



an agency of the
Department of Sport, Arts and Culture

RFQ: AV Equipment

QUOTATION DESCRIPTION	DEPART.	CONTACT PERSON	CLOSING DATE
Request for quotation: AV Equipment	FINANCE	SCM Tel: 012 336 4029 Email: lerato@freedompark.co.za Technical: Benni@freedompark.co.za	30 June 2026 Time:10h00am

ALL QUOTATIONS OR PROPOSALS TO BE DELIVERED TO TENDER BOX 2ND FLOOR
 ADDRESS: FREEDOM PARK ADMIN BUILDING CNR KOCH & 7th AVENUE, SALVOKOP, PRETORIA

INDEX

NO	DETAILS	DOCUMENT
	LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF QUOTATION DOCUMENT (NEATLY ATTACHED AS ANNEXURES)	
1	Tax Clearance Certificate or Unique Pin	
2	Proof or supporting documents for points claim on specific goal -SBD6.1	
3	Tax compliant CSD Report	
4	Provide a pricing schedule, (quotation validity must be 90 days).	
5	BBBEE Registration Certificate.	
ALL PRICES MUST BE VAT INCLUSIVE		

SPECIFICATION:

TO APPOINT AN EXPERIENCED SERVICER PROVIDER TO MANAGE AND SUPPORT EXISTING AUDIO VISUAL, VIDEO PRODUCTION SERVICES AND LIVE STREAMING DURING FREEDOM PARK EVENTS AS AND WHEN NEEDED FOR A PERIOD OF 12 MONTHS

1. BACKGROUND

Freedom Park had already procured the Audio-Visual Recording and Streaming equipment's as per the list below:.

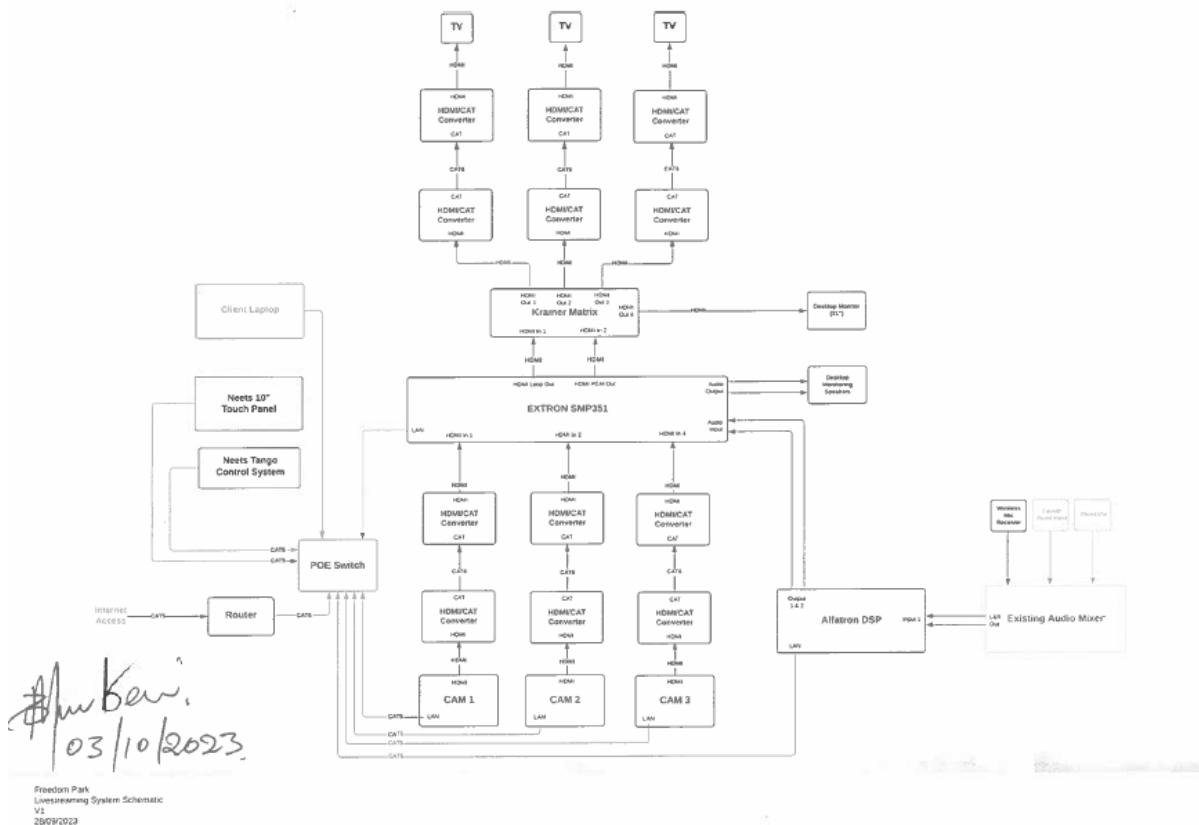
Freedom Park has a fully functional AV recording and streaming system that includes the following setup:
Equipment Specification

