at the projector.
- **Projector**
The projector will be replaced with and Epson EB- 2140W.

Zone 1A Operations 2 Ground Floor Boardroom

- **Laptop Connectivity**

A new pop up for the boardroom table will be installed with a Crestron FT-600B table top cable manager. There will be connectivity via HDMI VGA and Display Port cables into the HD-MD-400 transmitter which will connect via CAT 6 Shielded cable to the HD-MD-400 receiver. This will connect to the projector via a HDMI Fly Lead. An under-table cable management box in black melamine with access to the cables via a door, needs to be designed for this table to hide cable runs.

- **Control**

No Control.

- **Sound**

Powered wall mount speakers to be installed in the venue. Sound will be routed through the HD 400 at the projector.

- **Projector**

The projector will be replaced with and Epson EB- 2140W.

Zone 1C Block K Boardroom

- **Laptop Connectivity**

A new pop up for the boardroom table will be installed with a Crestron FT-600B table top cable manager. There will be connectivity via HDMI VGA and Display Port cables into the HD-MD-400 transmitter which will connect via CAT 6 Shielded cable to the HD-MD-400 receiver. This will connect to the projector via a HDMI Fly Lead. An under-table cable management box in black melamine with access to the cables via a door, needs to be designed for this table to hide cable runs.

- **Control**

No Control.

- **Sound**

Existing powered wall mount speakers to be replaced in the venue. Sound will be routed through the HD 400 at the projector.

- **Projector**

The projector will be replaced with an Epson EB- 2140W.

Zone 1C Block C Conference Room

- **Podium**

There needs to be a podium provided for this venue. The podium needs to be moveable and will have a cable cubby with power.

The podium needs to be designed in such a way as to have a cable route down the rear which will be accessible from behind the podium.

Service Provider to provide a robust form of connection between the podium and the wall that would provide power and DiGi CAT to the podium.

For Power:

- A five meter kettle cord
- Kettle cord needs to be plugged into a suitable socket built into the podium

For DiGi CAT:

A five meter Cat 6 fly lead.

- Cable will need to plug into a suitable point on the wall as well as on the podium.
- These points need to be of a robust nature

- **Control**

No Control.

- **Sound**

Powered wall mount speakers to be installed in the venue. Sound will be routed through the HD 400 at the projector.

- **Projector**

The projector will be replaced with an Epson EB- 2140W.

4.4. Maintenance & Support

Appointed service providers are required to provide Next Business Day, On-site, Call to Repair service for the period up to and not exceeding 30 November 2020 for the infrastructure supplied under this project as well for the remaining Audio and Visual related infrastructure provided in Annexure 6.

All firmware, software and operating systems relating to the infrastructure detailed in Section B, point 4, needs to be updated by an adequately qualified engineer biannually or whenever an OEM releases a critical update.

All projector bulbs and remote batteries are excluded and to be treated as consumables for the cost of the East London IDZ. However portable panel and any other batteries within the defined infrastructure need to be included. Any damage caused by expanding or leaking batteries needs to be included by the service provider.

All power supply units for the defined infrastructure needs to be included unless user related damage is proven.

Boardroom table pop ups with components need to be included unless user related damage is proven.

Ad-hoc audio and video fixed infrastructure cabling repairs need to be included unless user related damage is proven. This excludes all pre-molded detachable cabling.

Maintenance and support to be included for the listed Tripleplay server IPTV interface card, encoder cards with software assurance. Related HPE server hardware maintenance to be excluded.

4.5. Proactive AV Health Checks

Monthly scheduled AV health reviews are to be conducted by the service provider and results included in the monthly project report presented to the East London IDZ. This review will include the following functional areas:

- Control System
- Video System
- Audio System
- Digital Signage
- Netloggers
- PA System (Head Office)

The East London IDZ currently has 15 venues which need to be reviewed onsite each month.

The health status of the infrastructure will then be included in the next monthly report. Once the Crestron management software (Fusion), has been implemented, the reporting and health reviews will need be to be realigned.

4.6. Fault Logging & On-site Support

The following information and support needs to be provided by the service provider:

- A single call center needs to handle all faults or calls logged relating to this project. Contact details will need to be provided to the East London IDZ.
- On receipt of the fault with relevant information, the successful service provider must provide a unique fault reference number to the East London IDZ.
- It is expected that either the service provider or the OEM will provide adequately qualified on-site personnel for the duration of the call.

4.7. Skills Transfer, Processes & Documentation

It is expected that the service provider will transfer the necessary skills to the project team after implementation and at the end of the project in order to ensure continuity.

Detailed project documentation and designs needs to be provided to the ELIDZ in the original editable version and PDF version at the end of the implementation period.

The service provider is required to adhere to any internal processes and procedures the East London IDZ approves. Planning should be in conjunction with the operational requirements of the ELIDZ. Service providers need to allow for a portion of the implementation to be completed outside of normal business hours.

4.8. Project Management

The following minimum project management deliverables are required as part of this project:

- Project Initiation Document
- Project Kick-off Meeting
- Monthly Project Report Presented to the Project Team with Minutes
- Risk & Issue Register
- Project Close-out Report

The duration of this project will be +- 36 months.

4.9. Contingency

An amount of R 115 000, 00 has been included in the price schedule as a contingency.

If required, this amount will be allocated and spent upon approval of the ELIDZ.

4.10. Damage to Facilities

Any damage caused during the implementation shall be repaired by the service provider at no cost to the ELIDZ.

5. Response Format

5.1. Company Profile

- Provide an overview of your company profile.
- Provide information on your operation office locations. Do you have local offices in the BCMM Area \ Eastern Cape Province \ National or International?
- Service providers are required to provide a Municipal Clearance Certificate, Utility Account or Lease Agreement registered in the company's name.

5.2. Proposed Solution

Describe your proposed solution or methodology of services that will be provided in detail in response to the detailed requirements as per Section B, point 4. This is an essential part of your response and it will form part of the service level agreement.

5.3. Assumptions

Provide a detailed list of all assumptions relating Section B, point 4 (Detailed Requirements), if any. If you have no assumptions, please indicate this in your response.

5.4. Competitor Differentiator

Provide a detailed list of unique features or benefits that will set your company apart of other competitors in relation to the required solution detailed in Section B, point 4 (Detailed Requirements), if any. If you have no competitor differentiators, please indicate this in your response.

5.5. Implementation Methodology

Describe the proposed methodology with reference to this tender. Please provide the following:

- Engagement Structure
- Implementation Methodology, for example, ITIL, Prince 2

5.6. Service Provider Skills Competency

Provide a detailed list of personnel whom will form the team for this project, listing similar projects completed by each team member, their relevant skills \ qualifications and years of work experience relevant to this project in the form of a summary. Include curriculum vitae's of the personnel in the project team.

5.7. References

- Provide a minimum of three (3) relevant completed reference letters, stamped, signed and dated;
- Reference letter template is attached as Annexure 8;
- Provide details of the relevant services offered to these references, establishing a track record as well as provide contactable references at these sites \ clients.

6. Conclusion

This document seeks to provide comprehensive information for the purposes of supporting the proposal of a solution that meets the requirements of the ELIDZ.

The information provided herein has been done so in partnership with the relevant business units of the ELIDZ in order to describe necessary requirements.

Please forward any queries to Ms. Zandile Mtebele at the following contact details:

Tel: (043) 702 8200

Fax: (043) 702 8251

Zandile@elidz.co.za



SECTION C: Service Level Agreement

FOR THE UPGRADE OF AUDIO AND VISUAL INFRASTRUCTURE AT THE
CONFERENCE CENTRE AND BOARDROOMS FOR THE EAST LONDON INDUSTRIAL
ZONE

ORDER NUMBER: _____

CONTRACT ELIDZ: REFERENCE NUMBER

SERVICE LEVEL AGREEMENT

entered into by and between

EAST LONDON INDUSTRIAL DEVELOPMENT ZONE SOC LTD

Registration No. 2003/012647/30

("The Client")

and

FULL NAME OF SERVICE PROVIDER

Registration No. _____

(The "Service Provider")

(Collectively referred to as "the parties")

for

NAME OF PROJECT

INDEX

1. INTRODUCTION AND PURPOSE
2. DEFINITIONS AND INTERPRETATION
3. APPOINTMENT
4. PROVISION OF SERVICES
5. UNDERTAKINGS BY THE SERVICE PROVIDER
6. DELIVERY
7. TIMING
8. OBSERVANCE OF QUALITY AND SERVICES
9. REPORT BACK MEETINGS
10. BY-LAWS AND REGULATIONS
11. PAYMENT
12. KEY PERSONS
13. INTELLECTUAL PROPERTY, COPYRIGHT AND OWNERSHIP OF DOCUMENTS
14. CONFIDENTIALITY
15. SOLICITING EMPLOYEES
16. FORCE MAJEURE
17. DISPUTES
18. BREACH AND PENALTY
19. TERMINATION
20. SUMMARY TERMINATION
21. WARRANTIES
22. INDEMNITY
23. WHOLE AGREEMENT
24. SEVERABILITY
25. VARIATION, SUSPENSION, DELETION, AMENDMENT, OR MODIFICATION
26. INDULGENCE OR EXTENSION
27. WAIVER
28. SUPERSESSION
29. GOOD FAITH
30. SUBCONTRACTING AND CESSION
31. INDIRECT AND CONSEQUENTIAL DAMAGES
32. PROTECTION OF RIGHTS
33. GOVERNING LAW
34. DOMICILUM CITANDI ET EXECUTANDI
35. SIGNATURES

1. INTRODUCTION AND PURPOSE

- 1.1. The CLIENT requires certain services and the SERVICE PROVIDER is willing to provide such services to the CLIENT.
- 1.2. **The purpose of this Agreement is to regulate the relationship between the CLIENT and the SERVICE PROVIDER** and to ensure that high quality and performance standards are achieved and maintained by the PARTIES.

2. DEFINITIONS AND INTERPRETATION

- 2.1. The headings of the clauses in this Agreement are for the purpose of convenience and reference only and shall not be used in the interpretation of nor modify nor amplify the terms of this Agreement nor any clause hereof.
- 2.2. In this Agreement, unless a contrary intention clearly appears any expression which denotes
 - 2.2.1. one gender includes the other gender
 - 2.2.2. the singular includes the plural and vice versa, and
 - 2.2.3. natural persons includes juristic persons and vice versa.
- 2.3. In this Agreement, unless the context indicates otherwise the following words and expressions will have the meaning assigned to them in this clause:
 - 2.3.1. **"Agreement"** refers to this Agreement and all annexures hereto and any amendments recorded in writing and signed by the parties. The annexures to this Agreement consist of the following:

Section	A	–	Response to Tender including, invitation (not attached)
Section	B	–	Letter of Award (not attached),
Section	C	-	Acceptance of award (not attached),
Annexure	1	–	Scope of work,
Annexure	2	–	Payment Schedule,
 - 2.3.2. **"CLIENT"** refers to the client, being the EAST LONDON INDUSTRIAL DEVELOPMENT ZONE SOC LTD, Registration No. 2003/012647/30;
 - 2.3.3. **"Contract documentation"** refers to contracts documentation, agreements, minutes, drawings, specifications, designs and models, electronic matter in the nature of computer software, programmes, computer data and other matter and information relating to this Agreement, provided by the SERVICE PROVIDER to the CLIENT in terms of the services rendered in this Agreement;
 - 2.3.4. **"key persons"** refers to employees, agents or representatives of the SERVICE PROVIDER whose contribution is, in terms of this Agreement, agreed to be critical to the compliance of the SERVICE PROVIDER'S obligations in terms of this Agreement;
 - 2.3.5. **"prime rate"** refers to the variable interest rate as charged and calculated by the Client's Bankers from time to time to it;
 - 2.3.6. **"professional service provider"** refers to service providers whose services are generally considered to be professional in their nature and are overseen by a supervisory Body recognised in terms of the South African Law;
 - 2.3.7. **"professional indemnity"** refers to the professional indemnity, detailing the required level of Professional Indemnity Insurance in respect of the obligations of the SERVICE PROVIDER insofar as these are applicable as set out by the standards of the particular consultancy industry;
 - 2.3.8. **"quality and performance standards"** refers to service levels and conditions agreed to between the parties in terms of this, legal requirements promulgated from time to time and industry standards as practiced or observed in the various service industries involved;
 - 2.3.9. **"services"** refers to the services that the SERVICE PROVIDER has undertaken to provide in terms of this Agreement and in particular the services as listed in **ANNEXURE 1**;
 - 2.3.10. **"SERVICE PROVIDER"** refers to **FULL NAME OF SERVICE PROVIDER**, Registration Number: _____, a _____ duly registered and/or incorporated according to the laws of the Republic of South Africa and having its principal place of business in _____;
 - 2.3.11. **"SHE"** refers to safety, health and environment,

- 2.3.12. "signature date" refers to the date of signature of this Agreement and, if signed on different dates, the later of the two dates.
- 2.4. Any reference to an enactment is to that enactment as at the date of signature hereof and as amended or re-enacted from time to time.
- 2.5. If any provision in a definition is a substantive provision conferring rights or imposing obligations on any party, notwithstanding that it is only in the definition clause, effect shall be given to it as if it were a substantive provision in the body of the Agreement.
- 2.6. When any number of days is prescribed in this Agreement, same shall be reckoned exclusively of the first and inclusively of the last day unless the last day falls on a Saturday, Sunday or public holiday, in which case the last day shall be the next succeeding day which is not a Saturday, Sunday or public holiday.
- 2.7. Where figures are referred to in numerals and in words, if there is any conflict between the two, the words shall prevail.
- 2.8. Expressions defined in this Agreement shall bear the same meanings in schedules or annexures to this Agreement which do not themselves contain their own definitions.

3. APPOINTMENT

- 3.1. The CLIENT appoints the SERVICE PROVIDER to provide the services and the SERVICE PROVIDER accepts such appointment for the duration and on the terms and conditions of the Agreement.
- 3.2. The basis of the appointment in clause 3.1 is in terms of a tender process , a copy of which forms part of this Agreement but not attached hereto, as set out in:
- 3.2.1. **SECTION A**
- 3.2.2. **SECTION B**
- 3.2.3. **SECTION C**

4. PROVISION OF SERVICES

The SERVICE PROVIDER hereby undertakes in favour of the CLIENT to perform the services in accordance with the provisions of this Agreement, and in particular the services and time frames as set out in hereto marked **ANNEXURE 1**.

5. UNDERTAKINGS BY THE SERVICE PROVIDER

- 5.1. The SERVICE PROVIDER undertakes whilst it is providing the services that:
- 5.1.1. the services will be performed by sufficient number of professional service providers who have the skill and experience required to perform the services;
- 5.1.2. the services will be performed in accordance with the quality and performance standards expected of service providers of same stature, or as referenced in clause 2.3.8;
- 5.1.3. the services will be provided in accordance with the needs of the CLIENT;
- 5.1.4. it will plan, coordinate and manage the service provisions in consultation with the CLIENT and deal timeously with the documented results of service reviews in so far as there is sub-standard performance such that the interests of the CLIENT's business is not prejudiced;
- 5.1.5. it will fully comply with all tender / brief specifications and requirements as per entire Agreement herein;
- 5.1.6. it will take out and adhere to its professional indemnity insurance that and as is required by the consultancy industry; and
- 5.1.7. it will consult with the CLIENT with regard to any client competitor tendering of work before such tender is undertaken.

6. DELIVERY

- 6.1. The supply of services shall be in accordance with the general terms of this Agreement and more specifically in terms of **ANNEXURE 1**.
- 6.2. Should the SERVICE PROVIDER fail to complete the services or any part thereof before the date which is stipulated herein, an amount equal to one fourteen percent (1/14%) of the contract value may be deducted

- per day by the CLIENT for each day falling after stipulated completion date, until the services are complete.
- 6.3. Such penalty shall be in consultation with the Conventional Penalties Act 1962 as amended.

7. TIMING

7.1. Commencement dates

The Parties agree to the commencement date of _____ for the commencement of the services and accordingly the services shall be completed by _____.

7.2. Delays

The SERVICE PROVIDER acknowledges that any delay may impede the business objectives of the CLIENT and will constitute a material breach of its obligations and render the SERVICE PROVIDER liable for damages as well as consequential damages.

8. OBSERVANCE OF QUALITY AND STANDARDS

8.1. Quality standards

8.1.1. The SERVICE PROVIDER acknowledges that the CLIENT is committed to the highest standards of performance in the conduct of its affairs, including the observance of ISO 14001 requirements in its environmental management and of ISO 18001 in the implementation of Occupational Health and Safety standards.

8.1.2. The SERVICE PROVIDER undertakes to perform the services of this Agreement in terms of quality and performance standards expected of a SERVICE PROVIDER as set out in clause 2.3.8 and as set out in **SECTION A** herein and the SERVICE PROVIDER furthermore undertakes not to do anything or to omit to do anything that may, in anyway, compromise the commitment of the CLIENT to its standards.

8.2. Disclosure

8.2.1. The SERVICE PROVIDER undertakes to make full disclosure of any and all breaches, shortcomings, errors or defects in materials or performance as soon as they come to the notice of the SERVICE PROVIDER who acknowledges that it will in all events hold itself liable for such breaches, shortcomings, errors or defects in materials or performance including any consequential damages that might flow there from including the disclosure of work or potential work to be received for and by or on behalf of the CLIENT'S competitor.

8.2.2. The SERVICE PROVIDER acknowledges that the services provided in terms of this Agreement may fall within the business objectives of the CLIENT and is aware of the implications of this and its exposure to consequential damages.

9. REPORT BACK MEETINGS

9.1. Where required by the CLIENT and communicated to the SERVICE PROVIDER in the manner provided for in this Agreement, the SERVICE PROVIDER shall, attend all such reasonable meetings as it may be required to and, there, provide such reports and other documentation as may be reasonably required for the purposes contemplated by this Agreement.

9.2. Traveling costs in respect of report back meetings as referred to above shall be agreed to prior to such meetings and shall be paid by the SERVICE PROVIDER and shall be regarded as not budgeted for in terms of the **ANNEXURE 2**.

10. BY-LAWS AND REGULATIONS

10.1. In the performance of its obligations, as provided for by this Agreement, the SERVICE PROVIDER undertakes:

10.1.1. to comply and ensure compliance with all local, statutory, governmental and other laws and regulations in force and of application to the SERVICE PROVIDER, its employees, contractors and other persons or institutions subject to its control for the purposes of this Agreement,

10.1.2. to indemnify the CLIENT against any loss, damages or punitive fines that it may suffer or have imposed on it by reason of its failure to comply with the provisions of clause 10.1.1, and

- 10.1.3. to take out any professional indemnity for all professional service provider and key persons for the purposes of rendering the services provided for in terms of this Agreement.

11. PAYMENT

- 11.1. The CLIENT undertakes to pay the SERVICE PROVIDER the total sum of R _____ (IN WORDS) including VAT, as set out in ANNEXURE 2 for the diligent services rendered
- 11.2. Payment will only be due and payable once the SERVICE PROVIDER has performed the necessary deliverables set out in ANNEXURE 1 and has issued the correct invoice.
- 11.3. The SERVICE PROVIDER shall, in respect of the services provided render an original VAT compliant invoice (where applicable), containing sufficient information to enable the CLIENT to determine whether the charges have been debited in accordance with this Agreement and with the agreed price set out in ANNEXURE 2, on or before the 25th day of the month.
- 11.4. All amounts reflected on invoices shall strictly be as per the agreed terms contained in ANNEXURE 2.
- 11.5. The SERVICE PROVIDER shall not be paid for any additional work unless such work has been agreed to before execution thereof in writing and confirmed by way of an addendum to this Agreement and signed by both parties.
- 11.6. The CLIENT undertakes to make payment of all amounts due within 30 days from receipt of an invoice which complies with the provisions of clause 11.3.
- 11.7. All invoices are to be submitted for the attention of: _____, delivered to the ELIDZ at the EAST LONDON INDUSTRIAL DEVELOPMENT ZONE HEAD OFFICE , EAST LONDON IDZ HEAD OFFICE, LOWER CHESTER , ROAD SUNNYRIDGE, EAST LONDON or PO BOX 5458, GREENFIELDS, EAST LONDON 5208 or by email to _____ or facsimile to _____
- 11.8. The CLIENT shall not be in breach of clause 11.6 in the event of it failing to pay any invoice submitted that does not comply with any provisions contained under this clause 11.
- 11.9. In the event that the SERVICE PROVIDER has submitted an invoice in contravention of this clause, the CLIENT shall notify the SERVICE PROVIDER within 5 (five) working days of the non-compliant invoice, together with the reasons, and the SERVICE PROVIDER shall thereafter withdraw the non-compliant invoice and submit a further original VAT compliant invoice.

12. KEY PERSONS

- 12.1. The SERVICE PROVIDER shall, by Agreement with the CLIENT, identify one key person whose contribution is, in the discretion of the CLIENT, critical to the objects contemplated by this Agreement.
- 12.2. Such Key Persons:
- 12.2.1. shall, unless it is agreed otherwise, personally attend to all instructions arising out of this Agreement or shall personally oversee the performance of all instructions and shall accord due priority to the obligations of the SERVICE PROVIDER arising from this Agreement,
- 12.2.2. shall personally attend all meetings contemplated in terms of this Agreement unless, by Agreement, an alternative person is agreed to;
- 12.2.3. shall be responsible for the provision of all reports which the CLIENT may reasonably require from time to time; and
- 12.2.4. shall be responsible for the certification of all works executed in terms of this Agreement.
- 12.3. Should the Key Person discontinue to serve in this role for any cause whatsoever, then and in that event the CLIENT may, without prejudice to its other rights, summarily, and on such terms and notice as it may be deem fit, terminate the agreement.
- 12.4. Key person for the CLIENT is: _____
- 12.5. Key person for the SERVICE PROVIDER is: _____

13. INTELLECTUAL PROPERTY, COPYRIGHT AND OWNERSHIP OF DOCUMENTS

- 13.1. It is agreed that the Contract Documentation shall be and shall remain the property of the CLIENT and shall, upon written request addressed to the SERVICE PROVIDER, be delivered over to the CLIENT.
- 13.2. The SERVICE PROVIDER waives his rights to any claimed hypothec or any other right of retention over

the Contract Documentation for any cause whatsoever.

