



CENTRAL JOHANNESBURG TVET COLLEGE (CJC)

Herein referred to as (CJC)

REQUEST FOR PROPOSALS (RFP) FOR

Description of Tender: THE SUPPLY, INSTALLATION AND MAINTENANCE OF A HOSTED INTERNET PROTOCOL (IP) TELEPHONE SYSTEM AND IP PHONES AT CENTRAL JOHANNESBURG COLLEGE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

TENDER NO: PU4322/069

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

Proposals in response to **PU4322/069 THE SUPPLY, INSTALLATION AND MAINTENANCE OF A HOSTED INTERNET PROTOCOL (IP) TELEPHONE SYSTEM AND IP PHONES AT CENTRAL JOHANNESBURG COLLEGE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

CLOSING DATE AND TIME FOR ONLINE SUBMISSION OF TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU4322/069** is at 11h00 AM on **Tuesday, 12 August 2025**.

Tender number	PU4322/069	
Date issued	23 July 2025	
Tender closing date	12 August 2025	Time: 11:00 AM
	Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide	
Non-Compulsory Information Session	29 July 2025	Time: 11h00 AM
	An online non-compulsory briefing session will be facilitated via MS Teams	

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)

Email address	
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1.1.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Description of Appendix	Requirement	Circle yes if submitted	
		Yes	No
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Completed technical specifications and pricing	Submit a completed pricing schedule in a excel spreadsheet.	Yes	No
Proof of Bank Account	Cancelled cheque or signed letter from bank (not older than 6 months)	Yes	No
Company registration documents	Company registration documents	Yes	No
Tax Pin	An original valid Tax Pin	Yes	No
BBBEE Certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No
COIDA	Submit valid letter of good standing from the Department of Labour	Yes	No
SARS ITA34	SARS ITA34 for 2024 and 2025	Yes	No
SBD forms	Fully completed SBD 1; SBD2, SBD 4; SBD 8; SBD 9	Yes	No
ICASA	Submit valid proof of registration /certificate with the Communications Authority of South Africa (ICASA)	Yes	No
OEM	OEM certificate / Reseller letter/Agreement	Yes	No
ISO 9001 Certification	Quality Management Systems	Yes	No

Audited Financial Statements	Audited Financial Statements (Last 2-3 Years) (2023/2024/2025)	Yes	No
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NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

1.1.2 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
Company references: Provide three (3) contactable reference letters and proven track record for providing Telephone system and Maintenance for the past five (5) years: reference letters must be on the company letterhead of the client, must be dated and signed, must indicate contract duration and value, and have contact telephone number and email 3 References verified = 20 points 2 References verified = 15 points 1 Reference verified = 10 points None Provided = 00 points	20
Company's experience (Submit company profile) More than 10 years of experience = 20 points Experience between 5 and 9 years = 15 points Experience between 1 and 5 years = 10 points No proof provided = 00 points	20
Methodology(Submit clearly defined project and implementation plan) Service provider should submit a detailed project plan and implementation methodology with timelines (showing initiation, planning, execution and monitoring and controlling, resourcing, risk and contingency strategies) with critical paths milestones and deliverables in line with the scope of work. <ul style="list-style-type: none"> A detailed proposal indicating timelines, proposed project plan in executing the projects and the methodology to be applied = 30 points No detailed plan attached = 00 point 	30
Certification & Warranties	

Certification & Manufacturers Warranties for Telephone system. = 10 points No certification = 00 points	10
Maintenance The ability to maintain will be evaluated based on the following: The company providing the commitment letter stating that, the Telephones will be continuously maintained by the supplier for the duration of the contract. <ul style="list-style-type: none"> Ability to conduct maintenance of Telephones = 10 points Inability to conduct maintenance of Telephones = 00 points 	10
Professional Team Experience Qualifications of the team members and the core management team proposed for this service be attached. The team to be dedicated should have 5 years' experience. <ul style="list-style-type: none"> CV's and Certificates = 10 points Not Provided = 00 points 	10
Total points	100