3 x 4k PTZ Cameras	3 x Tripods	2 x 65" 4k Professional Displays, with Control	2 x Mobile Cart for Displays
1 x Streaming Media Processor with 5 inputs – Dual (2) live streams Simultaneously 4 k	1 x Control Processor	1 x Digital Sound Processor	1 x Digital Sound Processor
1 x Dual Wireless Mic Solution	6 x USB and HDMI Extenders	Cabling and consumables	Fight Cases except for Displays and Speakers

2. Accessories added to this existing equipment solution and the connectivity diagram is attached, that shows how the system talk to each other.

- 1x 3M HDMI
- 7x 2M HDMI
- 6x 1M HDMI
- 12x 2 Pin Adaptors
- 200M CAT5 & Connectors
- 4 x Female XLR
- 4 x Inline ¼" Balanced
- 20 Audio Signal Cable /m
- 2 x 10M XLR – XLR Premade Cable
- 1 x Desktop PC Speakers - e.g. Logitech Z150
- 1 x 21" HDMI Desktop Monitor
- 1 x Network Router - e.g. MikroTik hAP Lite
- 1 x 10 Port POE Network Switch - e.g. Cudy FS1018PS1
- 1 x Some 15A Plugtops
- 5 x Power Strips
- 1 x Desktop Stand for Biamp Touch Panel
- 2 x Powerlite LCD MOBILE STAND 5565. Suitable for a Single display up to 65" – Reinforced to suit interactive monitors and supplied with one pair of non-tilt arms.
- 1 x KRAMER 4X4 4K HDR HDCP 2.2 MATRIX SWITCHER
- 1 x UNITEK USB3.0 TO HDMI 1080P ADAPTER (Y-3702)
- 150 Metres - CAT6 SOLID NETWORK CABLE - GREY per meter
- 50 Metres - RJ45 CAT6 STRANDED CONNECTOR
- 50 Metres - RJ45 BOOT GREY
- 6 x UNITEK 0.5M HDMI MALE-MALE (V2.0) (Y-C185MBK)

Connectivity diagram, that shows how the system talk to each other present and approved below.



3. CONTRACT OBJECTIVES

- **Setup:** The service provider should be responsible for the setup, cabling, and calibration of the audio-visual equipment. This may involve configuring the equipment, connecting it to existing systems, and conducting thorough testing to ensure proper functionality.
- **Maintenance and repairs:** The contractor is responsible for reporting any breakage or equipment malfunction
- **Technical support:** the service provider should offer technical support services to address any queries or issues raised by the users.
- **Regular equipment upgrades:** The service provider is required to identify and report any missing or necessary systems
- **Timely delivery and setup:** The service provider should be committed to delivering the audio-visual equipment on time and completing the setup within agreed-upon timelines. This is crucial to ensure uninterrupted communication and information dissemination to stakeholders.
- **Flexibility and scalability:** The service provider should bill up or down the audio-visual equipment as per the changing needs of the Freedom Park. This may include the ability to accommodate larger events or meetings by providing additional equipment or support.
- **Feedback and reporting:** The service provider should provide regular feedback and reporting to the Freedom park regarding the performance, usage, and maintenance of the audio-visual equipment. This will help in assessing the effectiveness of the equipment and making any necessary improvements or adjustments. The service provider should also have quarterly meeting with the Freedom Park Event, Marketing and Communications Department to provide the feedback.