- 13.3. In the event of the SERVICE PROVIDER claiming that it has any further claim, irrespective the nature of such claim, the SERVICE PROVIDER shall upon written request, deliver over the Contract Documentation to the CLIENT and such claim shall then be dealt with in accordance with the dispute procedure provided for in this Agreement.
- 13.4. It is agreed that, upon payment by the CLIENT to the SERVICE PROVIDER of such remuneration as it is entitled to in terms of this Agreement, the copyright and the ownership of the Contract Documentation shall vest in the CLIENT.

14. CONFIDENTIALITY

- 14.1. Subject to the provisions of clause 14.2 hereof, the SERVICE PROVIDER shall keep secret all and any matter disclosed to it in connection with this Agreement and/or contained in the documents relating to the Agreement.
- 14.2. The foregoing paragraph shall not apply to information which:
 - 14.2.1. is in the public domain,
 - 14.2.2. is received from a third party who did not obtain such information from the CLIENT,
 - 14.2.3. may be disclosed with the consent of the CLIENT.
 - 14.2.4. is required in terms of law to be disclosed, provided that the SERVICE PROVIDER gives the CLIENT reasonable notice before any disclosure, to enable it to attempt to prevent such disclosure should it so wish.

15. SOLICITING EMPLOYEES

- 15.1. The SERVICE PROVIDER undertakes that it will not induce, encourage or procure any employee/s of the CLIENT to:
 - 15.2. leave the services of the CLIENT with a view to their being employed or in any other way associated with the SERVICE PROVIDER; or
 - 15.3. provide any information or advice held by that employee of the CLIENT in his capacity as such to any party who should not be privy to that information.
- 15.4. Nothing in the foregoing subparagraph will prevent the transfer of employees from the CLIENT to the SERVICE PROVIDER by written agreement between the parties.
- 15.5. Breach of this clause, resulting in the loss of an employee by CLIENT, will without prejudice to its other rights, entitle the CLIENT to claim and recover from the SERVICE PROVIDER damages suffered by the CLIENT.

16. FORCE MAJEURE

The SERVICE PROVIDER shall not be liable for any failure to meet any obligations in terms of this Agreement to the extent to which that failure is caused by the circumstances whatsoever which is beyond the SERVICE PROVIDERS control including, but not limited to labour disputes, strike, war, riot, civil commotion, or any order or regulations of any Government or other lawful authority and or and act which constitutes as an act of God.

17. DISPUTES

- 17.1. Any dispute arising out of or in connection with this Agreement, or related thereto, whether directly or indirectly, or any alleged breach and / or repudiation thereof, its interpretation, application and /or termination, shall be resolved in accordance with the provisions of this clause.
- 17.2. A dispute shall arise once the dispute is communicated by one party to the other in writing, (“the dispute notice”).
- 17.3. Within twenty one (21) days of the dispute arising, the parties shall seek an amicable resolution to such dispute by referring such dispute to representatives of each of the parties concerned for their negotiation

and resolution of the dispute.

- 17.4. In the event that the parties representatives fail to resolve the dispute by way of negotiation, either party may refer the dispute for resolution by way of arbitration as envisaged in the clauses below.
- 17.5. The Arbitration will be held as an expedited arbitration in accordance with the then current rules for expedited arbitration of the Arbitration Foundation in South Africa (AFSA) by one arbitrator appointed by agreement between the Parties. If the parties cannot agree on the arbitrator within a period of ten (10) days after the referral of the dispute to arbitration, the arbitrator shall be appointed by the secretariat of AFSA;
- 17.6. Nothing contained in this clause shall preclude either Party from seeking interim relief from any competent court having jurisdiction pending the institution of any mediation or arbitration proceedings in terms of this clause.
- 17.7. The provisions of this clause shall survive the termination for whatever reasons of this Agreement.
- 17.8. Unless otherwise agreed, the party appointed to determine the dispute shall act as an expert, rather than an arbitrator, shall conduct proceedings in an informal manner and procedure with a view to resolving its expeditiously as the circumstances permit with due adherence to a fair procedure and to a just solution.
- 17.9. The decision of the expert shall be final and binding and capable of being made an order of court in accordance with the provisions of the Arbitration Act
- 17.10. The person appointed to determine the dispute shall, in his discretion be permitted to
 - 17.10.1. determine the disputes between the parties;
 - 17.10.2. determine whether to permit the parties to be represented by attorneys and / or advocates;
 - 17.10.3. determine the procedure;
 - 17.10.4. determine the amount that should be deposited as security for his expenses prior to the commencement of proceedings; and
 - 17.10.5. make such order as to costs, if any, including the applicable tariff.
- 17.11. The provisions of this Clause shall constitute and irrevocable consent, on the part of the parties, to the resolution of this dispute in the manner provided for herein.

18. BREACH AND PENALTY

In the event of one or other party breaching this Agreement or failing to perform any of the terms conditions thereof and remaining in default notwithstanding written notice to comply within fourteen (14) days, calculated from the date of delivery of the notice, then and in that event, the party complaining of the breach or non-performance shall be entitled to cancel the Agreement without prejudice to any other rights in terms hereof to recover damages arising from the breach.

19. TERMINATION

- 19.1. Notwithstanding the other grounds for termination referred to in this Agreement, and without prejudice to any right of the relevant party, this Agreement may immediately be terminated by a party if the other party:
 - 19.2. ceases to carry on business;
 - 19.3. is wound up, is placed under liquidation, is sequestrated, placed under business rescue proceedings, placed under an order of judicial management or under any other legal disability, either provisionally or finally; or
 - 19.4. materially breaches the terms of this Agreement.

20. SUMMARY TERMINATION

- 20.1. The CLIENT shall, without prejudice to any right of the CLIENT claim damages from the SERVICE PROVIDER be entitled to summarily or immediately terminate, without notice, this Agreement in the event that:
 - 20.2. false information is furnished by the SERVICE PROVIDER at any time on any material details that might result in losses to the CLIENT;
 - 20.3. the SERVICE PROVIDER breaches any of the terms of this Agreement;
 - 20.4. the SERVICE PROVIDER perpetrates a fraud of any nature upon the CLIENT or performing

- an act in the nature of fraud; or
- 20.5. any of the SERVICE PROVIDER'S employees rendering services to the CLIENT in terms of this Agreement are guilty of conduct justifying a summary dismissal according to common law and the SERVICE PROVIDER fails, neglects and/or refuses to take the necessary action against such employees.

21. WARRANTIES

- 21.1. The SERVICE PROVIDER warrants that there is no conflict of interest between the CLIENT and itself and that it shall take steps to avoid any future potential conflict of interest.
- 21.2. The SERVICE PROVIDER warrants that the SERVICE PROVIDER has the capacity to enter into this Agreement and to perform the services as per this Agreement.
- 21.3. The SERVICE PROVIDER shall be deemed that it has satisfied itself before tendering as to the correctness and sufficiency of its tender and of the rates and prices stated in its quotation / tender, as being sufficient to cover the SERVICE PROVIDER'S obligations under this Agreement and everything necessary for the proper completion of this Agreement and maintenance thereof within the required timeframe.

22. INDEMNITY

- 22.1. The SERVICE PROVIDER hereby undertakes to indemnify the CLIENT and hold it harmless against:
- 22.1.1. any loss or damage to the CLIENT'S own property, whether movable or immovable;
 - 22.1.2. liability in respect of any loss of or damage to the property whether movable or immovable of third parties;
 - 22.1.3. liability in respect of death and or injury to any third party; or
- 22.2. any claims or legal costs or expenses incurred in connections with claims or actions arising out of any of the foregoing, whenever loss, damage, injury, death, referred to above is due or arises out of the use of the CLIENT'S property by the SERVICE PROVIDER,
- provided that such loss, damage or liability is not due to the willful misconduct of the CLIENT or any of its employees whilst performing duties allocated to them by the CLIENT.
- 22.3. The CLIENT shall notify the SERVICE PROVIDER forthwith upon receipt of information of any occurrence of any loss, damage, or the receipt of any claim or demand for or against, which the SERVICE PROVIDER is prima facie liable to indemnify the CLIENT for in terms of the above, and shall in respect of such claim or demand abide by the directions of the CLIENT as to what terms it shall be settled, compromised or contested, it being agreed that whatever action may be taken by the SERVICE PROVIDER pursuant to such directions of the CLIENT, but not in so far as acting in a principle / agent relationship, and shall be at the risk and expense of the SERVICE PROVIDER.
- 22.4. The CLIENT reserves the right to institute civil proceedings to recover any damages occasioned by the negligence of the SERVICE PROVIDER, his employees, sub-contractors or agents.
- 22.5. The SERVICE PROVIDER shall not be liable to the CLIENT for any loss or damage of whatsoever nature suffered by the CLIENT as a result of the performance of the services in accordance with this Agreement, save where such loss or damage is as a direct result of the negligence of the SERVICE PROVIDER, its employees or agents, performing the services.
- 22.6. The SERVICE PROVIDER AND ITS SUBCONTRACTORS further indemnifies the CLIENT against Section 37(2) of the Occupational Health and Safety Act, if applicable:
- 22.6.1. The SERVICE PROVIDER and its subcontractors shall bear full responsibility for ensuring that the provisions of the Occupational Health and Safety Act and its regulations are properly implemented in the areas designated for contractual work in respect of all aspects of the work to be undertaken and that all other laws that pertain to that work will also be complied with and hereby indemnifies the CLIENT from any responsibility legally for injury or claim
 - 22.6.2. The SERVICE PROVIDER and its subcontractors shall be responsible for the well-being in relation to the health and safety of all persons coming upon/into such area in accordance with the Occupational Health and Safety Act, subject to any directives issued by the CLIENT.
 - 22.6.3. The SERVICE PROVIDER and its subcontractors undertakes to report to the CLIENT any hazard to health, safety or the environment that exists or arises during the contract work in the area concerned.

22.6.4. This Agreement is supplementary and additional to any health and safety specifications issued to the SERVICE PROVIDER and its subcontractors.

23. WHOLE AGREEMENT

- 23.1. It is agreed that this document together with its Annexures constitutes the whole Agreement as between the parties unless supplemented by further Agreements, which are reduced to writing and signed by the parties, constitutes the sole record of the Agreement between the parties.
- 23.2. The parties agree that any amendment to this Agreement shall be reduced to writing and signed by the parties, failing which it shall be of no force or effect.

24. SEVERABILITY

The Parties agree that each clause of this Agreement shall be severable, the one from the other, and if any clause is found to be defective or unenforceable for any reason by any competent court, then the remaining clauses shall be and continue to be of full force and effect.

25. VARIATION, SUSPENSION, DELETION, AMENDMENT OR MODIFICATION

No variation, suspension, deletion, extension, amendment or modification of this Agreement shall be of any force or effect, unless recorded in writing and signed by the parties, and shall be effective only in the specific instance and for the purpose and to the extent set out.

26. INDULGENCE OR EXTENSION

No latitude, extension of time or other indulgence which may be given or allowed by either party to the other in respect of the performance of any obligation or the enforcement of any right arising from this Agreement, shall be construed to be an implied consent by the former party or to operate as a waiver or a notation of, or otherwise affect, any of that party's rights in terms of or arising from this Agreement or stop such party from enforcing, at any time and without notice, strict and punctual compliance with each and every provision hereof.

27. WAIVER

No waiver on the part of either party of any rights arising from a breach of any provision of this Agreement will constitute a waiver of rights in respect of any subsequent breach of any other provision in the same Agreement.

28. SUPERSESION

This Agreement and its Annexures are to be taken as complementary to each other. In the event of any conflict between the contents of this Agreement and any or all of the Annexures, the Agreement shall prevail to the extent of such inconsistency.

29. GOOD FAITH

The Parties undertake to observe good faith in dealing with each other and in implementing the provisions of this Agreement.

30. SUBCONTRACTING AND CESSION

Neither party shall, without the prior written consent of the other, cede or assign any of its rights or obligations in terms of this Agreement to any third party. The party wishing to cede or assign its rights or

obligations to any third party shall, if so required by the other party, be obliged to bind itself as surety and co-principal debtor with the third party for all its obligations in terms of this Agreement.

31. INDIRECT AND CONSEQUENTIAL DAMAGES

- 31.1. Unless expressly otherwise provided for, neither party ("the defaulting party") shall be liable to the other ("the aggrieved party") for any indirect or consequential damages or loss of profits suffered by the aggrieved party except if such damages or loss:
- 31.2. arises out of the gross negligence, fraud or any other illegal act or illegal omission on the part of the defaulting party (or any person for whom it is vicariously liable); or
- 31.3. arises from a claim made against the aggrieved party by a third party as a consequence of any act or omission committed by the defaulting party against such third party for which the aggrieved party is entitled to claim a full indemnification in terms of this Agreement

32. PROTECTION OF RIGHTS

If the SERVICE PROVIDER fails to comply with any obligation imposed upon it by this Agreement, CLIENT shall, without prejudice to any other rights it may have, be entitled but not obliged to effect such compliance at the risk and expense of the SERVICE PROVIDER and to recover the fair and reasonable costs and expenses of doing so from the SERVICE PROVIDER.

33. GOVERNING LAW

The provisions of this Agreement shall be governed by South African law and the parties shall at all times be subject to the jurisdiction of the South African Courts irrespective of the place of signature of this Agreement

34. DOMICILUM CITANDI ET EXECUTANDI

- 34.1. The parties choose as their service address (*domicilium citandi et executandi*) for all purposes under this Agreement, whether in respect of court process, notices or other documents or communications of whatsoever nature, the address set out in hereunder.
- 34.2. Any notice or communication required or permitted to be given in terms of this Agreement shall be valid and effective only if in writing.
- 34.3. A party may, by notice to any other party change the physical address and/or telefax number chosen as its *domicilium citandi et executandi* provided that the physical address is one in the Republic of South Africa. The change shall become effective on the 10th business day from the deemed receipt of the notice.
- 34.4. Unless the contrary is proved, any notice to a party;
- 34.4.1. delivered by hand to a responsible person during ordinary business hours, shall be deemed to have been received on the day of delivery; or
- 34.4.2. sent by telefax, shall be deemed to have been received on the date of dispatch.
- 34.5. The domicile of the CLIENT is: EAST LONDON INDUSTRIAL DEVELOPMENT ZONE, EAST LONDON IDZ HEAD OFFICE, LOWER CHESTER ROAD, SUNNYRIDGE, EAST LONDON, FAX: 043 702 8251
- 34.6. The domicile of the SERVICE PROVIDER is: _____ FAX: _____

35. SIGNATURES

The signatories to this Agreement hereby warrant that they have the proper and full authority to sign this Agreement on behalf of the parties hereto, and shall produce the necessary resolution to such effect, if called upon to do so.

THIS DONE AND SIGNED BY **EAST LONDON INDUSTRIAL DEVELOPMENT ZONE SOC LTD** on the ___ day of _____ 20__ here in the presence of the undersigned witnesses:

For and on behalf of **EAST LONDON INDUSTRIAL DEVELOPMENT ZONE SOC LTD**

NAME OF DELEGATED AUTHORITY TO SIGN: _____

POSITION: _____, who warrants that he is duly authorized hereto

AS WITNESSES:

1. _____

2. _____

THUS DONE AND SIGNED BY **FULL NAME OF SERVICE PROVIDER** on the ____ day
_____ 20__ in the presence of the undersigned witnesses:

For and on behalf of **FULL NAME OF SERVICE PROVIDER**

NAME OF DELEGATED AUTHORITY TO SIGN: _____

POSITION: _____, who warrants that he is duly authorized hereto

AS WITNESSES:

1. _____

2. _____

DRAFT



ANNEXURE 1

CURRENT CONFERENCE CENTRE & VENUE IMAGES

Conference Centre Cabinet Image 1



Conference Centre Cabinet Image 2



Conference Centre Existing UPS Image 1



Conference Centre Existing UPS Image 2



Conference Centre Venue Image 1 – Front venue controls



Applies to Room 1 - 4

Conference Centre Venue Image 2



Applies to Room 1 - 4

Conference Centre Venue Image 3 – Podium 1



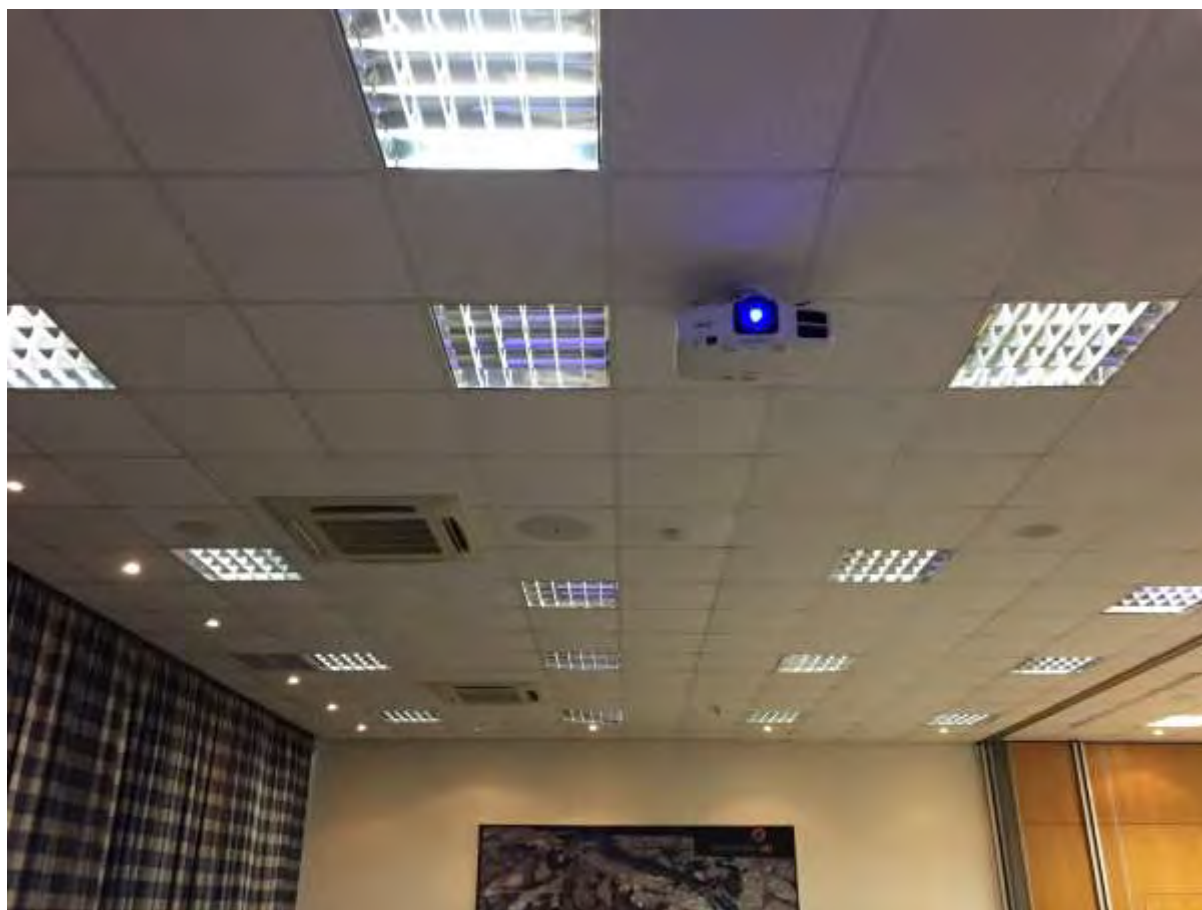
Conference Centre Venue Image 4 – Podium 2



