



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

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Reference : **DIRCO 06/2023/2024**
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Bid No: DIRCO 06/2023/2024: INVITATION TO BIDDERS TO SUPPLY, DELIVER, INSTALL, CONFIGURE, MAINTAIN, AND SUPPORT AUDIO VISUAL CONFERENCE SYSTEM FOR THREE (3) MEETING ROOMS

Bidders are requested to take note of the addendum of page 18 of the Terms of Reference. Page 18 indicated an incorrect compulsory briefing session date as 15 February 2024.

The correct date for the compulsory briefing session is **14 February 2024 at 11:00** as per the addendum. Please find the attached addendum accompanying this letter

Apologies for any inconveniences caused.

NB: THE COMPULSORY BRIEFING SESSION IS AT 19 RICHARDS DRIVE, GALLAGHER ESTATE, HALFWAY HOUSE, MIDRAND

Yours faithfully



CHIEF DIRECTOR

DATE: 13/02/2024

Kgoro ya Tirisano le Tshomišano ya Dinaga tša Boditšhabatšhaba • Lefapha la Dikamano le Tshebedisano Dinaheng tsa Matjhaba • Lefapha la Dikamano tsa Boditšhabatšhaba le Tirisano • UMnyango Wezobudlelwano Nokubambisana Bamazwe Namazwe • Litiko Letebudlelwane Bemave kanye Nekusebentšhano • ISebe lezobudlelwane neNtsebenziswano yamZwe ngamaZwe • UmNyango weTjhebiso nokuSebenzisana kweenTjhabatjhaba • Muhasho wa Vhushaka ha Dzitshakatshaka na Tshumisano • Ndzawulo ya Vuxaka bya Matiko ya Misava na Ntirhisano • Departement van Internasionale Betrekkings en Samewerking

TOR ADDENDUM

5. VALIDITY OF PERIOD OF BID

Bidders are expected to submit a bid that will be valid for a period of four (4) months.

6. EVALUATION METHODOLOGY

Bidders must attend compulsory briefing session, Failure to attend will result in disqualification. (See the cover page for physical address)

All the bids received will be evaluated in three phases based on three criteria (**Responsive Criteria, Functionality and Price and Specific goals**)

Potential Service Providers must comply with all minimum requirements to qualify for the next stage of the evaluation process. Non submission will result in disqualification.

6.1 Phase 1: Responsive Criteria.

The minimum requirements which must be fully and comprehensively complied with are as follows:

| Documents that must be submitted | Responses required |
|---|--|
| Standard Bid Documents (SBD): SBD1, SBD 4 | Completed and signed SBD1, SBD 4, SBD 6.1 In the event a bidder fails to submit the completed documents at the time of submitting the proposal, the bidder will be requested to submit the documents within 3 days from the date of request. Failure to submit the documents will disqualify the bidders. In case of Joint Venture arrangement, all parties must also submit all the mandatory documents |
| Compulsory site visit | The Compulsory site visit will be held at Pan African Parliament Physical Address 19 Richards Drive, Gallagher Estate Halfway House Midrand Date: 14 February 2024 Time: 11H00 Non-attendance will lead to disqualification |