4. Require services of a videographer during Freedom Park events

- Service provider should be available at the event where the streaming operation is included as part of the programme of the day or event.
- Provider should ensure the system is in good operation and is tested 2 hours before the event start.
- Provider must adhere to and respect the culture and conditions given by event coordinators if there are changes present during the events.
- The provider should have a working knowledge of managing small and big events.
- The provider should have a capacity to work with modern technology and those of legacy.
- Must maintain quality and ensure the online streaming is accessible on various media platforms such as Freedom Park YouTube, Facebook page and other media links approved and registered under Freedom Park media space including load to the Freedom Park Website.
- Monitor and ensure the equipment gets restored in the safe place after the event and have a record of equipment used on the day and signed by the ICT Lead event Engineer.
- NB: After the service/inspection the successful bidder will be required to furnish a written report detailing all conditions found and advising of any service that is required
- It is the bidder's responsibility to review and to familiarize themselves with the equipment prior to submitting quotation.
- Service provider should arrange for site inspection.
- Event agendas of the event conducted in one month to be attached when invoice is issued for compliance purposes.
- Event coordinator should approve intense if the event exceeded normal event time and provide the reason of circumstances caused the delays.
- The provider will only start charging when entering setup area prior to the event not exceeding hours allocated for preparation setup.
- The exceeding time we only be allowed when ICT Event lead sign such in conjunction of Event coordinator and that of Manager present.
- SLA will be entered with the awarded Bidder for a period of the Contract.
- Service Provider should cover the full scope of the process, such as the live broadcast, recording, and post-production editing. This will ensure that the content can be properly repurposed and archived after the event/programme.
- In addition, we require multi-streaming capabilities, meaning the live broadcast should be streamed on platforms beyond YouTube.
- The service provider should also be able to create lower-third graphics to display information such as names, titles, and other relevant details during the broadcast.
- The Service Provider must have the skills, knowledge, and expertise to provide the above on a modern, quality digital platform at the entity convenience.
- Post-event technical report on performance and challenges.

- A dry run/testing to be done a day before the event.

Additional Information

- As our equipment and software are limited, the service provider may need to supplement with their own equipment and software, in addition to what we will be providing.

5. Date and time

Bidders may provide any other information which may be relevant to this proposal

With regards to the technical requirements, the following criteria shall be applicable and the maximum points for each criterion are indicated in the table below.

6. Pricing/Invoicing

Invoice arrangement claim as per event of the Day (as and when)

OPTIONS FOR PRICING

PA SYSTEM ONLY SERVICE

Description Items	Time Spend of Event	Hourly rate	Cost Price
Prior Preparation Setup and testing of Equipment	1 Hour		
Duration of Event as per agenda	<= 8 hours		
After event Restoration and packing of Equipment	2 hours		
Uncalled circumstances e.g - Exceeded the event schedule time	2 hours		
Total			

PA SYSTEM + AUDIO STREAMING SERVICES

Description Items	Time Spend of Event	Hourly rate	Cost Price
Prior Preparation Setup and testing of Equipment	2 Hour		
Duration of Event as per agenda	<= 8 hours		
After event Restoration and packing of Equipment	2 hours		
Uncalled circumstances e.g - Exceeded the event schedule time	2 hours		
Total			

PA SYSTEM + AUDIO STREAMING+ PHOTOGRAPHER SERVICES

Description Items	Time Spend of Event	Hourly rate	Cost Price
Prior Preparation Setup and testing of Equipment	2 Hour		
Duration of Event as per agenda	<= 8 hours		
After event Restoration and packing of Equipment	2 hours		
Uncalled circumstances e.g - Exceeded the event schedule time	2 hours		
Total			

7. MANDATORY REQUIREMENTS

- Company Organogram
- Provide information on the Company who will be assigned to this project.
- The following must be addressed:
 - > role/s and responsibility/ies on this project > relevant qualifications and attach proof hereof
 - > number of years of relevant experience in the industry and in the proposed role > detailed CV's for Company noting their specific relevant project experience [project description, role and

responsibilities, project value]

➤ Company memberships to professional associations and attach proof hereof where applicable.

