REQUEST FOR TENDERS
SUPPLY AND INSTALLATION OF AUDIO/VISUAL EQUIPMENT

RFT Number
RFT/SACU/DCS/TOR/AV/2008/08

Issued on
07 July 2008

Closing Date
25 July 2008

Delivery Address
Attn: Secretary, Tender Committee
Southern African Customs Union (SACU) - Secretariat
Private Bag 13285
Corner Robert Mugabe & Sam Nujoma Avenue
Windhoek, Namibia

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1. **BACKGROUND**

1.1 The Secretariat was established in 2004 to administer and coordinate the activities of the Southern African Customs Union (SACU) institutions. The Southern African Customs Union (SACU) was established as an international legal entity under the 2002 Agreement, by the Governments of Botswana, Lesotho, Namibia, South Africa, and Swaziland. More information is available on the SACU Secretariat website: [http://www.sacu.int](http://www.sacu.int)

1.2 The Secretariat intends to convert one of its boardrooms into an audio/visual room capable of catering for meetings and presentations for ±15 people.

1.3 Therefore the Secretariat seeks to employ the services of a suitably qualified vendor to supply and install the following audio/visual equipment:

- Wireless LCD Projector
- Projection Screen
- Electronic Whiteboard
- Speakers

2. **OBJECTIVES**

2.1 The main objectives of the exercise are to:

a) Assess the Secretariat’s requirements, operating environment and room layout then recommend and design a fully integrated Audio/Visual system

b) Cost, supply and install the proposed system including all cabling, fittings and cabinets

c) Provide user training on the proposed system

3. **APPROACH**

3.1 Upon awarding of the Tender to the successful bidder, an initial meeting with the Secretariat’s Management will be required to discuss and clarify issues which may arise from the Terms of Reference.

3.2 An Inception Report detailing the approach to the exercise and key project milestones shall be submitted by the successful bidder within one (1) week after the above meeting.

4. **BACKGROUND DOCUMENTATION**

4.1 The successful bidder will be supplied with any relevant documentation.

5. **SITE INSPECTIONS**

5.1 Interested bidders may make arrangements, with the IT Specialist, to conduct a physical site inspection at any point before the submission deadline.

5.2 The cost of attending site inspections shall be borne by the interested parties.

5.3 Interested parties must take note that building plans of the Secretariat’s premises will not be provided.
6. **SUBMISSION DATES**

6.1 The Tender should be delivered or posted to the address specified above in six (6) hard copies, suitable for redistribution. All envelopes should be sealed, showing no identification of proponent and clearly marked as indicated below:

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The deadline for submission of the Tender is 11h30 on 25 July 2008.

7. **FINANCIAL ARRANGEMENTS**

7.1 Bidders are solely responsible for their own costs in preparing the Tender.

7.2 Payments for all services covered by this RFT shall be made on receipt of appropriate invoices, the satisfactory completion of work, and adherence to the Secretariat’s Financial Policies and Procedures.

8. **CONFIDENTIALITY**

8.1 Tenders submitted will not be revealed to any other bidders and will be treated as contractually binding. The Secretariat reserves the right to seek clarification or verification of any information in the Tenders.

8.2 All information pertaining to the SACU Secretariat obtained by the bidder as a result of participation in this RFT is confidential and must not be disclosed without written authorisation from the Executive Secretary of the Secretariat.

8.3 The successful bidder may be expected to sign a Non-disclosure Agreement before a contract is awarded.

9. **OWNERSHIP OF TENDERS**

9.1 All Tenders, including supporting documents, submitted to the Secretariat become the property of the Secretariat.

10. **MODIFICATION OF TERMS**

10.1 The SACU Secretariat reserves the right to add, modify or omit certain portions of the Tenders’ scope at any time at its sole discretion. This includes the right to cancel this RFT at any time prior to entering into a contract with the successful bidder.

11. **TENDER FORMAT**

11.1 Bidders are requested to address the issues and requirements in Appendix A in order to ensure that each Tender receives full consideration.
12. **EVALUATION OF TENDERS & AWARD CRITERIA**

12.1 **Eligibility**

12.1.1 Only Tenders received as specified in 6 above will be considered.

12.1.2 Tenders will not be evaluated if the bidder’s current or past corporate or other interests may, in the Secretariat’s opinion, give rise to a conflict of interest in connection with this RFT.

12.2 **Qualification Criteria**

12.2.1 Tenders not so excluded will be initially evaluated by reference to the completeness of tender documentation as specified in Appendix A of this document.

12.3 **Award Criteria**

12.3.1 The contract will be awarded from the qualifying Tenders on the basis of the most economically advantageous proposal applying the following award criteria, listed in order of priority:

a) **Technical merit and quality**;

b) Proof of current industry and technical knowledge in the design and installation of Audio/Visual Systems;

c) Proof of previous similar engagements;

d) Proof of qualifications and skills composition of the Team who will undertake the exercise;

e) Cost of undertaking exercise (including any specified costs related to travel, accommodation; printing & binding).
Appendix A - Format of Proposal

Bidders should address all the issues and requirements in the sequence in which they appear in this Appendix.

I. General Information
   a) One page letter of introduction identifying the bidder and signed by the person(s) authorised to bind the Organisation to statements made in the proposal.
   b) Title Page listing the RFT Number, Organisation Name, Postal Address, Physical Address, Telephone Number, Fax Number, Cellular Telephone Number, Email Address, Website and Full Names of two Contact Persons.
   c) Profile of the firm or consortium.
   d) A record of previous similar assignments undertaken by the firm or consortium.
   e) A description and proof of qualifications and experience of key staff that will carry out the assignment, including the team leader.
   f) Full Contact Details of any third-parties involved in the proposal.
   g) Description of role or element of proposal to be fulfilled by any third-party.
   h) Certified copies of a Certificate of Registration or Incorporation with relevant national authorities.

II. Reference Sites
   a) Bidders must provide a minimum of two customers (names, addresses and telephone numbers) who may be contacted for references in connection with the proposed assignment.

III. Methodology
   a) Bidders must describe their specific methodology for carrying out the work, the benefits of such methodology and any risks and challenges that may be foreseen.

IV. Schedule of Costs
   All costs must be quoted in Namibian Dollar (NAD). The schedule must take the following format:
   a) The total cost of the proposal (best and final offer);
   b) A full breakdown of the price;
   c) An itemised breakdown of the cost of any options being proposed beyond the specified Terms of Reference;
   d) The applicable rate of VAT in respect of each product and service being proposed;
   e) Details of any other costs, taxes or duties which may be incurred; and
   f) Confirmation that the proposal remains valid for 30 days after the closing date for receipt of proposals.

V. Additional Information
   a) Bidders may provide any other information which may be relevant to this proposal.