Conference Centre Venue Image 5 – Podium 3



Conference Centre Venue Image 6



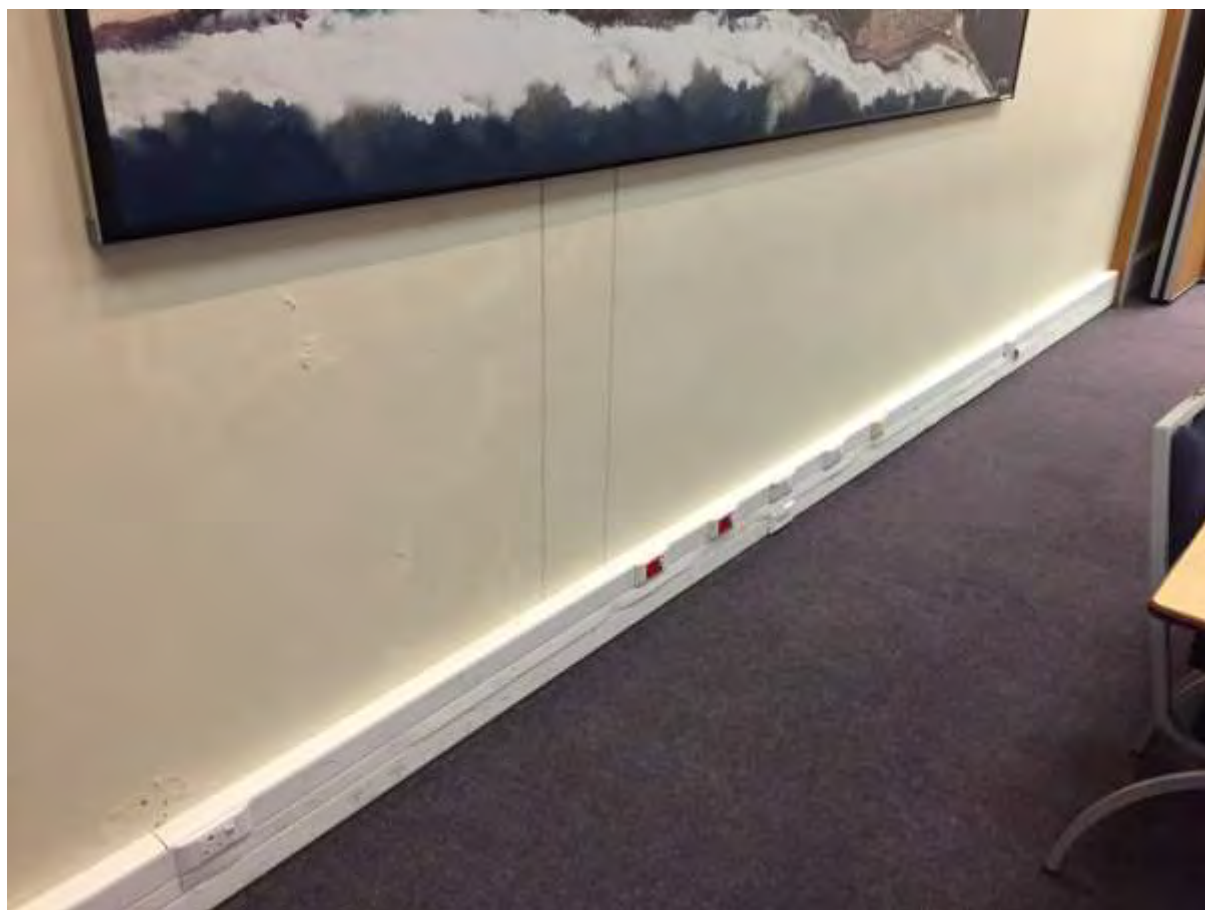
Conference Centre Venue Image 7



Conference Centre Venue Image 8 – Curtain Control



Conference Centre Venue Image 9 – Back Room 3



Conference Centre Venue Image 10 – Venue Entrance Lights Control

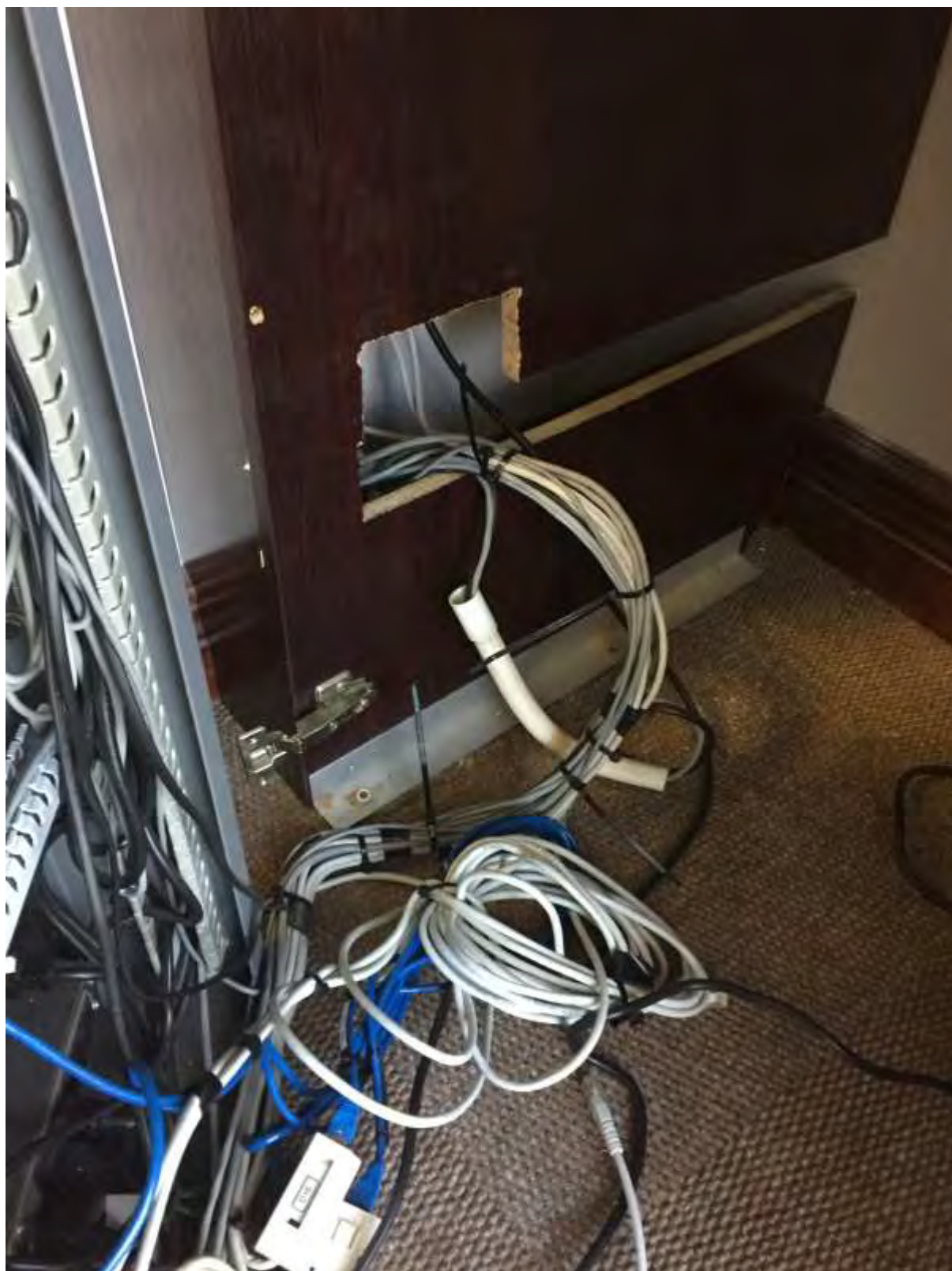


Head Office Corporate Affairs Boardroom Cabinet Front



Also applies to Finance and CEO boardrooms.

Head Office Corporate Affairs Boardroom Cabinet Rear 1



Also applies to Finance and CEO boardrooms.

Head Office Corporate Affairs Boardroom Cabinet Rear 1

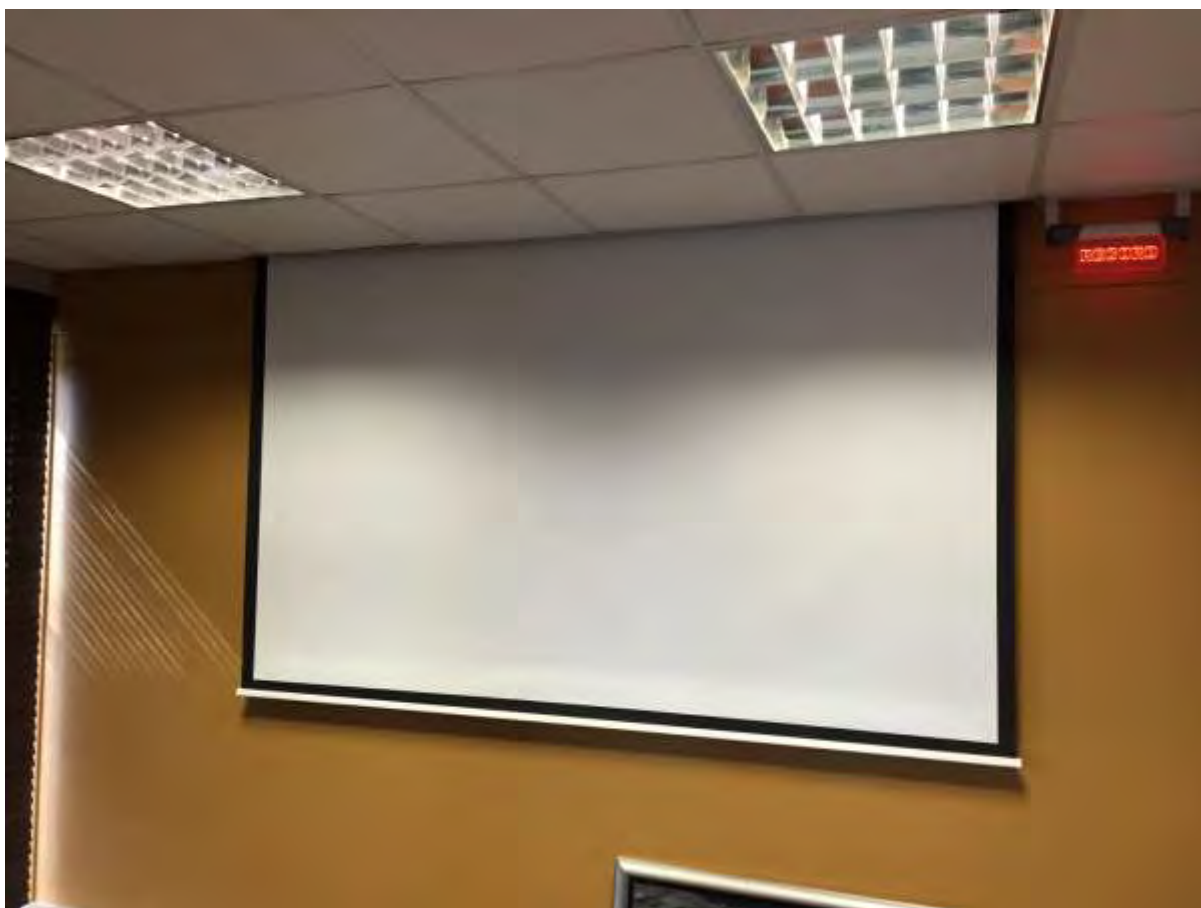


Also applies to Finance and CEO boardrooms.

Head Office Corporate Affairs Boardroom Audio Recording Signage



Head Office Corporate Affairs Boardroom Venue Image 1

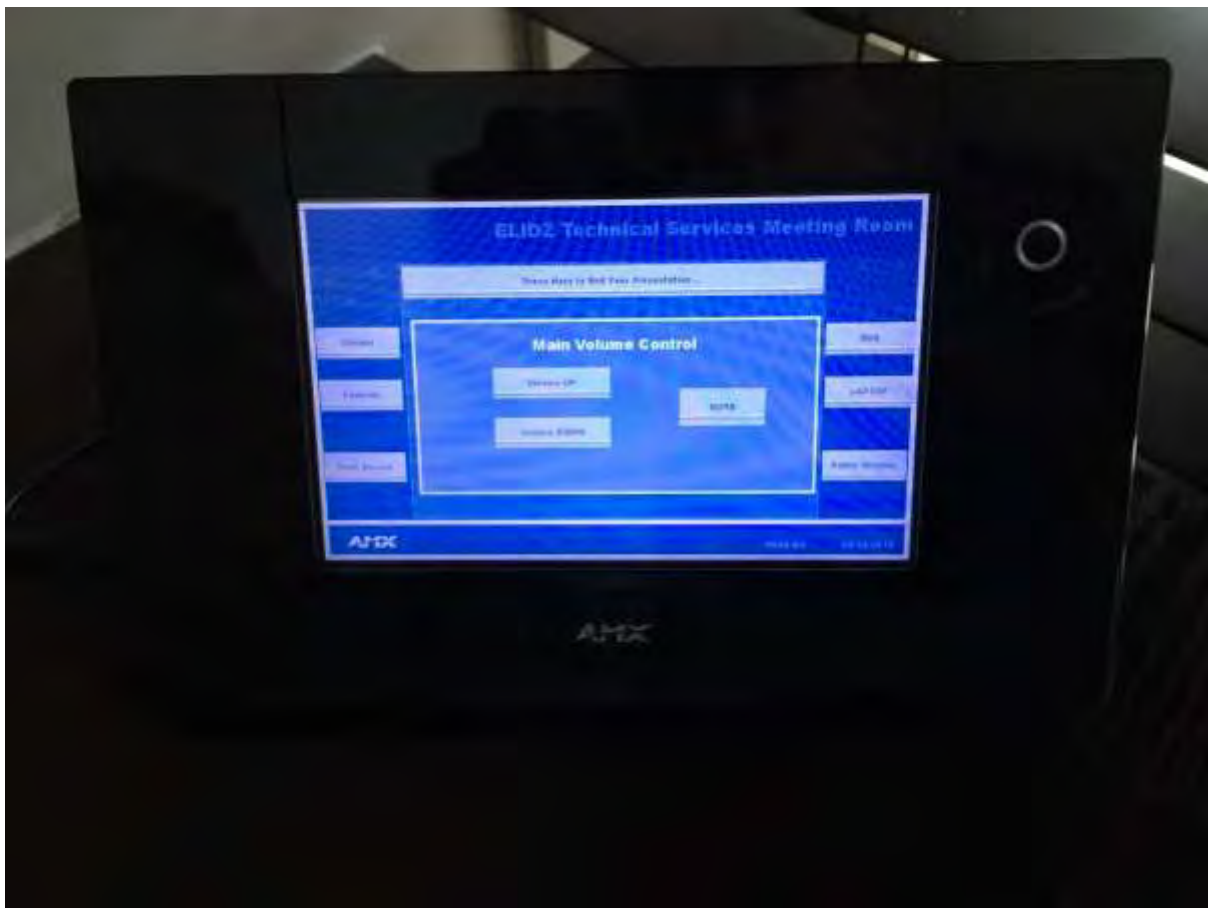


Head Office Corporate Affairs Boardroom Venue Image 2



Also applies to Finance and CEO boardrooms.

Head Office Corporate Affairs Boardroom AMX Touch Panel



Also applies to Finance and CEO boardrooms.

Head Office Corporate Affairs Boardroom Table Pop-up



Also applies to Finance, CEO, Auditorium and Executive boardroom table pop-ups.

Head Office Corporate Affairs Boardroom Floor Box



Also applies to Finance, CEO, Auditorium and Executive boardroom.

Head Office Auditorium Cabinet Front



Head Office Auditorium Cabinet Back

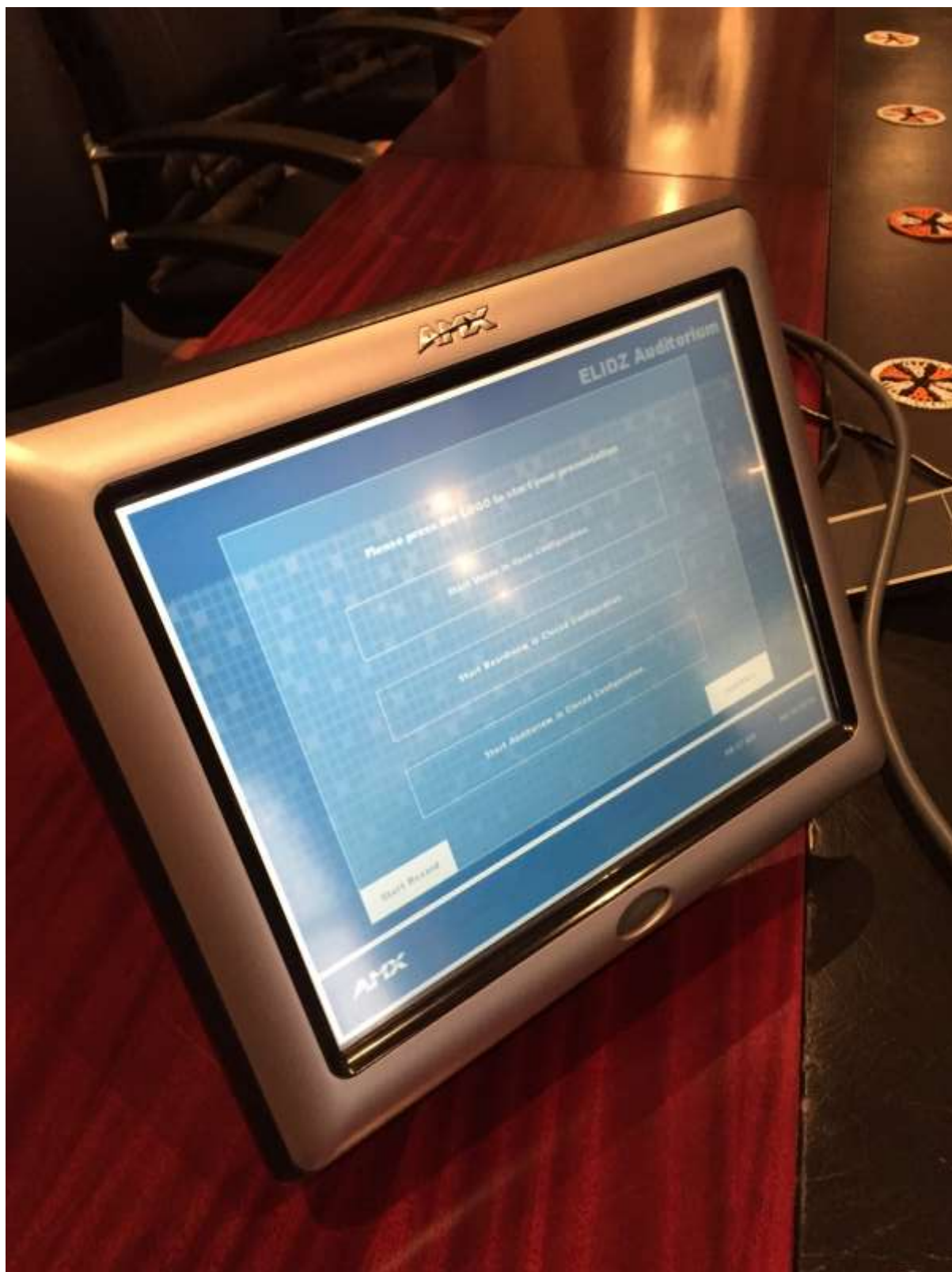


Head Office Auditorium Image 1



Also applies to the Executive boardroom

Head Office Auditorium AMX Touch Panel



Also applies to the Executive boardroom.

Head Office Auditorium Rear Input Panel



Head Office Executive Boardroom Cabinet Front



Head Office Executive Boardroom Cabinet Back



Operations 1 Ground Floor Boardroom Image 1



Operations 1 Ground Floor Boardroom Image 2



Operations 1 Ground Floor Boardroom Image 3



Operations 1 First Floor Boardroom Image 1



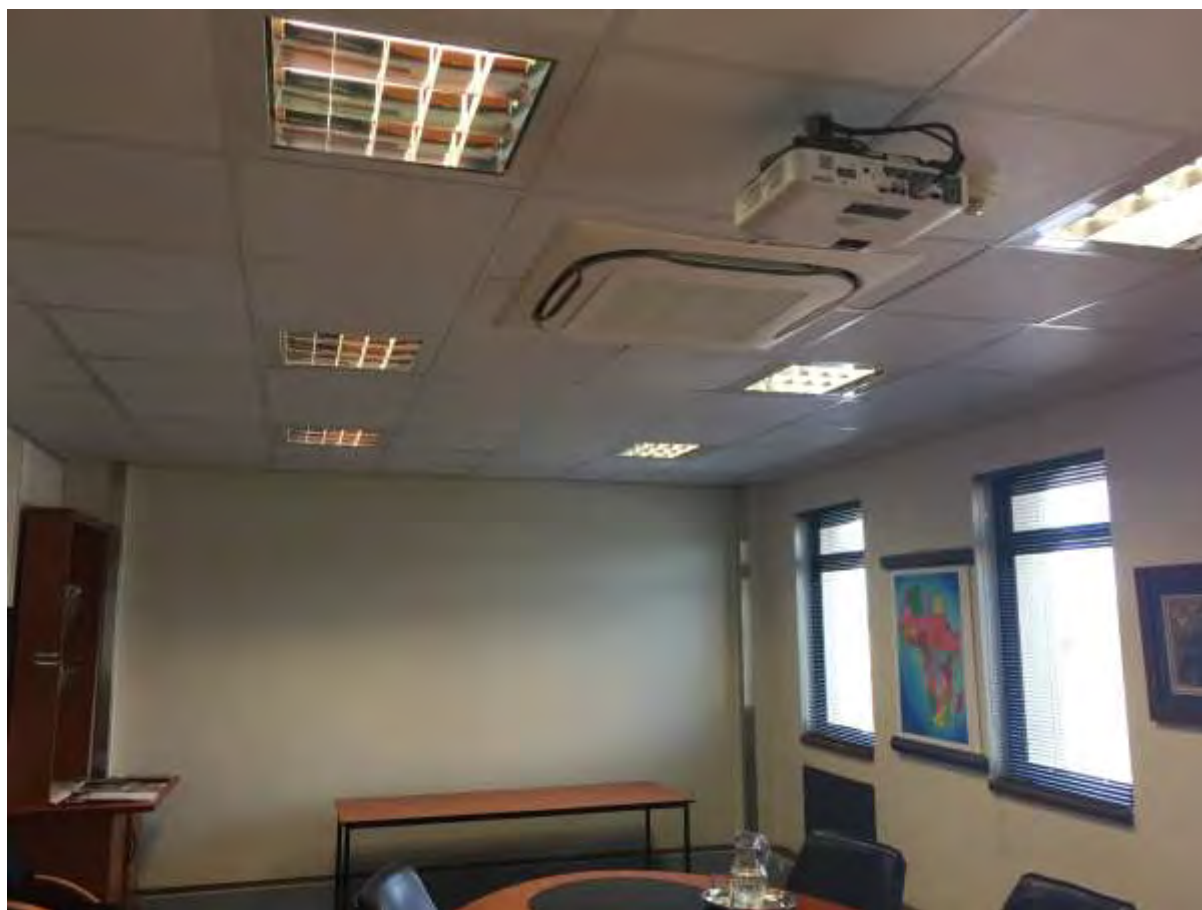
Operations 1 First Floor Boardroom Image 2



Operations 1 First Floor Boardroom Image 3



Operations 2 Ground Floor Boardroom Image 1



Operations 2 Ground Floor Boardroom Image 2



Operations 2 Ground Floor Boardroom Image 3



Zone 1 C Block C Image 1



Zone 1 C Block C Image 2



Zone 1 C Block C Image 3



Zone 1 C Block K Boardroom Image 1



Zone 1 C Block K Boardroom Image 2



Zone 1 C Block K Boardroom Image 3



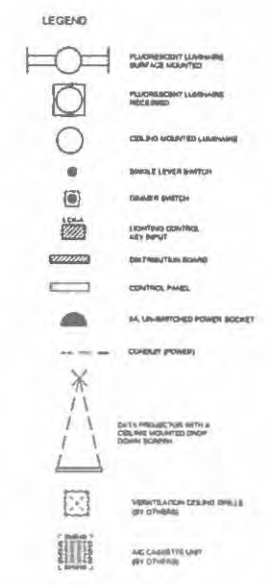
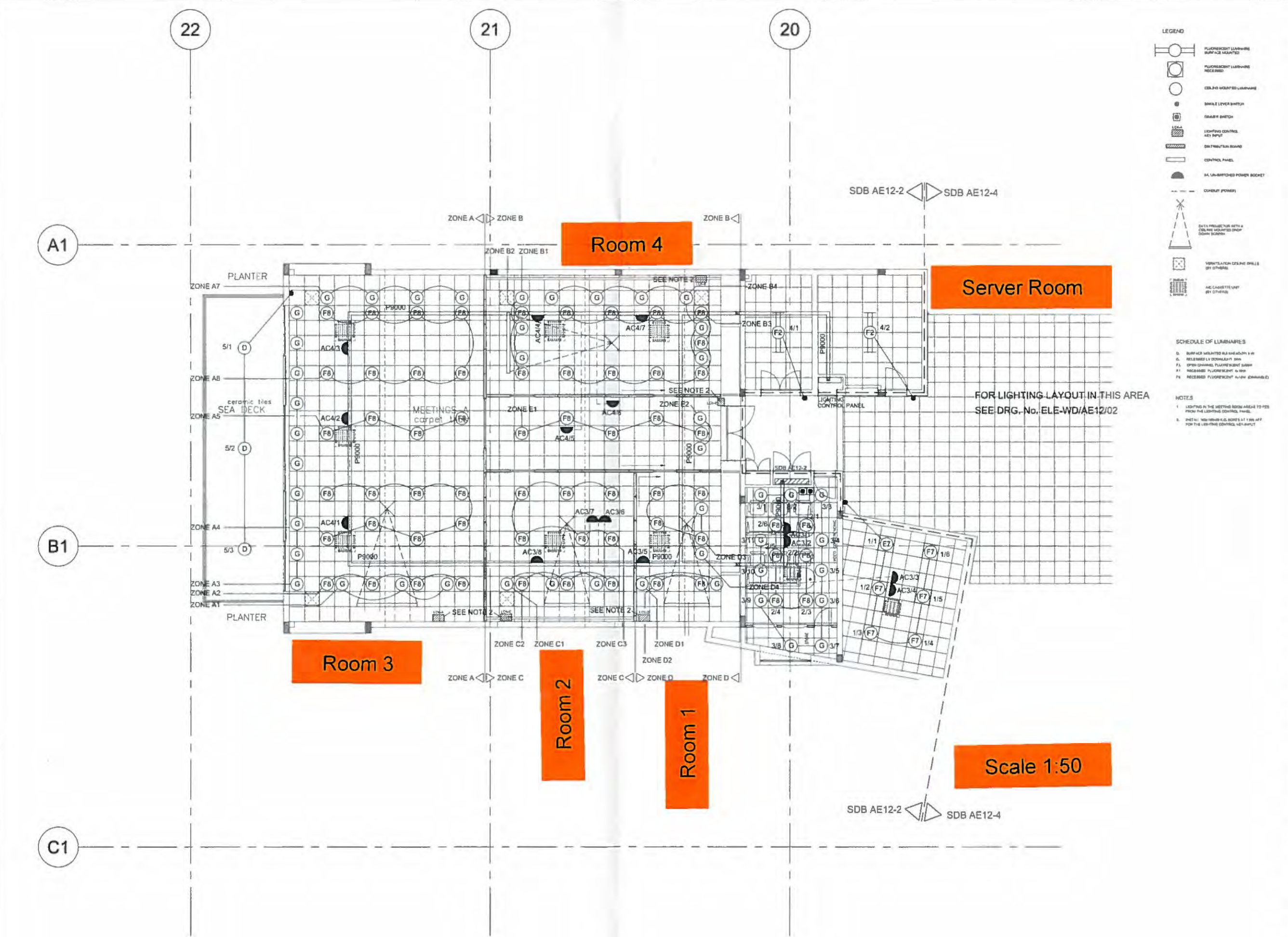
Zone 1 C Block K Boardroom Image 4





ANNEXURE 2

CONFERENCE CENTRE FLOOR PLANS



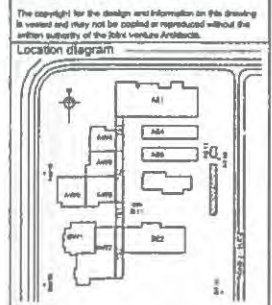
SCHEDULE OF LUMINAIRES

G SURFACE MOUNTED 18W 2x18W 1/8
 A RECESSED 1/8 DOWNLIGHT 18W
 FB OPEN DOWNLIGHT FLUORESCENT 30W
 P1 RECESSED FLUORESCENT 18W
 P2 RECESSED FLUORESCENT 18W (DIMMABLE)

NOTES

1 LIGHTING IN THE MEETING ROOM AREAS TO BE FROM THE LIGHTING CONTROL PANEL.
 2 100% UNMOUNTED 10A SOCKETS AT 1.8M AFF FOR THE LIGHTING CONTROL KEY INPUT

Note:
 Do not scale from this drawing. Check all given dimensions and all dimensions on the levels prior to any building manufacture or construction of any item. Please report any discrepancies to the architect.



Rev	Chg	Date	Description
1	06/12/08	06/12/08	REVISED TO "AS-BUILT"
2	06/12/08	06/12/08	VIDEO CONFERENCE CIRCUITS 2 AND 3 REVISED. A/C VENT. REPOSITIONED. ARCHITECT LAYOUT REVISED.
3	06/12/08	06/12/08	DOWN LIGHTS REPOSITIONED. DATA SCREENS REPOSITIONED. 2 TYPE G DOWNS.
4	12/11/07	12/11/07	VIDEO CONFERENCE CIRCUIT 31-4 REVISED.
5	06/12/08	06/12/08	MEETING 8 LIGHTING REVISED. DATA DROPP DOWN SCREENS RE-POSITIONED. MEETINGS 5 LIGHTING REVISED.
6	06/09/07	06/09/07	LIGHT FITTINGS RE-POSITIONED. SDB AE12/4 AC CIRCUITS AC3, 6, AC4, AC5, AC6, AC7, AC8, AC9, AC10, AC11, AC12, AC13, AC14, AC15, AC16, AC17, AC18, AC19, AC20, AC21, AC22, AC23, AC24, AC25, AC26, AC27, AC28, AC29, AC30, AC31, AC32, AC33, AC34, AC35, AC36, AC37, AC38, AC39, AC40, AC41, AC42, AC43, AC44, AC45, AC46, AC47, AC48, AC49, AC50, AC51, AC52, AC53, AC54, AC55, AC56, AC57, AC58, AC59, AC60, AC61, AC62, AC63, AC64, AC65, AC66, AC67, AC68, AC69, AC70, AC71, AC72, AC73, AC74, AC75, AC76, AC77, AC78, AC79, AC80, AC81, AC82, AC83, AC84, AC85, AC86, AC87, AC88, AC89, AC90, AC91, AC92, AC93, AC94, AC95, AC96, AC97, AC98, AC99, AC100.

east london idz
 business streamlined

CLINKSCALES MAUGHAN-BROWN
 COMMERCIAL MECHANICAL & ELECTRICAL ENGINEERS

38, SHAWFORTH ROAD, HARLOW, ESSEX, SSG1 1JH.
 EAST LONDON BRANCH: 10, WINDMILL LANE, EAST LONDON, SE18 6LH.
 TEL: 020 8314 4295 FAX: 020 8314 4296
 E-MAIL: info@clinkscapes.co.uk
 CLINKSCALES MAUGHAN-BROWN (PTY) LTD.
 4000 Northcote Road, East London, South Africa

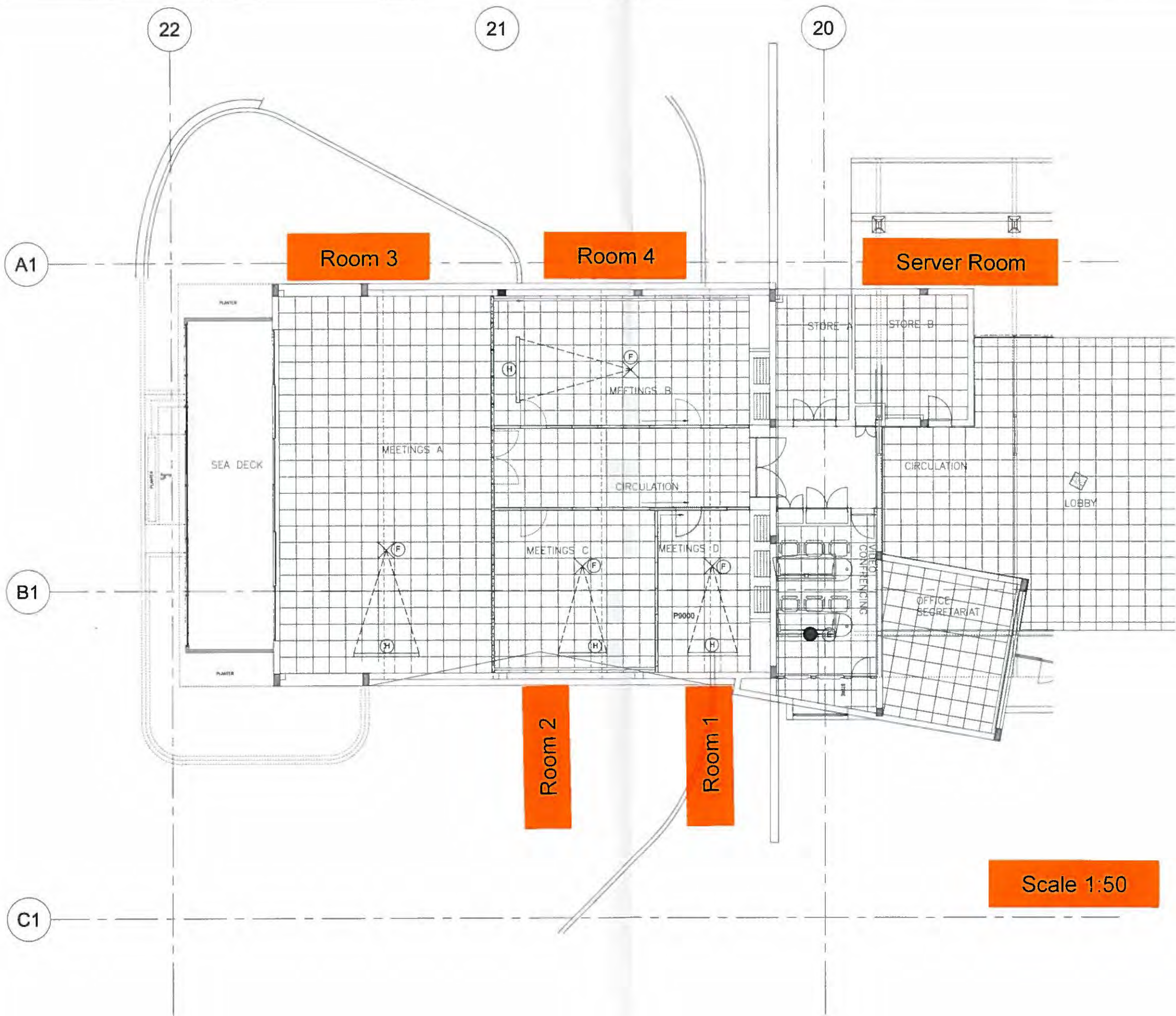
ELI02

Automotive Supplier Parts on ERF BOULEVARD - East London

AE12

GROUND FLOOR, MEETING ROOMS, LIGHTING LAYOUT

Prepared By	Checked By	Drawn By	Date
ASP	ELE	WD	AE12/08



- LEGEND
- DATA PROJECTOR WITH A DATA MOUNTED DROP CEILING
 - DOCUMENT CAMERA CEILING MOUNTED
 - DOCUMENT CAMERA CEILING MOUNTED
 - DATA PROJECTOR WITH MOUNTED
 - ACCESSORIES PROJECTOR SYMBOLS

Project: ASP ELE WD AE12/12

Note:
Do not scale from this drawing. Check all given dimensions and all dimensions and/or levels prior to any pricing, manufacture or construction of any item. Please report any discrepancies to the architect.

The copyright for the design and information on this drawing is vested and may not be copied or reproduced without the written authority of the Joint Venture Architects.

Location diagram

Rev	Dim	Date	Description



CLINKSCALES MAUGHAN-BROWN
 GENERAL TRADING MECHANICAL & ELECTRICAL ENGINEERS
 98 BARNETT ROAD, HAYDOCK, BART LONDON E34 1JF
 TEL: +44 (0)20 8326 4326 FAX: +44 (0)20 8326 4925
 E-MAIL: info@clinksc.com
 CLINKSCALES MAUGHAN-BROWN (PTY) LTD
 EAST LONDON

Plot No: 1000 The Queen's Square, London, E1 1AA
 Plot No: 1000 The Queen's Square, London, E1 1AA

Client: ELIDZ
 Project Name: Automotive Supplier Park on ERF 8085 - East London

AE12: GROUND FLOOR MEETING ROOMS, AUDIO-VISUAL CEILING LAYOUT

Drawn By	Checked By	Issue No	Drawn By
BLA	ZS/LDR	1	ZS/LDR
Checked By	Approved By	Scale	
		1:50	



ANNEXURE 3

CURRENT ASSET OR INFRASTRUCTURE LIST

Annexure 3: Current Asset or Infrastructure List

Asset or Infrastructure List

Number	Description	Location
1	Master Controller AMX with ICSNet and ICSHub (NI3100)	ELDIZ Head Office - Finance Boardroom
2	Touch Panel AMX (MVP 5200i)	ELDIZ Head Office - Finance Boardroom
3	Biamp Nexia CS / Digital Signal Processor	ELDIZ Head Office - Finance Boardroom
4	Sonifex Net-Logger (500GB HDD)	ELDIZ Head Office - Finance Boardroom
5	Cloud Audio Amplifier (CXV225 100v)	ELDIZ Head Office - Finance Boardroom
6	Sony DVD Recorder (RDR-HX780)	ELDIZ Head Office - Finance Boardroom
7	APC 5KVA UPS (SC450)	ELDIZ Head Office - Finance Boardroom
8	Epson Data Projector (EB1910)	ELDIZ Head Office - Finance Boardroom
9	Elite Motorised Data Projector Screen (Viewing Area 2330x1748mm 4:3)	ELDIZ Head Office - Finance Boardroom
10	Sony LCD (FWD-S42H1)	ELDIZ Head Office - Finance Boardroom
11	Digital Signage Setup Box/Receiver (HDMI, Amino 130)	ELDIZ Head Office - Finance Boardroom
12	4 x Tannoy Ceiling Speakers	ELDIZ Head Office - Finance Boardroom
13	1 x Tannoy Ceiling Sub	ELDIZ Head Office - Finance Boardroom
14	2 x Beyer Dynamic Ceiling Mics	ELDIZ Head Office - Finance Boardroom
15	1 x Kramer Transmitter (TP110) (VGA to Cat5)	ELDIZ Head Office - Finance Boardroom
16	1 x Kramer Receiver (TP120) (Cat5 to VGA)	ELDIZ Head Office - Finance Boardroom
17	Master Controller AMX with ICSNet and ICSHub (NI3100)	ELDIZ Head Office - Corporate Affairs Boardroom
18	Touch Panel AMX (MVP 5200i)	ELDIZ Head Office - Corporate Affairs Boardroom
19	Biamp Nexia CS / Digital Signal Processor	ELDIZ Head Office - Corporate Affairs Boardroom
20	Sonifex Net-Logger (500GB HDD)	ELDIZ Head Office - Corporate Affairs Boardroom
21	Cloud Audio Amplifier (CXV225 100v)	ELDIZ Head Office - Corporate Affairs Boardroom
22	Sony DVD Recorder (RDR-HX780)	ELDIZ Head Office - Corporate Affairs Boardroom
23	APC 5KVA UPS (SC450)	ELDIZ Head Office - Corporate Affairs Boardroom
24	Epson Data Projector (EB1910)	ELDIZ Head Office - Corporate Affairs Boardroom
25	Elite Motorised Data Projector Screen (Viewing Area 2330x1748mm 4:3)	ELDIZ Head Office - Corporate Affairs Boardroom
26	Sony LCD (FWD-S42H1)	ELDIZ Head Office - Corporate Affairs Boardroom
27	Digital Signage Setup Box/Receiver (HDMI, Amino 130)	ELDIZ Head Office - Corporate Affairs Boardroom
28	4 x Tannoy Ceiling Speakers	ELDIZ Head Office - Corporate Affairs Boardroom
29	1 x Tannoy Ceiling Sub	ELDIZ Head Office - Corporate Affairs Boardroom
30	2 x Beyer Dynamic Ceiling Mics	ELDIZ Head Office - Corporate Affairs Boardroom
31	1 x Kramer Transmitter (TP110) (VGA to Cat5)	ELDIZ Head Office - Corporate Affairs Boardroom
32	1 x Kramer Receiver (TP120) (Cat5 to VGA)	ELDIZ Head Office - Corporate Affairs Boardroom
33	Touch Panel AMX (MVP 5150)	ELDIZ Head Office - Corporate Affairs Boardroom
34	Sonifex Recording Light	ELDIZ Head Office - Corporate Affairs Boardroom
35	Master Controller AMX with ICSNet and ICSHub (NI3100)	ELDIZ Head Office - CEO's Boardroom
36	Touch Panel AMX (MVP 5200i)	ELDIZ Head Office - CEO's Boardroom
37	Biamp Nexia CS / Digital Signal Processor	ELDIZ Head Office - CEO's Boardroom
38	Sonifex Net-Logger (500GB HDD)	ELDIZ Head Office - CEO's Boardroom
39	TOA Amplifier (PA, P-2240)	ELDIZ Head Office - CEO's Boardroom
40	Sony DVD Recorder (RDR-HX780)	ELDIZ Head Office - CEO's Boardroom
41	APC 5KVA UPS (SC450)	ELDIZ Head Office - CEO's Boardroom
42	Epson Data Projector (EB1910)	ELDIZ Head Office - CEO's Boardroom
43	Parrot Motorised Data Project Screen (Viewing Area 1700x1280mm 4:3)	ELDIZ Head Office - CEO's Boardroom
44	Sony LCD (FWD-S42H1)	ELDIZ Head Office - CEO's Boardroom
45	Digital Signage Setup Box/Receiver (HDMI, Amino 130)	ELDIZ Head Office - CEO's Boardroom
46	4 x Tannoy Ceiling Speakers	ELDIZ Head Office - CEO's Boardroom
47	1 x Tannoy Ceiling Sub	ELDIZ Head Office - CEO's Boardroom
48	2 x Beyer Dynamic Ceiling Mics	ELDIZ Head Office - CEO's Boardroom
49	1 x Kramer Transmitter (TP110) (VGA to Cat5)	ELDIZ Head Office - CEO's Boardroom
50	1 x Kramer Receiver (TP120) (Cat5 to VGA)	ELDIZ Head Office - CEO's Boardroom
51	Master Controller AMX with ICSNet and ICSHub (NI3100)	ELDIZ Head Office - Executive Boardroom
52	Touch Panel AMX (NXT1200V)	ELDIZ Head Office - Executive Boardroom
53	Sonifex Net-Logger (500GB HDD)	ELDIZ Head Office - Executive Boardroom
54	Cloud Audio Amplifier (CXV225 100v)	ELDIZ Head Office - Executive Boardroom
55	Biamp Nexia CS / Digital Signal Processor	ELDIZ Head Office - Executive Boardroom
56	Biamp Nexia CS / Digital Signal Processor	ELDIZ Head Office - Executive Boardroom
57	Biamp Nexia CS / Digital Signal Processor	ELDIZ Head Office - Executive Boardroom
58	Sony DVD Recorder (RDR-HX780)	ELDIZ Head Office - Executive Boardroom
59	APC 5KVA UPS (SC450)	ELDIZ Head Office - Executive Boardroom
60	Kramer VP 8x8 VGA Switcher, RS232 Controllable	ELDIZ Head Office - Executive Boardroom
61	Epson Data Projector (EB1910)	ELDIZ Head Office - Executive Boardroom
62	Motorised Data Projector Screen (3m Wide 4:3)	ELDIZ Head Office - Executive Boardroom
63	6x Tannoy Ceiling Speaker	ELDIZ Head Office - Executive Boardroom
64	1x Tannoy Ceiling Sub	ELDIZ Head Office - Executive Boardroom
65	Sony LCD (FWD-S42H1)	ELDIZ Head Office - Executive Boardroom
66	Motorised Data Projector Lift	ELDIZ Head Office - Executive Boardroom
67	26x Beyer Dynamic Boardroom Table Mics (MPC22SW)	ELDIZ Head Office - Executive Boardroom
68	4x Boardroom Table Popups (Proconnect 300, VGA, Stereo Mini, 2 Network, 1x 16AMP Socket)	ELDIZ Head Office - Executive Boardroom
69	Digital Signage Setup Box/Receiver (HDMI, Amino 130)	ELDIZ Head Office - Executive Boardroom
70	Master Controller AMX with ICSNet and ICSHub (NI3100)	ELIDZ Head Office - Auditorium
71	Touch Panel AMX (NXT1200V)	ELIDZ Head Office - Auditorium
72	Biamp Nexia CS / Digital Signal Processor	ELIDZ Head Office - Auditorium
73	Sonifex Net-Logger (500GB HDD)	ELIDZ Head Office - Auditorium
74	2x Cloud Audio Amplifier (CXV225 100v)	ELIDZ Head Office - Auditorium