- A schedule of completed contracts of a similar nature to this project.

The following details must be included on the schedule:

➤ Description of the project ➤ Service rendered. ➤ Name of employer / client and their representative's contact details. ➤ Cost of the works ➤ Fee obtained for services. ➤ Date of completion ➤ Letter of reference on the client's letterhead or with the client's signature / company stamp that confirms project scope of work, service rendered and project value.

- LOCALITY OF CLOSEST

The service provider to include turnaround time. Freedom Park reserves the right to appoint service provider who provider that provide the quickest time period

8. Evaluation

Technical evaluation criteria

8.1 Admin Compliance

The bidders are required to submit together with their tender responses the following documents. Failure to submit this requirement documents will result in disqualification:

Documents	Tick Yes/No
Tax Clearance or Tax Pin	
BEE Certificate	
CSD Report	
Completed SBD 4	
Completed SBD 6.1	
Owner's ID copies	

8.2 Phase 3 Technical Evaluation

The minimum threshold for functionality is 75 out of 100 points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points.

FUNCTIONALITY & CAPABILITIES				
	Criteria	Scoring Allocation	Weighting	Total Score
1	Bidders Experience.		4	20
	The bidder MUST have experience in supplying, installing, configuring, and supporting audio/video conferencing, multimedia, and broadcast/streaming systems. Please attach a company profile that includes a list of projects that demonstrate relevant experience	0 – 2 Years' Experience = 0 Points 3 – 4 Years' Experience = 3 Point 5 and above Years' Experience = 5 Points		
2	Client Reference Letters		4	20

	<p>The bidder must provide a positive written contactable reference letter indicating the project is completed</p> <p>The reference letters from the clients of a bidder MUST include:</p> <ol style="list-style-type: none"> 1. Company name 2. Company letterhead 3. Contact person and contact telephone numbers 4. The letter must be signed by a duly authorized person 5. Reference letters MUST indicate the period when the project was executed 	<p>Reference letter = 0 Points Reference letter = 1 point Reference letters = 2 Points Reference letters = 3 Points Reference letters = 5 Points</p>		
3	Team Members Experience		4	20
	<p>Bidders must submit detailed CVs of production team for the Freedom Park account. Core team must include:</p> <ol style="list-style-type: none"> 1. AV Technician/Broadcasting Specialist 2.. Videographer 	<p>AV Technician/Broadcasting Specialist 0 -1 years' experience = 0 points 2-3 years' experience = 1 points 4-5 years' experience = 3 points 6 years and above = 5 Points</p>		
		<p>Videographer 0 -1 years' experience = 0 points 2-3 years' experience = 1 points 4-5 years' experience = 3 points 6 years and above = 5 Points</p>		
4	Locality		2	20
	<p>Bidder must provide Proof of residence (Proof of physical business address, lease agreement or utility account (e.g. rates and taxes, water and/or electricity account.)</p>	<p>Located within Gauteng = 10 Points Located outside Gauteng = 5 points</p>		
5	Portfolio of evidence		4	20
	<p>Bidder to provide portfolio of evidence (POE)for similar contracts/projects conducted between 2021 to 2025</p>	<p>No portfolio of evidence provided = 0 Points 3 to 4 projects included in the POE = 3 Points 5 projects included in the POE = 5 Points</p>		

8.3 Stage 3: Price and Preference Points Evaluation

The contract will be awarded in terms of Regulations 4 of the Preferential Procurement Regulations about the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Procurement Regulations, 2022, and bids will be adjudicated in terms of the (80/20) preference points system. Points are awarded to service providers based on the below:

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Black owned		8		
51% -99% Black owned		4		
100% women owned		6		
51% -99% women owned		4		
100% youth owned		5		
51% -99% youth owned		2		
2% Owned by Persons with Disabilities		1		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:
.....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety

- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name).....in submitting the
accompanying bid, do hereby make the following statements that I certify to be true
and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder