

TENDER REFERENCE: RFP 16-2025

TENDER NAME: THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE AUDIO-VISUAL AND STAGING EQUIPMENT FOR SARS EVENTS.

QUESTION/S	ANSWER
<p>EQUIPMENT</p> <p>Audio</p> <ul style="list-style-type: none"> • Gooseneck table mics - How many do you need? • Hand-held mics on stands – How many Handheld mics do you need? • Headset and Lapel mics – Quantities? • Hand-held mics for singers/choirs/group singing, chorus singing - Quantities? • Instrument mics – How many and for which instruments? 	<p>The figures provided below are estimates derived from previous SARS events. Bidders are advised that these numbers may vary for each event; actual figures will be communicated during the RFQ process specific to each event.</p> <ul style="list-style-type: none"> • Gooseneck table microphones – Quantity will depend on the number of delegates at the head table; typically, 7 is used. • Hand-held microphones on stands – 10 units. • Headsets – To match the number of delegates in the plenary and the interpreters; quantity will range between 100 and 300. • Lapel microphones – 5 units. • Hand-held microphones for singers/choirs/group or chorus singing – 15 units. • Instrument microphones – One per instrument (Drum Kit, Guitar, Keyboard, and Bass setup)
<p>Visual</p> <ul style="list-style-type: none"> • Screens (drop-down or on-stand) to allow split-screen presentations to take place – What Size Screen? 	<p>The size provided below is derived from previous SARS events. Bidders are advised that size may vary for each event and will be communicated during the RFQ process specific to each event.</p> <p>Screen size: 75”</p>
<p>Duration of the services – How many days will the sound, visual, and related services be required?</p>	<p>Event duration may range from 2 days of setup and preparation, plus 1–5 days for the actual event</p>
<p>Event schedule – Are these services needed for a single event or multiple events? If multiple, please specify the number of events and dates, if available.</p>	<p>The event schedule is prepared for each event individually.</p>
<p>Audience size – Approximately how many attendees are expected per event?</p>	<p>The number of participants will vary per event may range from 100 to 300.</p> <p>Bidders are advised that these numbers may vary for each event; actual figures will be communicated during the RFQ process specific to each event.</p>



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TENDER NAME: APPOINTMENT OF SUPPLIERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF AUDIO-VISUAL EQUIPMENT

QUESTION/S	ANSWER
<p>Audio/Visual requirements – Could you please provide more detailed specifications on:</p> <p>The size and number of LED or visual display screens required?</p> <p>Type of sound system setup expected (indoor/outdoor, full stage, etc.)?</p> <p>Lighting or staging requirements (if applicable)?</p>	<p>The below is an example derived from previous SARS events and will provide a guide for prospective events. Bidders are advised that the below provided information may vary for each event; actual requirements will be communicated during the RFQ process specific to each event.</p> <ul style="list-style-type: none">• The size and number of LED or visual display screens required<ul style="list-style-type: none">• 1 LED screen behind the stage, approximately 10 m wide.• Projection screen size: 5 m × 2.85 m (16:9 aspect ratio)• Type of sound system setup expected (indoor/outdoor, full stage, etc.)<p>Sound System Setup – Indoor Hybrid Event with Stage</p><ol style="list-style-type: none">1. Main PA System<ul style="list-style-type: none">○ Full-range speakers positioned to cover the audience area evenly.○ Subwoofers for low-frequency support if music or multimedia is part of the program.○ Line-array speakers if the audience is large.2. Stage Monitoring<ul style="list-style-type: none">○ Stage wedge monitors or in-ear monitors for performers and speakers.○ Instrument-specific monitoring (drums, guitar, keyboard, bass) as needed.3. Microphones<ul style="list-style-type: none">○ Gooseneck mics for head tables or panel discussions.○ Lapel or headset mics for presenters.○ Hand-held mics for Q&A, group discussion, or performers.○ Instrument mics for live music (drums, guitar, keyboard, bass).4. Mixing and Control<ul style="list-style-type: none">○ Front-of-house (FOH) mixing console to manage audience sound.○ Monitor mixing console for stage sound.○ Audio interface to integrate with livestream or hybrid broadcast setup.



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	<p>5. Additional Equipment</p> <ul style="list-style-type: none"> ○ DI boxes for instruments and laptops. ○ Cables, stands, and power distribution. ○ Audio recording or streaming integration for hybrid attendees. <p>• Lighting Requirements: Sufficient lightning for main hall, below is suggested and not limited to</p> <ul style="list-style-type: none"> ○ 1 x Grand Ma Dot 2 complete ○ 18 x Martin Rush Par 2 RGBW zoom ○ 4 x ETC source 4 25 - 50 profile ○ 2 Strand - Dim1 - Single DMX
<p>Please advise on the name of the specification document?</p>	<p>The specification document is titled SARS RFP 16-2025 -1-2 Business Requirement Specification (BRS) as indicated in the tender pack provided.</p>
<p>Are we allowed to fill in the tender document electronically?</p>	<p>Bidders are allowed to fill in the tender documents electronically.</p> <p>However, the method of the bid submissions is physical.</p> <p>The physical tender submissions must be deposited in the SARS tender box on or before the closing date and time at the SARS Tender Office, situated at the main entrance at:</p> <p>SARS Procurement Tender Office, Lehae La SARS, 299 Bronkhorst Street, Nieuw Muckleneuk, Brooklyn, Pretoria, 0181.</p>
<p>Are there specific qualifications or any valid qualifications?</p>	<p>Bidders must refer to the tender technical requirements which is reflected in the main RFP document on section "7.3 Technical evaluation process (Gate 1), Table 5: Technical evaluation criteria".</p> <p>The criteria requirement requests for recommended resources for the project's CV which details the years and level of experience working with various audio-visual equipment with contactable references. Also running of live broadcast events virtually and in-person.</p>



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Just a follow up question on the CV qualification, so say the person has the experience but doesn't necessarily have the qualification and holds a matric certificate that is accepted?	Correct
What happens if the event lead operator is also a Sound operator? Basically, is one person with both experiences	It is common practice to assign different individuals to each role to promote efficient operations and facilitate timely responses to potential issues. However, it is the bidders' discretion where this is applicable, bidders must ensure that the information is reflected clearly in their bid response and it is also their responsibility to ensure smooth execution of their deliverables. Execution of the role by one person must not affect the efficiency of the operation and timely response to potential issues.
Please share your presentation document? When time allows.	The briefing session presentation may be shared both on SARS website and on e-Tenders. SARS hereby confirm that the briefing session is uploaded on SARS website and on e-Tenders.
The submission of reference letters: Is it acceptable for a bidder to provide a single reference letter with specified start and end dates, documenting multiple events performed for one client, rather than submitting separate reference letters for each event?	It is permissible for a bidder to submit a single reference letter that includes specified start and end dates, documenting multiple events completed for one client.