75	Sony DVD Recorder (RDR-HX780)	ELIDZ Head Office - Auditorium
76	Sony DVD Recorder (RDR-HX780)	ELIDZ Head Office - Auditorium
77	APC 5KVA UPS (SC450)	ELIDZ Head Office - Auditorium
78	Kramer 8x8 / UXGA Matrix Switcher	ELIDZ Head Office - Auditorium
79	Epson Data Projector (EB1910)	ELIDZ Head Office - Auditorium
80	Epson Data Projector (EB1910)	ELIDZ Head Office - Auditorium
81	2x Elite Motorised Data Projector Screen (Viewing Area 2330x1748mm 4:3)	ELIDZ Head Office - Auditorium
82	Sony LCD (FWD-S42H1)	ELIDZ Head Office - Auditorium
83	12x Tannoy Ceiling Speakers	ELIDZ Head Office - Auditorium
84	2x Tannoy Ceiling Subs	ELIDZ Head Office - Auditorium
85	6x Beyer Dynamic Ceiling Mics	ELIDZ Head Office - Auditorium
86	2x Motorised Data Projector Lift	ELIDZ Head Office - Auditorium
87	Digital Signage Setup Box/Receiver (HDMI, Amino 130)	ELIDZ Head Office - Auditorium
88	JBL 500 Series Powered Speaker	Conference Center Control Room Portable Unit
89	Sure Hand Held Microphone(s) & Wireless Mic Carry Case (PG24E/SM58-L5)	Conference Center Control Room Portable Unit
90	Sure Wireless Lapel Microphone(s) (PG14E/85-L5)	Conference Center Control Room Portable Unit
91	Epson Data Projector (EB1945)	Conference Center Control Room Portable Unit
92	Rolls 8 Input Mixer (RM82)	Conference Center Control Room Portable Unit
93	Epson Data Projector (EB4550)	Conference Centre Room 1
94	Epson Data Projector (EB4550)	Conference Centre Room 2
95	Epson Data Projector (EB4550)	Conference Centre Room 3
96	Epson Data Projector (EB4550)	Conference Centre Room 4
97	AMX Keypad X1007 8 Button	Conference Centre Room 1
98	Motorised Data Projector Screen (1.8x2m)	Conference Centre Room 1
99	Bose Speakers	Conference Centre Room 1
100	Bose Sub	Conference Centre Room 1
101	Kramer Receiver TP120 (Cat 5 to VGA)	Conference Centre Room 1
102	Kramer Transmitter TP110 (VGA to Cat 5)	Conference Centre Room 1
103	AMX Keypad X1007 8 Button	Conference Centre Room 2
104	Motorised Data Projector Screen (1.8x2m)	Conference Centre Room 2
105	Bose Speakers	Conference Centre Room 2
106	Bose Sub	Conference Centre Room 2
107	Kramer Receiver TP120 (Cat 5 to VGA)	Conference Centre Room 2
108	Kramer Transmitter TP110 (VGA to Cat 5)	Conference Centre Room 2
109	AMX Keypad X1007 8 Button	Conference Centre Room 4
110	Motorised Data Projector Screen (1.8x2m)	Conference Centre Room 4
111	Kramer Receiver TP120 (Cat 5 to VGA)	Conference Centre Room 4
112	Kramer Transmitter TP110 (VGA to Cat 5)	Conference Centre Room 4
113	Bose Speakers	Conference Centre Room 4
114	Bose Sub	Conference Centre Room 4
115	AMX Keypad X1007 8 Button	Conference Centre Room 3
116	Motorised Data Projector Screen (1.8x2m)	Conference Centre Room 3
117	Bose Speakers	Conference Centre Room 3
118	Bose Sub	Conference Centre Room 3
119	Kramer Receiver TP120 (Cat 5 to VGA)	Conference Centre Room 3
120	Kramer Transmitter TP110 (VGA to Cat 5)	Conference Centre Room 3
121	Senheizer True Diversity Receiver ew100 g2	Conference Centre Control Room
122	Senheizer True Diversity Receiver ew100 g3	Conference Centre Control Room
123	AMX Nxs-Nms	Conference Centre Control Room
124	AMX Nxs-Nms	Conference Centre Control Room
125	Kramer Composite to VGA Scaler	Conference Centre Control Room
126	Kramer TP110 Transmitters	Conference Centre Control Room
127	Kramer TP120 Receivers	Conference Centre Control Room
128	Kramer Composite to VGA Converter	Conference Centre Control Room
129	AMX Controller	Conference Centre Control Room
130	AMX Touch Panel	Conference Centre Control Room
131	Kramer 4x4 VGA Switch	Conference Centre Control Room
132	Biamp Nexia CS / Digital Signal Processor	Conference Centre Control Room
133	Qsc Amplifier ISA 300Ti Pro	Conference Centre Control Room
134	Qsc Amplifier ISA 300Ti Pro	Conference Centre Control Room



ANNEXURE 4

BILL OF QUANTITIES

1	Conference Centre - 4 Room Scenes			
	SKU	Description	Unit	Qty
		Podium Connections		
1.1	FT-600-B	Crestron FlipTop®; Basic, Black Anodized	No.	5
1.2	RM30	Beyer Dynamic Vertical array microphone in matte black finish with 3 m XLR cable. Revoluto technology provides an extremely wide horizontal pick up pattern and minimal loss with distance	No.	4
1.3	ZSH20	Beyer Dynamic Flexible shockmount fixture for SHM gooseneck mics with XLR male, black, with check nut	No.	4
1.4	DM-TX-4K-302-C	Crestron 4K DigitalMedia 8G+® Transmitter 302	No.	5
		Digital Media Connections - Rack		
1.5	DM-MD8x8	Crestron 8x8 DigitalMedia™ Switcher	No.	1
1.6	DMC-4K-C-HDCP2	Crestron HDBaseT® Certified 4K DigitalMedia 8G+® Input Card for DM® Switchers	No.	8
1.7	DMC-4K-CO-HD-HDCP2	Crestron 2-Channel HDBaseT® Certified 4K DigitalMedia 8G+® Output Card for DM® Switchers	No.	4
1.8		Samsung 24" LED display for Control Desk	No.	1
		Connections to Projector		
1.9	DM-RMC-4K-SCALER-C	Crestron 4K DigitalMedia 8G+® Receiver & Room Controller w/Scaler	No.	5
		Wireless Microphones		
1.10	TG500DR 518-548 MHz	Beyer Dynamic Rackmount dual receiver with internal power supply. Integral antennae splitter & dual or mix out on XLR or jack. Detachable BNC aerials, 518-548 MHz band.	No.	4
1.11	TG500HD 518-548 MHz	Beyer Dynamic Handheld transmitter with TGV50D cardioid dynamic capsule. Switchable 10w or 50w output, low battery warning LED & up to 120M range. 518-548 MHz.	No.	4
1.12	TG500B 518-548 MHz	Beyer Dynamic Beltpack transmitter. Switchable 10w or 50w output, low battery warning LED and up to 120M transmitting range 518-548 MHz band.	No.	4
1.13	TGL58c	Beyer Dynamic Omnidirectional mini condenser lavalier microphone with 4 pin mini XLR connector. Use MA PVA adapter for phantom power use or works with TG series belt packs. 20Hz-20KHz. Black	No.	4
		Cables and Connectors		
1.14	70-103-17	Two XLR 3-pin Male to Solder Cups - Neutrik(Control Desk Inputs)	No.	2
1.15	70-103-14	Two XLR 3-pin Female to Solder Cups(Control Desk Outputs)	No.	1
1.16	TMK 130 AAP	3 way Table Mounts for AAP - Architectural Adapter Plates	No.	1
1.17	CBL-HD-LOCK-16	HDMI Cable Lockable - 4.9m	No.	5
1.18	CBL-VGA-AUD-12	Male to Male VGA and Audio Cables - Moulded Connectors 3.6m	No.	5
1.19	CBL-HD-6	Ultra Flexible Premium High Speed and High Speed HDMI Cables 1.8M	No.	10
1.20	DP-HDMIF/6	DP to HDMI F, Active, 6' 1.8M	No.	5
1.21	FTA-PWR-262 (6507152)	FlipTop™ AC Power Outlet Module, Dual, Universal (South Africa)	No.	5
1.22		Cat6S Network Flyleads 1,8M(x6 actual; x2 spare)	No.	8
1.23		Cat6S Network Flyleads 4,6M(Podium to Wall socket)	No.	4
1.24	DM-CBL-8G-NP-SP1000	DigitalMedia 8G™ Cable, non-plenum,1000 ft spool (300m)	No.	4
1.25	DM-CONN-ULTRA-RECP-50	DigitalMedia™ Ultra Keystone RJ45 Jack, 50-Pack w/Termination Tool	No.	2
		Recording Device		
1.26	SON-NET-LOG-01-2TB	Sonifex Network Audio Logger	No.	1
1.27	SON-NET-LOG-WIN01	SONIFEX NET-LOG-WIN 98/NT/2K/XP WINDOWS SOFTWARE	No.	1
1.28	LD40F1REC	Single Flush Mount Record Sign	No.	4
1.29	LDKC1	Ceiling Mount Kit for Record sign	No.	4
1.30	SON-NET-LOG-UPS01	SON-NET-LOG-UPS01 SONIFEX MET-LOG UPS 1U BLACK FRONT	No.	1
		Speakers and Amps		
1.31	AMP-2210T	Crestron 2x210W Commercial Power Amplifier, 4/8Ω or 70/100V	No.	4
1.32	SAROS_PD8T-B-T-EACH	Crestron Saros® 8" 2-Way Pendant Speaker, Black Textured, Single	No.	22
		Touch Screens and Control		
1.33	CNX-BF12-W-T	Crestron Keypad 12 Button	m	4
1.34	TST-902	Crestron Wireless Touch Panel	No.	1
1.35	CENI-GWEXER	Crestron Wireless RF Gateway	No.	1
1.36	TSW-1060	Crestron Wired Touch Panel	No.	1
1.37	CP3	Crestron Controller CP3	No.	1

		Audio DSP		
1.38	SERVER - IO	Tesira DSP server with up to 48 channels of I/O, 1 DSP-2 card (2 additional DSP-2 cards can be added) no AVB-1 network card	No.	1
1.39	SIC-4	Tesira 4 channel mic/line input card		6
1.40	SOC-4	Tesira 4 channel mic/line output card	No.	4
1.41		APC SMART SRT 10KVA 10000VA RACK MOUNT 230V ONLINE UPS	No.	1
1.42		Podiums Custom Made	No.	4
1.43	K&M 21459-000-55	Poles for JBL EON Speakers	No.	3
1.44	EON-615/230	JBL EON 15" Front of house speakers	No.	3
		Professional Services		
1.45		Installation Services	Sum	1
1.46		Testing, commissioning and project management	Sum	1
1.47		Programming of Control System	Sum	1
1.48		Audio Control Area as specified	Sum	1
1.49		Sundries Cables and connectors includes Scaffolding hire	Sum	1

2 Head Office Auditorium				
	SKU	Description	Unit	Qty
2.1	FT-600-B	Crestron FlipTop™ Basic, Black Anodized	No.	1
2.2	TSW-1060-B-S	Crestron 10" Wired touch Panel	No.	1
2.3	TSW-1060-TTK-B-S	Crestron Table Top Kit for 10 Wired Panel	No.	1
2.4	TSW-560-B-S	Crestron Wired Touch panel Includes wall Mount Box	No.	1
2.5	HD-MD-400-C-E	Crestron MD400 HDMI VGA transmitter /Receiver	No.	2
2.6	DM-MD6x4	6x4 DigitalMedia™ Distribution Center	No.	1
2.7	DM-RMC-4K-SCALER-C	Crestron 4K scaler	m	1
2.8	EB-2140W	Epson Projector WXGA, 1280 x 800, 4200 Lumens, 15000:1 contrast, USB 2.0 Type A, USB 2.0 Type B, RS-232C, Wired Network, Gigabit ethernet interface, Wireless Network (optional)	No.	2
2.9	EXPI4	Audia XPI4	No.	1
2.10	LD40F1REC	Single Flush Mount Record Sign	No.	2
2.11	LDKC1	Ceiling mount Kit for Record sign	No.	2
2.12	CBLR2-HD	Crestron Cable Retractor HDMI	No.	1
2.13	CBLR2-DP-V	Crestron Cable Retractor DP	No.	1
2.14	CBLR2-VGA-AUDIO	Crestron Cable Retractor VGA	No.	1
2.15	Custom	Under Table Cable cubby	No.	1
		Professional Services		
2.16		Installation of items	Sum	1
2.17		Testing, commissioning and project management	Sum	1
2.18		Programming of Control System	Sum	1
2.19		Sundries Cables and connectors includes Scaffolding hire	Sum	1

3 CEO Boardroom				
	SKU	Description	Unit	Qty
3.1	FT-600-B	Crestron FlipTop™ Basic, Black Anodized	No.	1
3.2	TSW-1060-B-S	Crestron 10" Wired touch Panel	No.	1
3.3	TSW-UMB-60-BBI	Crestron Table Top Kit for 10 Wired Panel	No.	1
3.4	HD-MD-400-C-E	Crestron MD400 HDMI VGA transmitter /Receiver	No.	1
3.5	Alphatron PA100W	Compact-size digital amplifier (Class-D) boasts complete EQ adjustment and intuitive work status display, making it an ideal addition to a classroom or conference room application. Controllable via RS232/IP	No.	1
3.6	DM65E-BR	Samsung - 65" All-in-One E-Board Display, Resolution: 1920x1080, Brightness: 380nit (with touch glass)	No.	1
3.7		Logitech C922 Pro	No.	1
3.8	BRK-PLB14	Wall Bracket for 65" LED Screen	No.	1
3.9	EXPI4	Audia XPI4	No.	1
3.10	C2NIO	Crestron Control Port Expansion Module	No.	1
3.11	LD40F1REC	Single Flush Mount Record Sign	No.	1
3.12	LDKC1	Ceiling mount Kit for Record sign	No.	1
3.13	CBLR2-HD	Crestron Cable Retractor HDMI	No.	1
3.14	CBLR2-DP-V	Crestron Cable Retractor DP	No.	1
3.15	CBLR2-VGA-AUDIO	Crestron Cable Retractor VGA	No.	1
3.16	USB-EXT	Crestron USB to CAT extender	No.	1
3.17	Custom	Under Table Cable cubby	No.	1
		Professional Services		
3.18		Installation of items	Sum	1
3.19		Testing, commissioning and project management	Sum	1
3.20		Programming of Control System	Sum	1
3.21		Sundries Cables and connectors includes Scaffolding hire	Sum	1

4 Corporate Affairs Boardroom				
	SKU	Description	Unit	Qty
4.1	FT-600-B	Crestron FlipTop™ Basic, Black Anodized	No.	1
4.2	TSW-1060-B-S	Crestron 10" Wired touch Panel	No.	1
4.3	TSW-UMB-60-BBI	Crestron Table Top Kit for 10 Wired Panel	No.	1
4.4	HD-MD-400-C-E	Crestron MD400 HDMI VGA transmitter /Receiver	No.	1
4.5	Alphatron PA100W	Compact-size digital amplifier (Class-D) boasts complete EQ adjustment and intuitive work status display, making it an ideal addition to a classroom or conference room application. Controllable via RS232/IP	No.	1
4.6	EB-2140W	Epson Projector WXGA, 1280 x 800, 4200 Lumens, 15000:1 contrast, USB 2.0 Type A, USB 2.0 Type B, RS-232C, Wired Network, Gigabit ethernet interface, Wireless Network (optional)	No.	1
4.7	EXPI4	Audia XPI4	No.	1
4.8	C2NIO	Crestron Control Port Expansion Module	No.	1
4.9	LD40F1REC	Single Flush Mount Record Sign	No.	1
4.10	LDKC1	Ceiling mount Kit for Record sign	No.	1
4.11	CBLR2-HD	Crestron Cable Retractor HDMI	No.	1
4.12	CBLR2-DP-V	Crestron Cable Retractor DP	No.	1
4.13	CBLR2-VGA-AUDIO	Crestron Cable Retractor VGA	No.	1
4.14	Custom	Under Table Cable cubby	No.	1
		Professional Services		
4.15		Installation of items	Sum	1
4.16		Testing, commissioning and project management	Sum	1
4.17		Programming of Control System	Sum	1
4.18		Sundries Cables and connectors includes Scaffolding hire	Sum	1

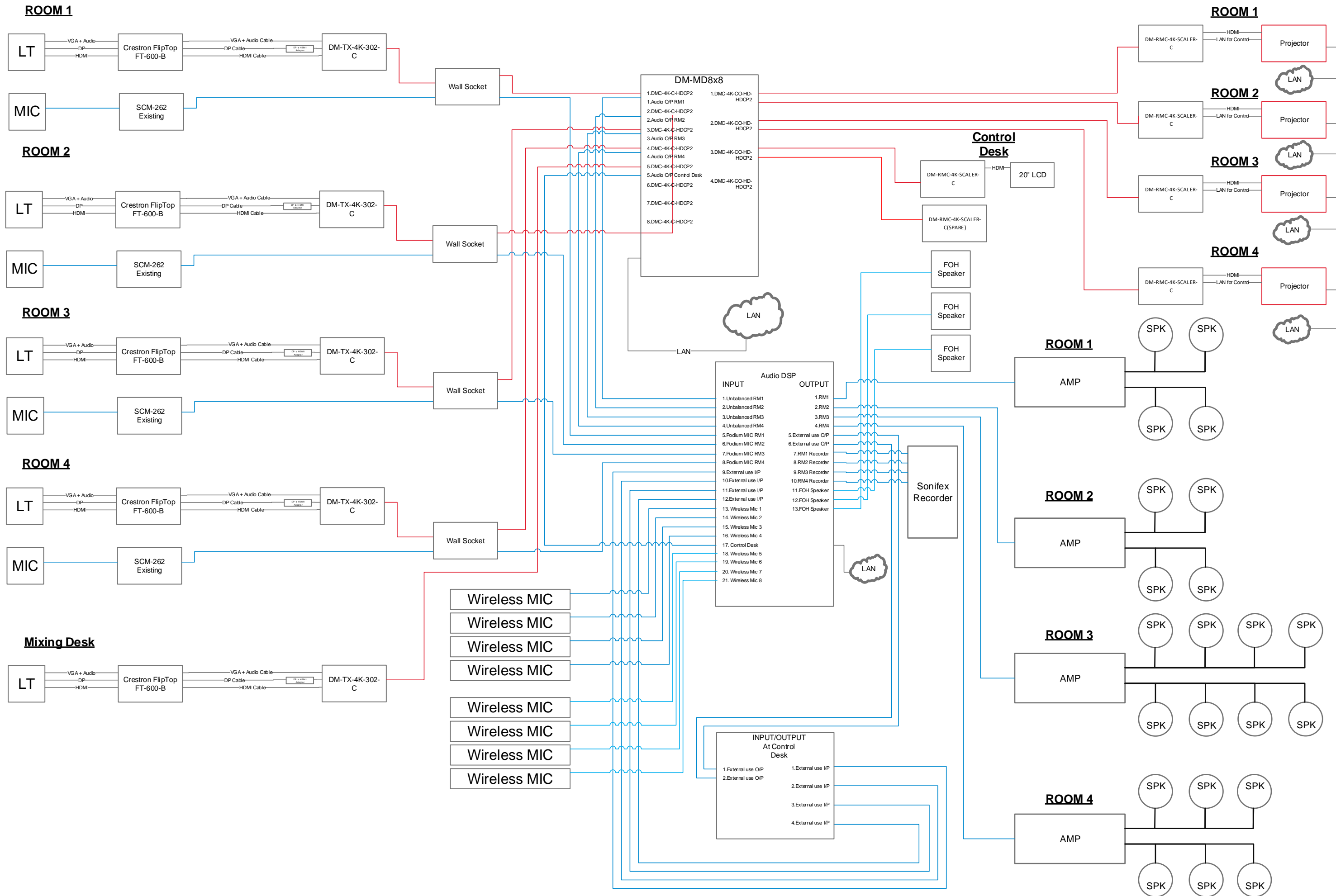
5 Executive Boardroom				
	SKU	Description	Unit	Qty
5.1	FT-600-B	Crestron FlipTop™ Basic, Black Anodized	No.	2
5.2	HD-MD-400-C-E	Crestron MD400 HDMI VGA transmitter /Receiver	No.	2
5.3	DM-MD6x4	6x4 DigitalMedia™ Distribution Center	No.	1
5.4	EB-2140W	Epson Projector WXGA, 1280 x 800, 4200 Lumens, 15000:1 contrast, USB 2.0 Type A, USB 2.0 Type B, RS-232C	No.	2
5.5	DM-RMC-4K-SCALER-C	Crestron 4K Scaler	No.	2
5.6	TSW-1060	Crestron Wired Touch Panel	No.	1
5.7	TSW-1060-TTK-B-S	Table Top Kit for wired Touch Panel	N0	1
5.8	CP3	Crestron Controller CP3	No.	1
5.9	SON-NET-LOG-01-2TB	Sonifex Network Audio Logger	No.	1
5.10	SON-NET-LOG-WIN01	SONIFEX NET-LOG-WIN 98/NT/2K/XP WINDOWS SOFTWARE	No.	1
5.11	LD40F1REC	Single Flush Mount Record Sign	No.	1
5.12	LDKC1	Ceiling mount Kit for Record sign	No.	1
5.13	SON-NET-LOG-UPS01	SON-NET-LOG-UPS01 SONIFEX MET-LOG UPS 1U BLACK FRONT	No.	1
5.14	CBLR2-HD	Crestron Cable Retractor HDMI	No.	1
5.15	CBLR2-DP-V	Crestron Cable Retractor DP	No.	1
5.16	CBLR2-VGA-AUDIO	Crestron Cable Retractor VGA	No.	1
5.17	Custom	Under Table Cable cubby	No.	1
		Professional Services		
5.18		Installation of items	Sum	1
5.19		Testing, commissioning and project management	Sum	1
5.20		Programing of Control System	Sum	1
5.21		Sundries Cables and connectors includes Scaffolding hire	Sum	1