2.1. OVERVIEW

The Central Johannesburg College is registered in terms of the CET Colleges Act of 2006 as amended in 2012. The College operates through eight campuses located within a radius of 15 kilometers in and around the Johannesburg CBD. It is the only public TVET College in the City of Johannesburg, serving an estimated population of 3 million people. The Central Office, which provides support services to all the College Campuses, is situated next to the Parktown Campus, on number 5 Ubla Avenue, Off Princess of Wales Terrace, in Parktown, Johannesburg.

2.2. SCOPE OF REQUIRED GOODS AND SERVICES

The College seeks to appoint a service provider to supply and provide maintenance of Telephone In its efforts to deliver effective and efficient service to its stakeholders. We would like to enhance its service through acquisition and implementation of efficient telephone system. The College therefore invites all suitably qualified prospective bidders to bid to supply and provide maintenance of Telephone system for the Central Johannesburg TVET College per the pricing schedule (SBD 3.1) below for a period of thirty-six (36) months. The appointed service provider must supply and provide maintenance of Telephone system.

What is needed:

- ☐ install and configure 204 POE Phones
- ☐ A scalable and flexible system that is based on consumption model
- ☐ A stable and secure system
- ☐ Port all existing numbers at each campus
- ☐ Training of IT staff and all switchboard operators
- ☐ Provide, Configure, Install and Support All phones
- ☐ Generate and submit monthly telephone bills per campus
- ☐ System must be integrated with the existing video conference system
- ☐ Ability for a call recording
- ☐ Automated call routing
- ☐ Record and video conferencing on the phone
- ☐ Transfer calls to the mobile phones (voice record reply)
- ☐ 1 switchboard that will serve all 7 campuses and Central Office
- ☐ Switchboards phone for each campus and Central Office
- ☐ Calls limitation per month except offices that work directly with clients

Scope of work:

- ☐ Installation of IP PBX and voicemail system
- ☐ The company should be PBX systems provider or host not a middle man
- ☐ Connect network with all 7 campuses and Central Office
- ☐ System to be compatible with a wide range of handsets
- ☐ Provide, Configure, Install and Support All phones
- ☐ Training of IT staff and all switchboard operators
- ☐ Provide Maintenance Services including new additional IP phones for period of 3 years.
- ☐ Install a Cloud VOIP System that will include but not limited to:

Current employee needs:

- ☐ Video conferencing
- ☐ Caller ID
- ☐ Auto Attendant
- ☐ Automatic call recording
- ☐ Ability to view missed calls to return them
- ☐ Ability to advertise new services while on hold
- ☐ Web application

Issues to be noted not to happen:

- ☐ Sent to voicemail instead of alternative available team members
- ☐ Echoes, delays, or static on calls
- ☐ Dropped calls
- ☐ Confusing dialling instructions for outbound calling
- ☐ Difficult tools
- ☐ Unreliable call transfers
- ☐ Abandoned calls
- ☐ Wrong phone number transfer
- ☐ Slow or unreliable Wi-Fi
- ☐ Unreliable VoIP phone systems
- ☐ Supply, Deliver, Install and configure PBX Solution
- ☐ Provide configuration and design documents and training to CJC ICT staff
- ☐ Service providers must add required equipment/ services that are not mentioned to ensure a workable solution.
- ☐ Replace switches to support POE
- ☐ Install UPS for every switch that connects IP Phone or Provide a solution to manage extensions

No.	Details of Requirements	Qty	Unit Price [Incl. Tax]	Total Price [Incl. Tax] APPOINTMENT OF A SERVICE PROVIDER SUPPLY, DELIVERY AND MAINTENANCE OF TELEPHONE
1	Switchboard phone	8	R	R
2	Normal IP phones	196	R	R
	Total Number of Printers	204	R	R