6 Finance Boardroom				
	SKU	Description	Unit	Qty
6.1	FT-600-B	Crestron FlipTop™ Basic, Black Anodized	No.	1
6.2	TSW-1060-B-S	Crestron 10" Wired touch Panel	No.	1
6.3	TSW-UMB-60-BBI	Crestron Table Top Kit for 10 Wired Panel	No.	1
6.4	HD-MD-400-C-E	Crestron MD400 HDMI VGA transmitter /Receiver	No.	1
6.5	TST-902	Crestron Wireless Touch Panel	No.	1
6.6	CENI-GWEXER	Crestron Wireless RF Gateway	No.	1
6.7	Alphatron PA100W	Compact-size digital amplifier (Class-D) boasts complete EQ adjustment and intuitive work status display, making it an ideal addition to a classroom or conference room application. Controllable via RS232/IP	No.	1
6.8	EB-2140W	Epson Projector WXGA, 1280 x 800, 4200 Lumens, 15000:1 contrast, USB 2.0 Type A, USB 2.0 Type B, RS-232C, Wired Network, Gigabit ethernet interface, Wireless Network (optional)	No.	1
6.9	EXPI4	Audia XPI4	No.	1
6.10	C2NIO	Crestron Control Port Expansion Module	No.	1
6.11	CBLR2-HD	Crestron Cable Retractor HDMI	No.	1
6.12	CBLR2-DP-V	Crestron Cable Retractor DP	No.	1
6.13	CBLR2-VGA-AUDIO	Crestron Cable Retractor VGA	No.	1
6.14	Custom	Under Table Cable cubby	No.	1
		Professional Services		
6.15		Installation of items	Sum	1
6.16		Testing, commissioning and project management	Sum	1
6.17		Programing of Control System	Sum	1
6.18		Sundries Cables and connectors includes Scaffolding hire	Sum	1



ANNEXURE 5

NEW TECHNICAL VENUE DESIGNS

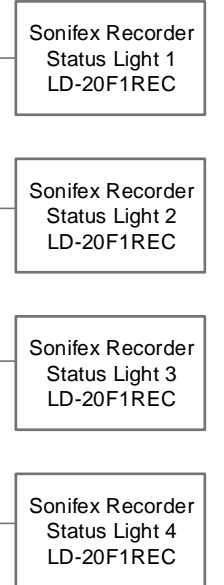
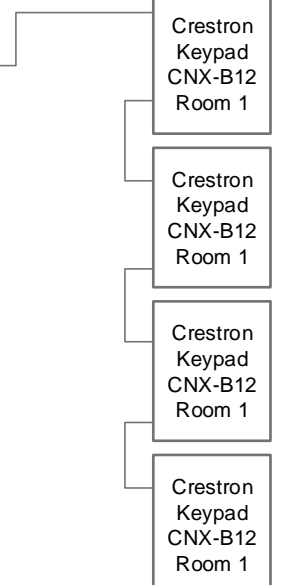
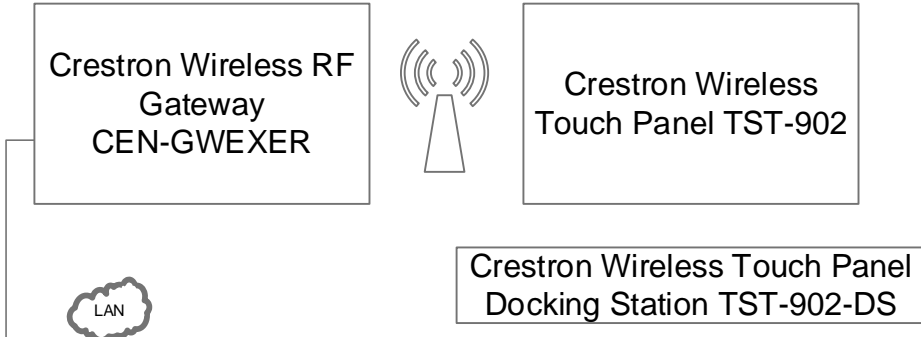
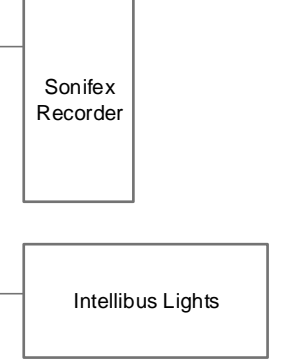
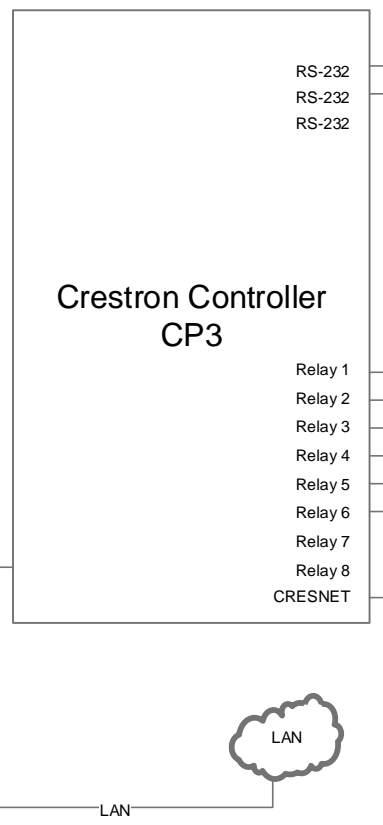
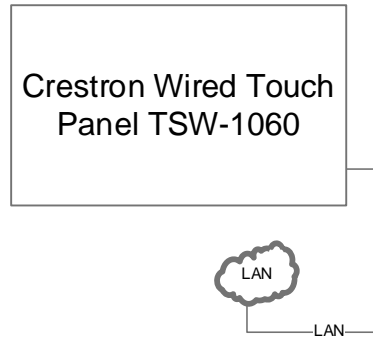
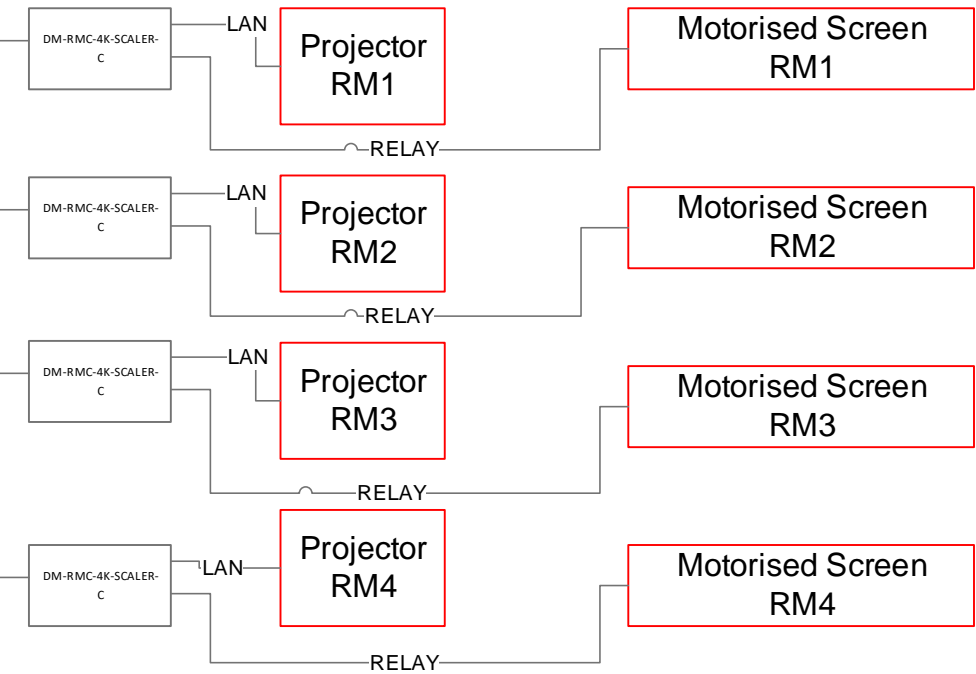
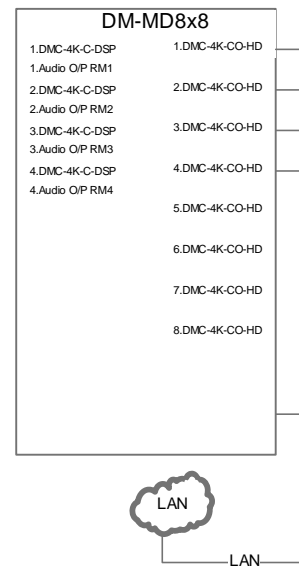
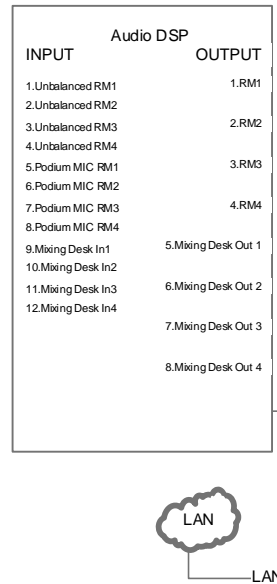


Notes:

— Audio
 — Video via CAT5/6 DM

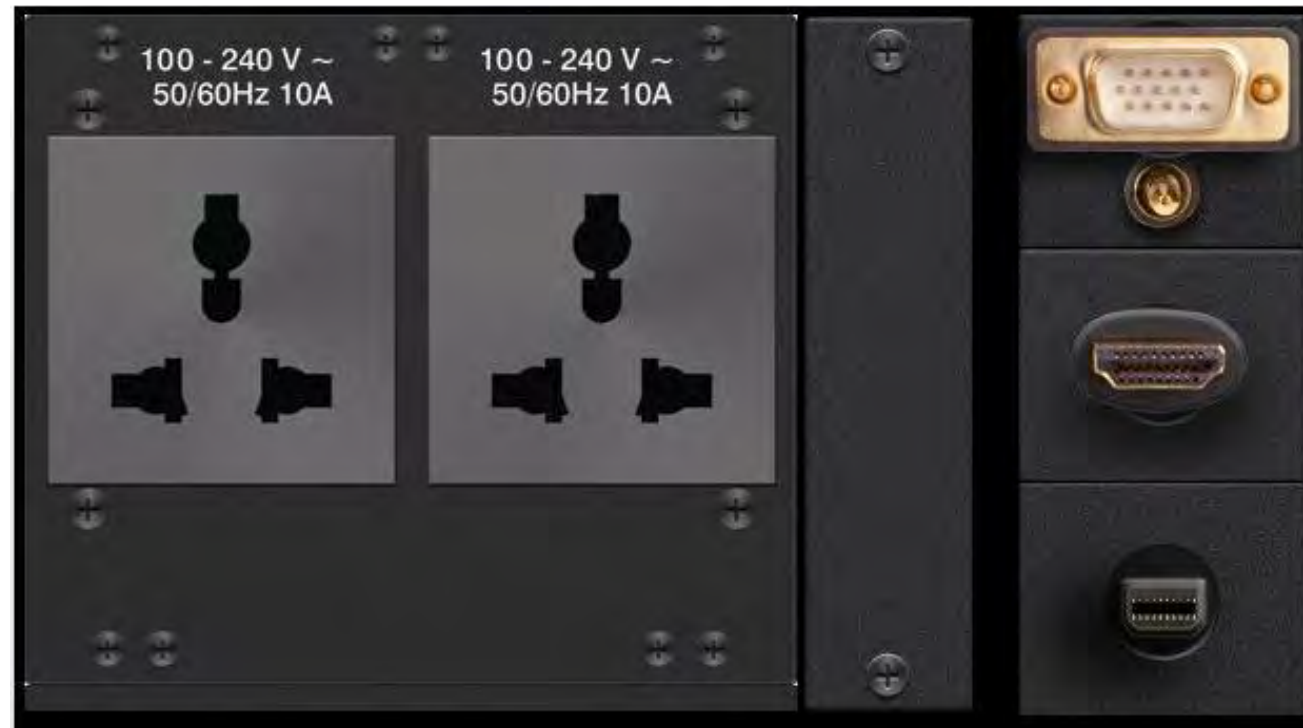
Included:
 FOH Speakers and Spare Out

Description: Conference Center AV		Revision No: 0.1	
File: (file)			
Drawn: Tiaan van Rensburg	Checked: Tiaan van Rensburg	Creation Date:	Revision Date: 2017/06/05



Notes: (notes)

Description: Conference Center Control			
File: (file)	Revision No:		
Drawn: Tiaan van Rensburg	Checked: Tiaan van Rensburg	Creation Date:	Revision Date:



Notes: **(notes)**

Description: **Conference Center Flip Top**

File: **(file)**

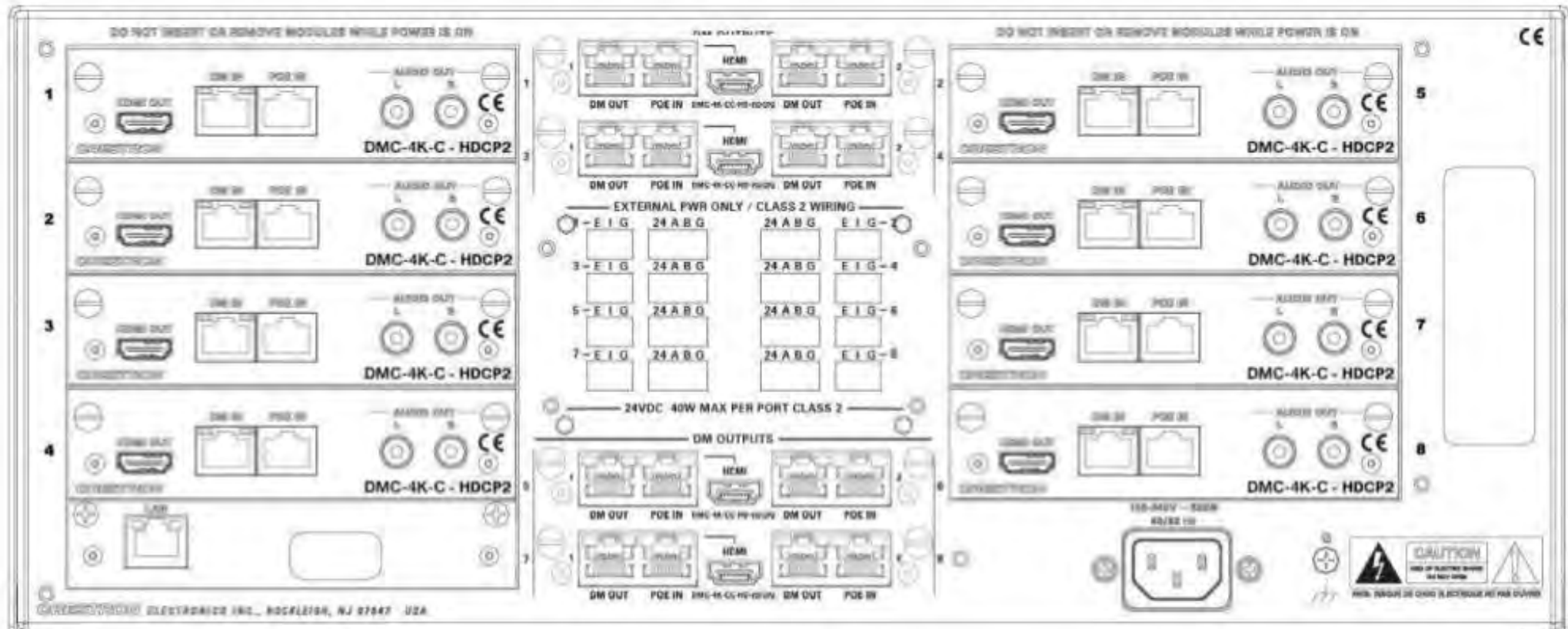
Revision No:

Drawn: **Tiaan van Rensburg**

Checked: **Tiaan van Rensburg**

Creation Date:

Revision Date:



Qty	Model (Switcher)
1	DM-MD8X8 (6507183) - 8x8 DigitalMedia™ Switcher
Slot	Model (Input Cards)
1	DMC-4K-C-HDCP2 (6507321) - HDBaseT® Certified 4K DigitalMedia 8G+® Input Card for DM® Switchers
2	DMC-4K-C-HDCP2 (6507321) - HDBaseT® Certified 4K DigitalMedia 8G+® Input Card for DM® Switchers
3	DMC-4K-C-HDCP2 (6507321) - HDBaseT® Certified 4K DigitalMedia 8G+® Input Card for DM® Switchers
4	DMC-4K-C-HDCP2 (6507321) - HDBaseT® Certified 4K DigitalMedia 8G+® Input Card for DM® Switchers
5	DMC-4K-C-HDCP2 (6507321) - HDBaseT® Certified 4K DigitalMedia 8G+® Input Card for DM® Switchers
6	DMC-4K-C-HDCP2 (6507321) - HDBaseT® Certified 4K DigitalMedia 8G+® Input Card for DM® Switchers
7	DMC-4K-C-HDCP2 (6507321) - HDBaseT® Certified 4K DigitalMedia 8G+® Input Card for DM® Switchers
8	DMC-4K-C-HDCP2 (6507321) - HDBaseT® Certified 4K DigitalMedia 8G+® Input Card for DM® Switchers
Slot	Model (Output Cards)
1	DMC-4K-CO-HD-HDCP2 (6507483) - 2-Channel HDBaseT® Certified 4K DigitalMedia 8G+® Output Card for DM® Switchers
2	DMC-4K-CO-HD-HDCP2 (6507483) - 2-Channel HDBaseT® Certified 4K DigitalMedia 8G+® Output Card for DM® Switchers
3	DMC-4K-CO-HD-HDCP2 (6507483) - 2-Channel HDBaseT® Certified 4K DigitalMedia 8G+® Output Card for DM® Switchers
4	DMC-4K-CO-HD-HDCP2 (6507483) - 2-Channel HDBaseT® Certified 4K DigitalMedia 8G+® Output Card for DM® Switchers

Notes: (notes)

Description: **Conference Center DM 8x8**

File: (file)

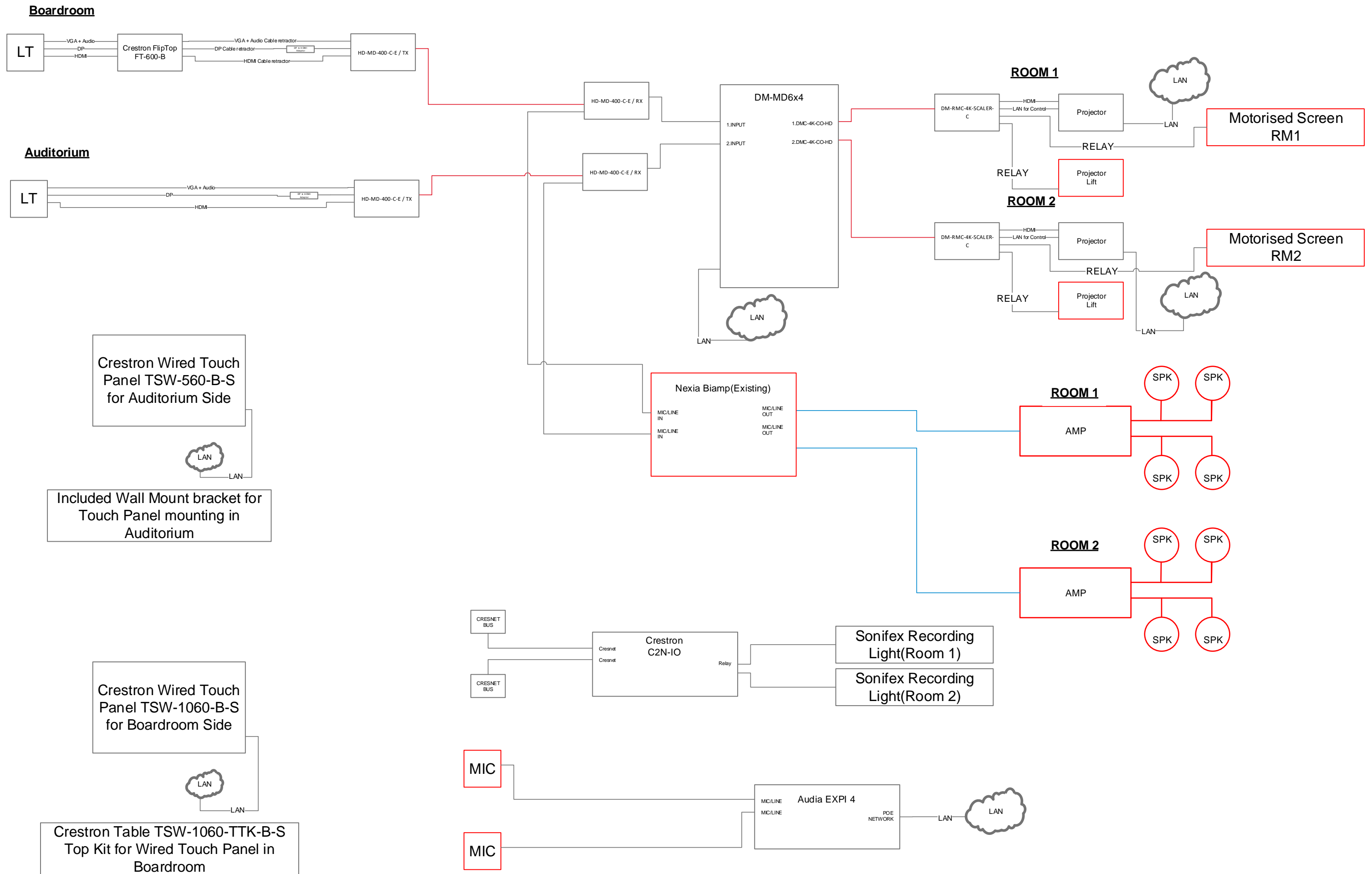
Revision No:

Drawn: **Tiaan van Rensburg**

Checked: **Tiaan van Rensburg**

Creation Date:

Revision Date:

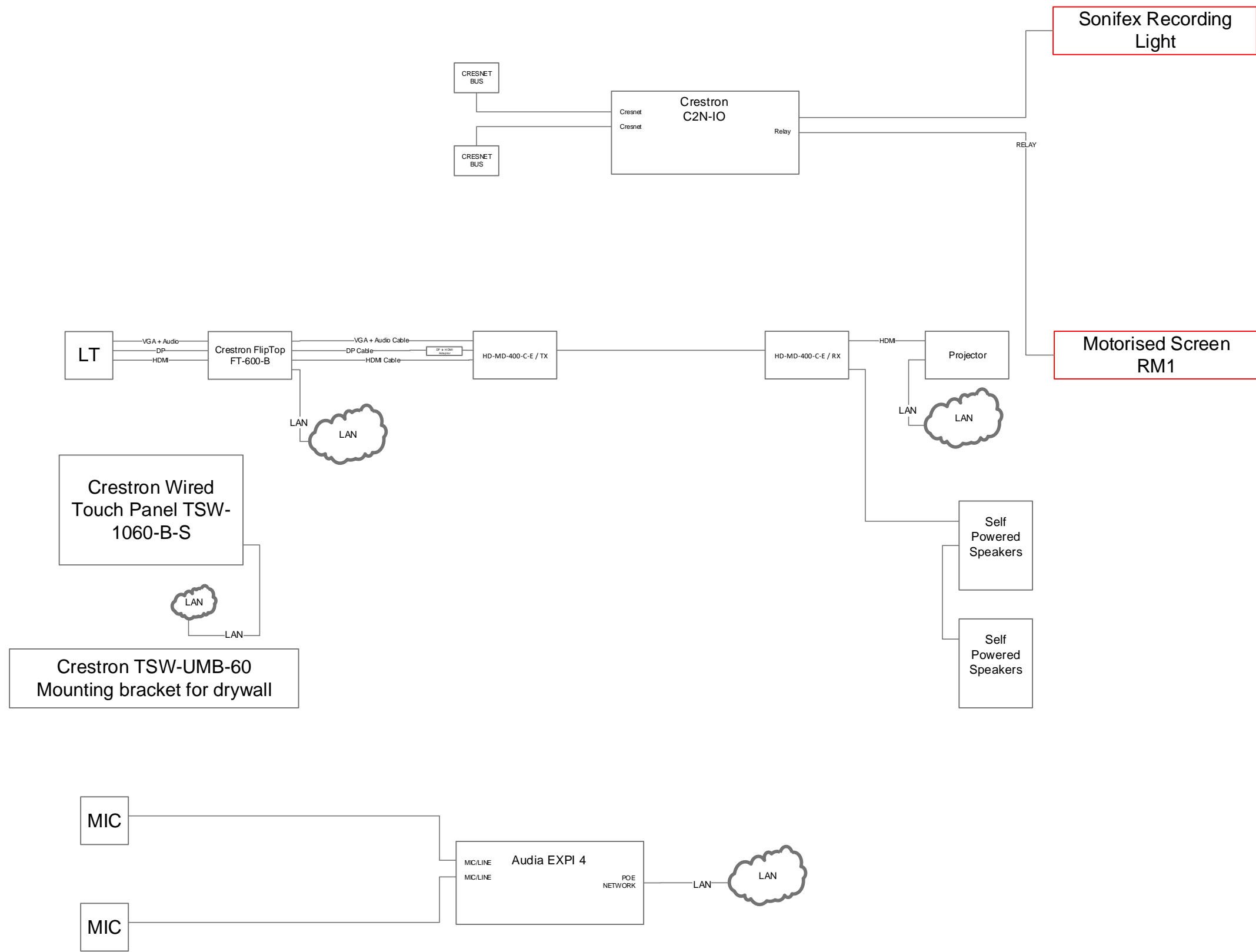


Notes:

— Audio

— Video via CAT5/6 DM

Description: Auditorium		Revision No:
File: (file)	Revision Date:	
Drawn: Tiaan van Rensburg	Checked: Tiaan van Rensburg	Creation Date:

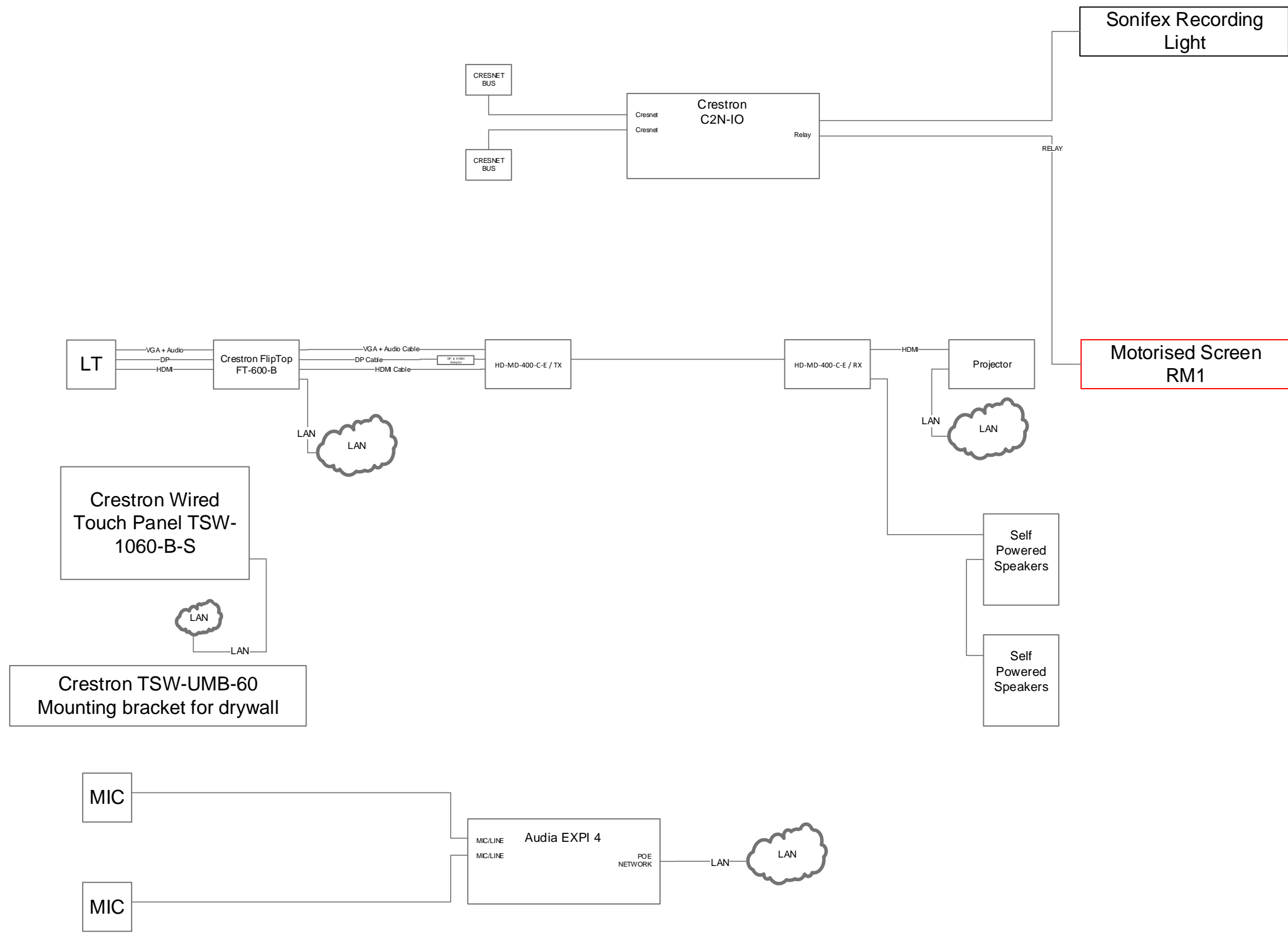


Notes: **(notes)**

Description: **Corporate Affairs Boardroom**

File: **(file)** Revision No:

Drawn: **Tiaan van Rensburg** Checked: **Tiaan van Rensburg** Creation Date: Revision Date:

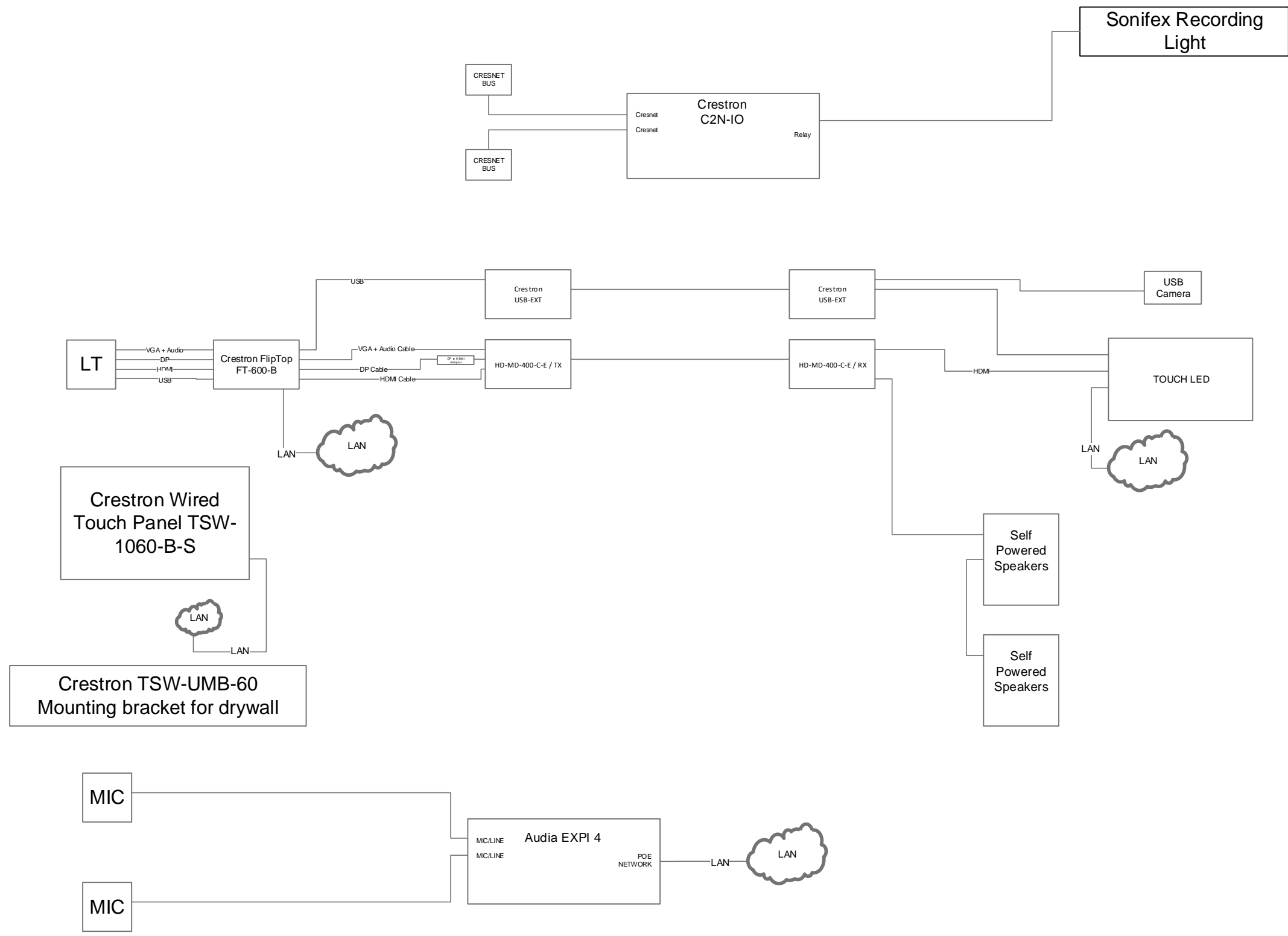


Notes: **(notes)**

Description: **Finance Boardroom**

File: **(file)** Revision No:

Drawn: **Tiaan van Rensburg** Checked: **Tiaan van Rensburg** Creation Date: Revision Date:



Notes: **(notes)**

Description: **CEO's Boardroom**

File: **(file)**

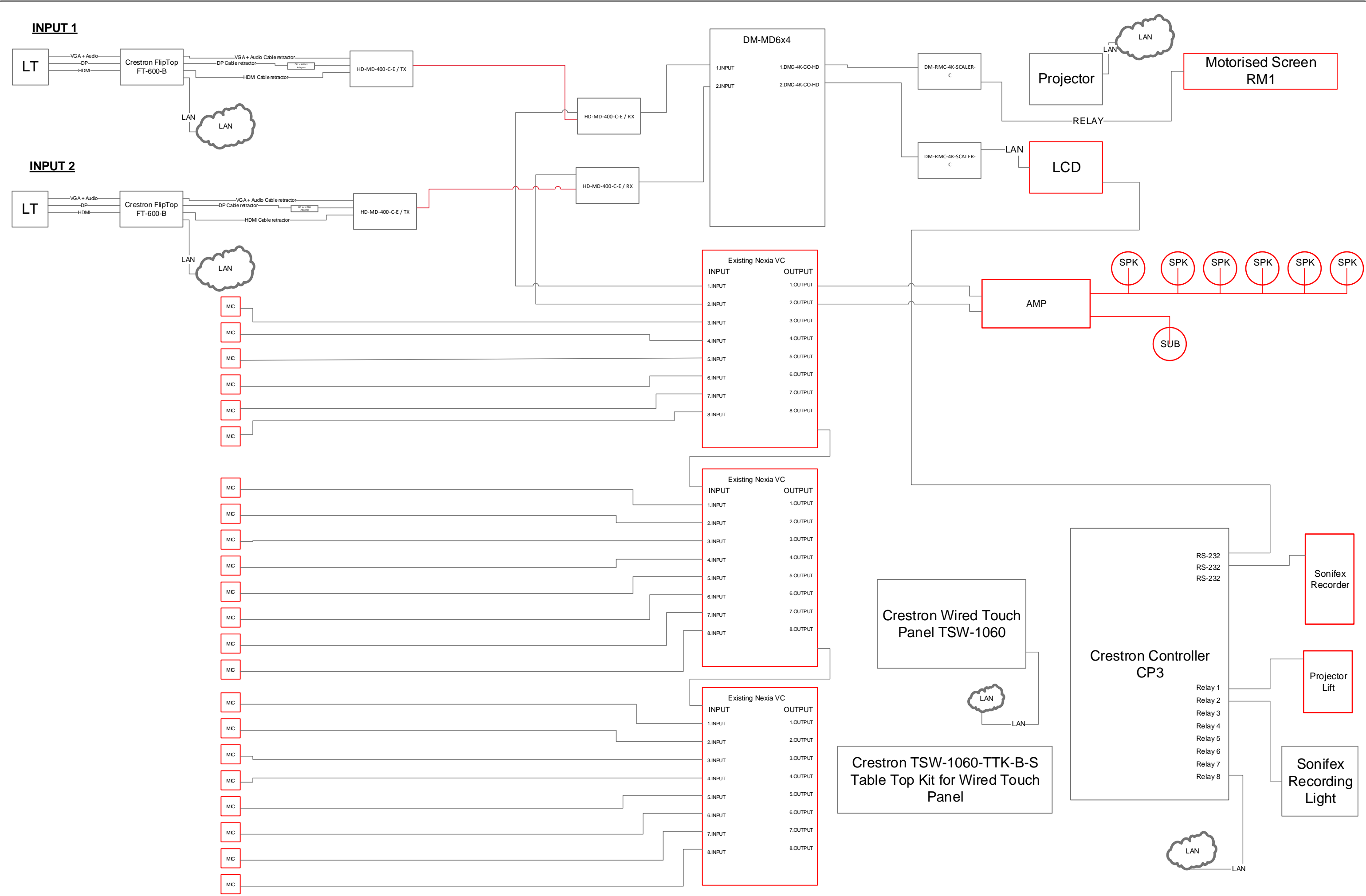
Revision No:

Drawn: **Tiaan van Rensburg**

Checked: **Tiaan van Rensburg**

Creation Date:

Revision Date:

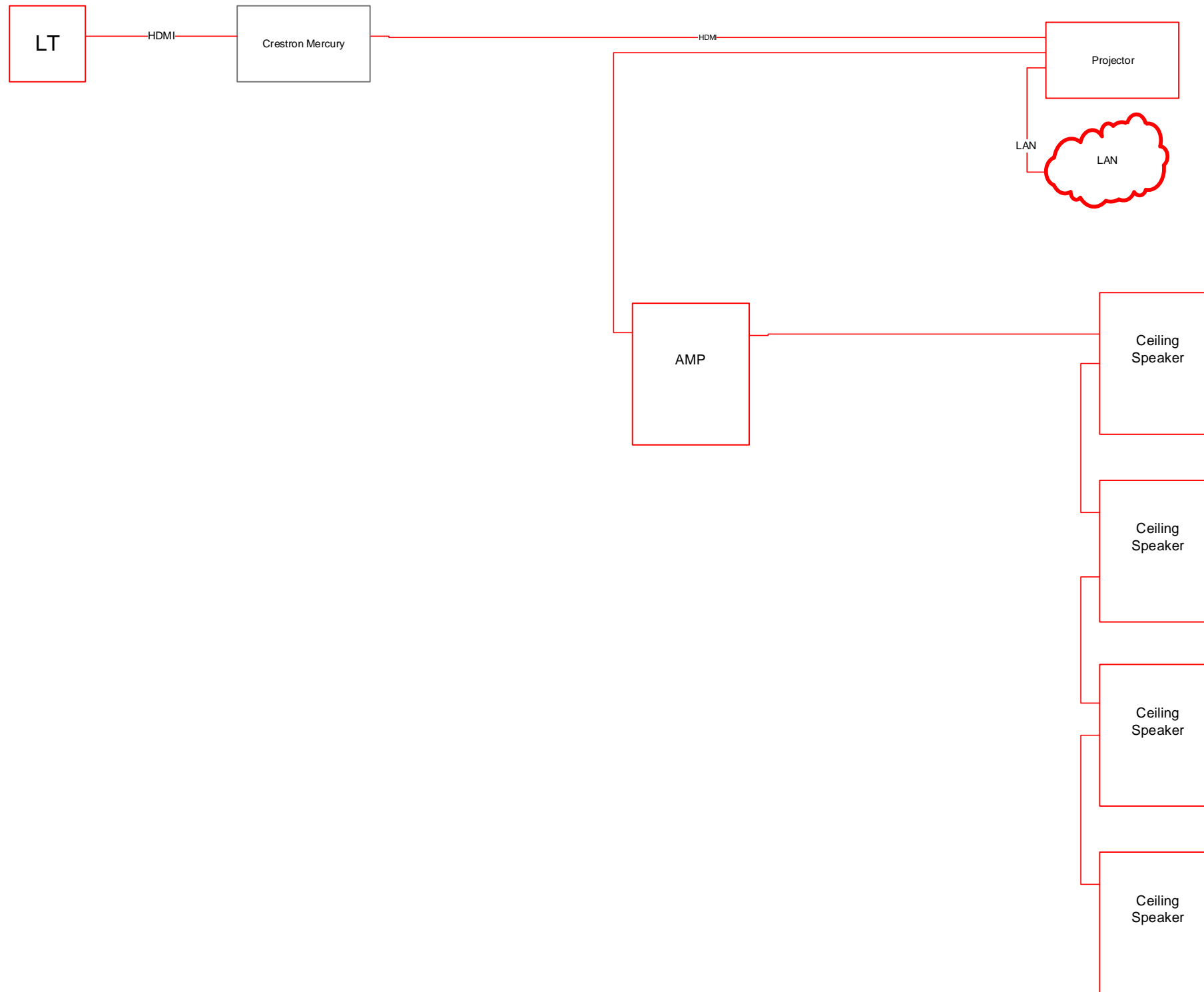


Notes: **(notes)**

Description: **Executive Boardroom**

File: **(file)** Revision No:

Drawn: **Tiaan van Rensburg** Checked: **Tiaan van Rensburg** Creation Date: Revision Date:



Notes: **(notes)**

Description: **ICT Meeting Room**

File: **(file)**

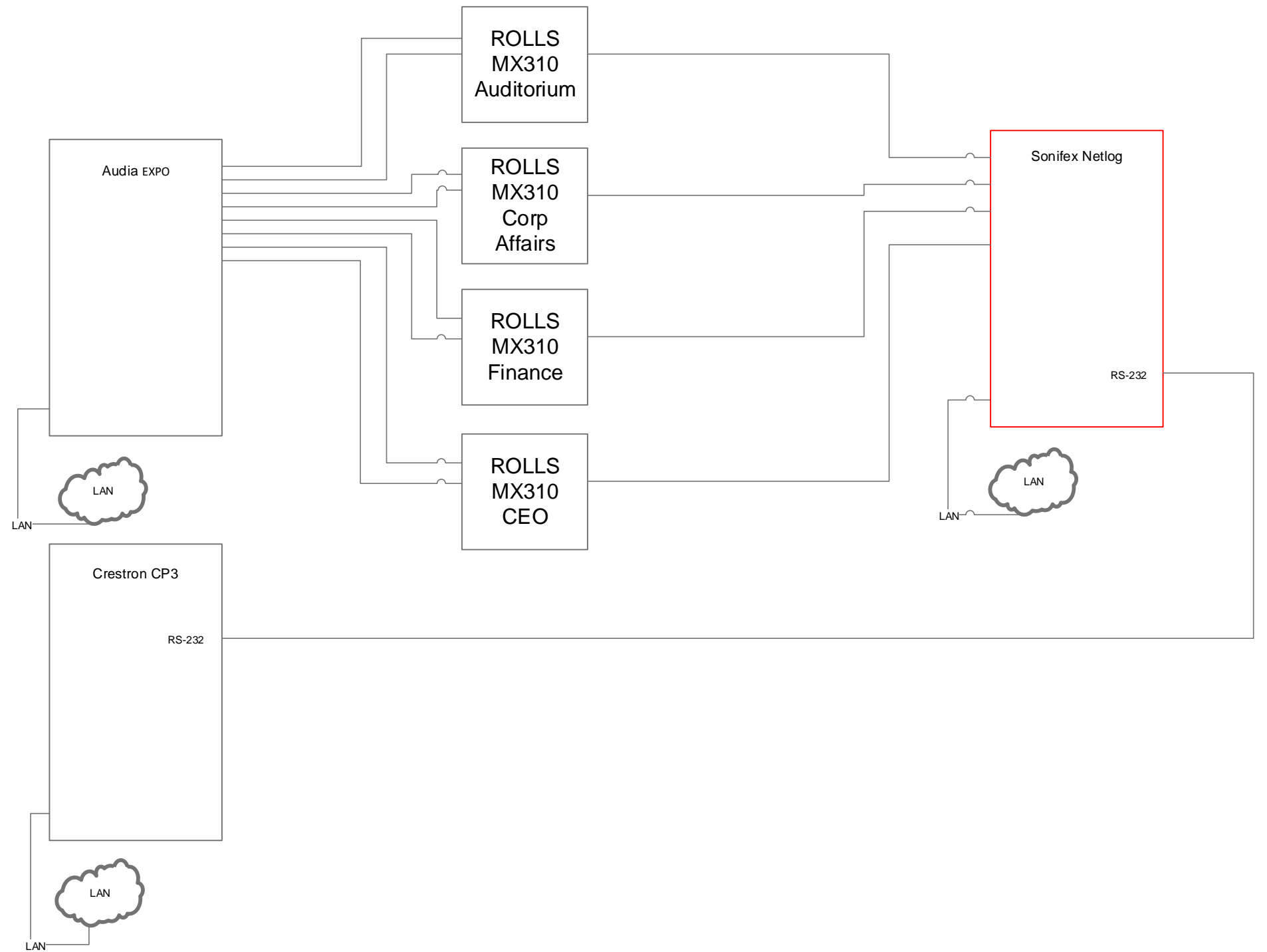
Revision No:

Drawn: **Tiaan van Rensburg**

Checked: **Tiaan van Rensburg**

Creation Date:

Revision Date:



Notes: (notes)

Description: Server Room

File: (file)

Revision No:

Drawn: Tiaan van Rensburg

Checked: Tiaan van Rensburg

Creation Date:

Revision Date:



ANNEXURE 6

REMAINING ASSET OR INFRASTRUCTURE LIST

Annexure 6: Remaining Asset or Infrastructure List

Asset or Infrastructure List

Number	Description	Location
	Sonifex Net-Logger (500GB HDD)	ELDIZ Head Office - Finance Boardroom
	Elite Motorised Data Projector Screen (Viewing Area 2330x1748mm 4:3)	ELDIZ Head Office - Finance Boardroom
	4 x Tannoy Ceiling Speakers	ELDIZ Head Office - Finance Boardroom
	1 x Tannoy Ceiling Sub	ELDIZ Head Office - Finance Boardroom
	2 x Beyer Dynamic Ceiling Mics	ELDIZ Head Office - Finance Boardroom
	Sonifex Net-Logger (500GB HDD)	ELDIZ Head Office - Corporate Affairs Boardroom
	Elite Motorised Data Projector Screen (Viewing Area 2330x1748mm 4:3)	ELDIZ Head Office - Corporate Affairs Boardroom
	4 x Tannoy Ceiling Speakers	ELDIZ Head Office - Corporate Affairs Boardroom
	1 x Tannoy Ceiling Sub	ELDIZ Head Office - Corporate Affairs Boardroom
	2 x Beyer Dynamic Ceiling Mics	ELDIZ Head Office - Corporate Affairs Boardroom
	Sonifex Recording Light	ELDIZ Head Office - Corporate Affairs Boardroom
	Sonifex Net-Logger (500GB HDD)	ELDIZ Head Office - CEO's Boardroom
	4 x Tannoy Ceiling Speakers	ELDIZ Head Office - CEO's Boardroom
	1 x Tannoy Ceiling Sub	ELDIZ Head Office - CEO's Boardroom
	2 x Beyer Dynamic Ceiling Mics	ELDIZ Head Office - CEO's Boardroom
	Sonifex Net-Logger (500GB HDD)	ELDIZ Head Office - Executive Boardroom
	Cloud Audio Amplifier (CXV225 100v)	ELDIZ Head Office - Executive Boardroom
	Biamp Nexia CS / Digital Signal Processor	ELDIZ Head Office - Executive Boardroom
	Biamp Nexia CS / Digital Signal Processor	ELDIZ Head Office - Executive Boardroom
	Biamp Nexia CS / Digital Signal Processor	ELDIZ Head Office - Executive Boardroom
	Motorised Data Projector Screen (3m Wide 4:3)	ELDIZ Head Office - Executive Boardroom
	6x Tannoy Ceiling Speaker	ELDIZ Head Office - Executive Boardroom
	1x Tannoy Ceiling Sub	ELDIZ Head Office - Executive Boardroom
	Motorised Data Projector Lift	ELDIZ Head Office - Executive Boardroom
	26x Beyer Dynamic Boardroom Table Mics (MPC22SW)	ELDIZ Head Office - Executive Boardroom
	2x Boardroom Table Popups (Proconnect 300, VGA, Stereo Mini, 2 Network, 1x 16AMP Socket)	ELDIZ Head Office - Executive Boardroom
	Biamp Nexia CS / Digital Signal Processor	ELDIZ Head Office - Auditorium
	Sonifex Net-Logger (500GB HDD)	ELDIZ Head Office - Auditorium
	2x Cloud Audio Amplifier (CXV225 100v)	ELDIZ Head Office - Auditorium
	2x Elite Motorised Data Projector Screen (Viewing Area 2330x1748mm 4:3)	ELDIZ Head Office - Auditorium
	12x Tannoy Ceiling Speakers	ELDIZ Head Office - Auditorium
	2x Tannoy Ceiling Subs	ELDIZ Head Office - Auditorium
	6x Beyer Dynamic Ceiling Mics	ELDIZ Head Office - Auditorium
	2x Motorised Data Projector Lift	ELDIZ Head Office - Auditorium
	JBL 500 Series Powered Speaker	Conference Center Control Room Portable Unit
	Sure Hand Held Microphone(s) & Wireless Mic Carry Case (PG24E/SM58-L5)	Conference Center Control Room Portable Unit
	Sure Wireless Lapel Microphone(s) (PG14E/85-L5)	Conference Center Control Room Portable Unit
	Epson Data Projector (EB1945)	Conference Center Control Room Portable Unit
	Rolls 8 Input Mixer (RM82)	Conference Center Control Room Portable Unit
	Epson Data Projector (EB4550)	Conference Centre Room 1
	Epson Data Projector (EB4550)	Conference Centre Room 2
	Epson Data Projector (EB4550)	Conference Centre Room 3
	Epson Data Projector (EB4550)	Conference Centre Room 4
	Motorised Data Projector Screen (1.8x2m)	Conference Centre Room 1
	Motorised Data Projector Screen (1.8x2m)	Conference Centre Room 2
	Motorised Data Projector Screen (1.8x2m)	Conference Centre Room 4
	Motorised Data Projector Screen (1.8x2m)	Conference Centre Room 3
	Epson Interactive Projector (EB-1430 Wi)	ICT Meeting Room



ANNEXURE 7

PROCUREMENT HANDBOOK

PROCUREMENT HANDBOOK



east london idz
business streamlined



BUSINESS STREAMLINED

The East London Industrial Development Zone SOC Ltd is the operator of the East London Industrial Development Zone (ELIDZ), a multi-million-rand infrastructure and bulk services development initiative by the Department of Trade and Industry (DTI) to attract export oriented investment into the city. The zone is located on the West Bank of East London, adjacent to the existing port and airport.

VISION

World class Operator of a prestigious industrial complex where highly competitive organisations thrive on streamlined business benefits and stimulate sustainable regional economic growth.

MISSION

To provide investor solutions and to attract and develop strategic industries that strengthen South Africa's global competitiveness through the development and operation of a thriving, specialized industrial complex.

The ELIDZ pursues its mission through the setting of programmes of action which seek to ensure the creation and delivery of:

- A suitable location for the establishment of strategic investments;
- Promotion and development of productive links between domestic and zone-based industries, to optimize use of existing infrastructure, generation of employment and creation of technology transfers; and
- Enablement of the beneficiation of local resources by resource-seeking industries.

The organization maintains four broad programmes in addressing these objectives. These are:

- Institutional Development and Corporate Administration;
- Zone Development (Infrastructure and Operations);
- Business Development and Investment Promotion; and
- Zone Management and Investor Servicing.

ELIDZ VALUES AND BELIEFS

- We exceed customer expectations and display passion for delivering exceptional service.
- We embrace a challenging style that encourages creativity, free thought and calculated risk-taking in pursuit of ever-higher goals.
- As a team, which values each person's worth and dignity, we learn from each other and from our experiences.
- We accept responsibility with consequences and commit to fair application of the ELIDZ policies, without abuse or manipulation.
- We display transparency in the way we work, and communicate with honesty and integrity in all our relationships.
- We capitalize on diversity and co-operation across departmental boundaries and throughout the company, with our customers and our suppliers.
- We are committed to establishing benchmarked quality in everything we do.

PROCUREMENT

The ELIDZ has established a procurement system with processes that are fair, transparent, equitable and cost-effective. We regard our suppliers as business partners. Service Providers' days shall be held to share information, discuss policy issues and address supplier concerns as a way of building win-win sustainable business relations.

The ELIDZ procurement policy assigned preference to transactions with Local Business (Buffalo City – Eastern Cape – South Africa), Small Businesses and Businesses that are contributing to Broad Based Black Economic Empowerment (BBBEE). Our procurement policy and strategic procurement targets for SMMEs and BEE demonstrate a commitment to socio-economic transformation.

RATIONALE FOR EMPOWERMENT

- Economic advancement.
- Higher growth path is not possible without broad based empowerment.
- Skills, low levels of entrepreneurship and low income are major constraints to economic growth.
- Human and social dimension are important given historical legacy.

REGISTRATION OF INTEREST TO PROVIDE GOODS AND SERVICES

By completing and submitting this form you hereby grant permission to the ELIDZ SOC Ltd to capture this data as part of its vendor database profile. Completion of this form does not in any way guarantee any contracts whatsoever, but said information will be included on the ELIDZ SOC Ltd vendor database.

A. BUSINESS DETAILS

Registered Business Name	<input type="text"/>		
Trading Name	<input type="text"/>		
Location	<input type="text"/>		
Subsidiary	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, Holding Co. Name <input type="text"/>
Central Supplier Database (CSD) Registration number (MAAA Registration number):	<input type="text"/>		

B. ADDRESS

PHYSICAL

Building / Complex Name	<input type="text"/>	City / Town	<input type="text"/>
Street Name & Number	<input type="text"/>	Province	<input type="text"/>
Suburb	<input type="text"/>	Country	<input type="text"/>
	<input type="text"/>	Postal Code	<input type="text"/>

POSTAL

P.O. Box / Pvt Bag	<input type="text"/>	Province	<input type="text"/>
City / Town	<input type="text"/>	Country	<input type="text"/>
	<input type="text"/>	Postal Code	<input type="text"/>

C. CONTACT DETAILS

COMPANY DETAILS

Area Code	<input type="text"/>
Telephone	<input type="text"/>
Facsimile	<input type="text"/>
Website	<input type="text"/>
Email	<input type="text"/>

CONTACT PERSONS DETAILS

First Name	<input type="text"/>
Surname	<input type="text"/>
Position	<input type="text"/>
Area Code	<input type="text"/>
Telephone	<input type="text"/>
Facsimile	<input type="text"/>
Email	<input type="text"/>
Cellular	<input type="text"/>

D. BUSINESS OVERVIEW

Type of Company:	<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Partnership	<input type="checkbox"/> Close Corporation	<input type="checkbox"/> Ltd	<input type="checkbox"/> (Pty) Ltd	<input type="checkbox"/> Other
If other (please specify)	<input type="text"/>					
Main Industry of Business	<input type="text"/>					
Type of Industry	<input type="text"/>					
Professional Membership Details	<input type="text"/>					
(Organisations of which you are a member)	<input type="text"/>					

Please provide details of the services or products you offer

1.
2.
3.

Vat Registration No. (if applicable)	
Business Registration No. / ID No.	
SARS Tax Registration No.	
UIF Registration No.	
Skills Levy Registration No.	
No. of Branches	No. of Subsidiaries

E. BACKGROUND

Date of Establishment			
No. of active business years in Buffalo City Municipality		Eastern Cape	
No. of active business years in RSA		International	
Main services performed in the last 5 years (please list)			
1.			
2.			
3.			

F. REFERENCES

Name of Client	Contact Person	Contact Number

Joint Venture Partners (if applicable)	Joint Venture Contact Person	Joint Venture Contact Number

G. DECLARATION

I understand that should my business be awarded a contract, the said contract offered will be subject to the information given on this form being correct.

Any misrepresentation of facts may lead to disqualifications. Should such misrepresentation be uncovered after commencement of contracted work, the ELIDZ reserves the right to terminate the contract and recover all payments made to the business.

Full Name: Initials:

Please tick box to confirm that you have fully understood and agree with the above statement.

Signature: _____ Date: _____

BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBEE) STATUS

ELIDZ is committed to social transformation. The company targets SMMEs & BEE enterprises when procuring services and products from vendors. This is done in line with the Preferential Procurement Policy Framework Act (5 of 2000) and its regulations as aligned to the Broad-based Black Economic Empowerment Act (53 of 2003), as amended.

Definition of Terms

Black People: Means African, Coloured, Indian or Chinese persons who are natural persons and

- Are citizens of the Republic of South Africa by birth or descent; or
- Are citizens of the Republic of South Africa by naturalization before the commencement date of the Constitution of the Republic of South Africa Act of 1993; or
- Became citizens of the Republic of South Africa after the commencement date of the Constitution of the Republic of South Africa Act of 1993, but who, for the Apartheid policy that had been in place prior to that date, would have been entitled to acquire citizenship by naturalization prior to that date.

Broad Based Black Economic Empowerment: this means the economic empowerment of all black people through diverse but integrated socio-economic strategies that include:

- Increase the number of black people that manage, own and control enterprises and productive assets;
- Facilitating ownership & management of enterprises & productive assets by communities, workers, cooperatives & other collective enterprises;
- Human resources and skills development; \achieving equitable representation in all occupational categories and levels in the workshop;
- Preferential procurement; and
- Investment in enterprises that are owned or managed by black people

Disability: The definition of persons with disabilities as contained in the employment act is used. It means employees who have a long-term or recurring physical or mental impairment, which substantially limits their prospects of entry into, or advancement in employment. The total number of employees with disabilities (irrespective of race or gender) is expressed as a percentage of the total number of employees (irrespective of race or gender) in all levels of the organisation.

B-BBEE Rating

Please tick next to your B-BBEE Level and attach your accredited B-BBEE certificate

Criteria & BBBEE Rating	Please Tick
Level 1 contributor: 100% and above	
Level 2 contributor: 85 – 100%	
Level 3 contributor: 75 - 85%	
Level 4 contributor: 65 - 75%	
Level 5 contributor: 55 - 65%	
Level 6 contributor: 45 - 55%	
Level 7 contributor: 40 - 45%	
Level 8 contributor: 30 - 40%	
Non-Compliant	

Companies with annual turnover less than R10 million to submit an account or SARS letter confirming turnover.

Turnover

State company latest annual turnover

Additional Information

1.1.1 Ownership held by black shareholders

(% of total shares)

1.1.2 Ownership held by black female shareholders

(% of total shares)

DISCLOSURE OF INTEREST

Conflict of interest includes:

- Direct or indirect ownership by ELIDZ employees or members of the board and its committees, their spouses or immediate family in a contractor or supplier (service provider) which is, or intends to do business with the ELIDZ;
- The ELIDZ employees or members of the board and its committees, their spouses or immediate family serving as an officer, director, employee, committee member, agent, representative or consultant, to any current supplier or to any other organization that does business with ELIDZ;
- ELIDZ employees or members of the board and its committees, their spouses or immediate family receiving fees, commissions or other compensations from suppliers or service providers; and
- ELIDZ employees or members of the board and its committees, their spouses or immediate family, receiving gifts, hospitalities, entertainment or other courtesies from suppliers or potential suppliers;
- Amounts received by the ELIDZ employees or members of the board and its committees, their spouses or immediate family that are more than R1000 in the form of fees, donations, gifts, must be disclosed.

DISCLOSURE FORM:

Are any of the directors / members / shareholders of the company employed by a State / Public Entity or Municipality?

No Yes (if yes, complete the following)

Name of Person	Position Occupied	Entity Name

Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the East London IDZ and who may be involved with the evaluation and or adjudication?

No Yes (if yes, complete the following)

Name of Person	Position Occupied	Nature of Relationship

Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the East London IDZ who may be involved with the evaluation and or adjudication?

No Yes (if yes, complete the following)

Name of Person	Position Occupied	Nature of Relationship

Do ELIDZ members of the board or board committees, employees, their spouses or immediate family have any direct / indirect interest in your company?

No Yes (if yes, complete the following)

Name of Person	Nature of Relationship	Extent of Financial Interest

Do ELIDZ members of the board, committees, employees, their spouses or immediate family currently serve as an officer, director, partner, employee, committee member, agent, representative, or consultant to your company?

No Yes (if yes, complete the following)

Name of Person	Current Position	No. of Years	Remuneration Received

Have ELIDZ members of the board, committees, employees, their spouses or immediate family received any fees, commissions or other compensations from your company within the last year?

No Yes (if yes, complete the following)

Name of Person	Nature of Benefit	Approximate Value

Have ELIDZ members of the board, committees, employees, their spouses or immediate family received any sponsorship from your company within the last year?

No Yes (if yes, complete the following)

Source of Assistance / Sponsorship	Description of Assistance / Sponsorship	Value of Assistance / Sponsorship

Have ELIDZ members of the board, committees, employees, their spouses or immediate family received any gifts, hospitalities, entertainment or any other such gratuities from your company within the last year?

No Yes (if yes, complete the following)

Name of Person	Type of Gratuity	Approximate Value

I _____ understand that should my business be awarded a contract, said contract offered, will be subject to the information given on this form being correct.

Failure to disclose Conflict of interest information amounts to misrepresentation. Should any misrepresentation be uncovered after commencement of contracted work, the ELIDZ reserves the right to terminate the contract and recover all payments made to the business.

Signature: _____

Date: _____

CHECKLIST

Please submit the following documents as an attachment to this handbook

Documents Required		Please tick
1.	Certified Copies of ID (owner / manager)	
2.	Business Profile	
3.	Accredited B-BBEE or Certified copy of original	
4.	Valid TAX Clearance Certificate	
5.	Company Registration Documents	
6.	Letter from an Accountant confirming Annual Turnover for EMES	
7.	EMES - Sworn Affidavit confirming B-BEE management split of company	
8.	Banking details - Bank letter and company letter stating banking details	
9.	Central Supplier Database (CSD) registration summary report	



Lower Chester Road, Sunnyridge,
East London, 5201

PO Box 5458, Greenfields,
East London, 5208
Republic of South Africa

T: +27 (0)43 702 8200 | F: +27 (0)43 702 8251
E: scm@elidz.co.za | www.elidz.co.za



ANNEXURE 8

REFERENCE LETTER

Annexure 8

ELIDZ RFP –Details of previous similar work experience

- The respondent / tenderer must complete part A of this form separately for each reference submitted.
- The respondent / tenderer must forward Part B of this form for completion and signing to be completed by the referee, then bind the signed and completed Annexure 5 form with the tender submission.
- It is critical for the referee to include their signature & company stamp in the space provided for these.
- It is critical for the referee to include their contact details to enable verification of the reference. The ELIDZ will not give scores for incomplete forms.
- The referee to please provide a score (0 - for poor services received, 3 – for satisfactory services received, 5- for good services received) **PART A – To be completed by respondent / tenderer for RFP submission**

Company name of Respondent / tenderer:		
Name of client / referee:		
Location of project (private or public entity)		
Contract start date: date/month/year		
Contract end date: date/month/year		
Brief description of similar / relevant work experience.		
Details of client / referee for verification purposes:	Name:	
	Company name:	
	Contact details (Cell and Office numbers):	

Annexure 8 – Continued

ELIDZ RFP – Details of previous similar work experience

PART B – To be completed by referee

Client / Referee Name:

Please verify that information provided by the respondent in Part A above is correct. Comment alongside if necessary: <table style="display: inline-table; vertical-align: middle; margin-left: 10px;"> <tr> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="padding-left: 5px;">No</td> </tr> <tr> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="padding-left: 5px;">Yes</td> </tr> </table>		No		Yes	Comments			
	No							
	Yes							
Please indicate and rate whether the respondent has performed the attributes/tasks listed below.	Has the service been rendered (Yes / No)	Poor	Average	Good				
		1	3	5				
Did the service provider implement their last project successfully?								
Was the solution delivered in the required time frame?								
Was conformance to a project management standard adhered to?								
Was the skill competency of the team relevant and adequate to deliver on the solution?								
Were all meetings schedules adhered to?								
Were you satisfied with the technical support provided during the project?								

Referee name:

Client / Referee signature:

Designation:

Date:

Tel:

Cell:.....

Company Stamp: