



# INFORMATION REGULATOR (SOUTH AFRICA)

Ensuring protection of your personal information  
and effective access to information

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## SUPPLY CHAIN MANAGEMENT SPECIFICATION

Name of Directorate	Information Regulator
Date of Specification	23 May 2025
<b>Compulsory Site Visit</b>	<b>29 May 2025 AT 10H00 AM</b>
Closing Date	<b>02 June 2025</b>
RFQ number	RFQ 011-2025/26
Contact Number	010 023 5200
Venue for delivery of goods / services	1) First location (Dismantle) JD House Building, 27 Stiemens Street, 4 <sup>th</sup> Floor, Braamfontein, Johannesburg, 2001 2) Second location (Re-install) 54 Maxwell Drive, Woodmead, Midrand.
Contact E-mail and Fax	<a href="mailto:SCM@info regulator.org.za">SCM@info regulator.org.za</a>
Contact Person	Lesego Korae / Kerryln Mashaba / Phindulo Maphangula

## SPECIFICATION FOR THE DISMANTLING, PACKAGING, TRANSPORTATION, AND REINSTALLATION OF ICT EQUIPMENT

Specification to be supplied	Qty	Description
1) Dismantling of ICT Server, Audio Visual, and Network equipment. 2) Secure packaging and transportation of the equipment. 3) Re-installation and testing of equipment.		Refer to Page 2

## 1. INTRODUCTION

The Information Regulator is relocating from 27 Stiemens Street, JD House Building, Braamfontein, Johannesburg, to 54 Maxwell Drive, Woodmead, Gauteng, by the end of June 2025. To ensure uninterrupted ICT operations, a qualified and professional service provider is needed to manage the dismantling, packaging, transportation, reinstallation, and optimal functioning of critical ICT infrastructure at the new premises.

## 2. OBJECTIVE

To appoint a qualified service provider with technical expertise to:

- Dismantle all ICT equipment safely.
- Securely package and transport the equipment to the new premises.
- Professionally reinstall and configure equipment for optimal functionality and operational readiness.
- Supply and install additional cabling as required.

**3. Scope of Work:** The appointed service provider shall undertake the following tasks:

### 3.1 Dismantling

- Carefully dismantle all ICT equipment, ensuring no damage to components, cabling, or related infrastructure.
- An inventory list detailing the equipment is attached as Annexure A.
- Equipment includes but is not limited to:
  - Servers and server racks
  - Projectors and screens
  - Speakers and microphones
  - Network switches, routers, and associated infrastructure
  - Video conferencing equipment
  - Wi-Fi Access Points
  - Uninterruptible Power Supplies (UPS) and batteries.

### 3.2 Packaging and Labelling

- Appropriately package and clearly label all ICT equipment using anti-static, shock-resistant, and protective packaging materials.
- Implement thorough inventory tagging and mapping procedures to facilitate precise reinstallation.

### 3.3 Transportation

- Safely transport ICT equipment from:
  - Current location: 27 Stiemens Street, JD House Building, Braamfontein, Johannesburg
  - To: 54 Maxwell Drive, Woodmead, Gauteng
- Ensure secure loading, transportation, and unloading of sensitive equipment.
- Provide comprehensive transit insurance covering the full replacement value of all relocated items.

### 3.4 Reinstallation and Configuration

- Accurately reinstall all ICT equipment within specified rooms and allocated network points at the new premises.
- Supply and install additional cabling, ensuring network and power connections adhere to current technical standards and best industry practices.
- Conduct comprehensive functional testing, including:
  - Server functionality and network integration
  - UPS functionality and connection verification
  - Audio-visual systems operation and configuration
  - Network connectivity and bandwidth testing
  - Video conferencing equipment functionality

### 3.5 Operational Verification

- Ensure optimal ICT equipment and associated infrastructure performance at the new location.
- Identify and rectify configuration issues, performance bottlenecks, or operational discrepancies immediately.
- Provide documented proof of optimal performance and full operational readiness.

### 3.6 Support and Risk Mitigation

- Provide on-site technical support throughout relocation, installation, and initial operational phases.
- Immediately document and rectify faults, errors, or issues encountered during relocation.
- Ensure minimal downtime and maximum business continuity during the transition period.

### Required Qualifications and Experience of the Service Provider

- Demonstrable experience in enterprise-level ICT equipment relocation and installation.
- Certified and qualified network engineers, server specialists, and audio-visual technicians.
- Proven capability in handling sensitive AV equipment, Server, and network infrastructure.
- Confirmed ability to meet stringent timelines and deliver high-quality service with minimal disruption.

### Deliverables

- Comprehensive pre- and post-relocation detailed inventory reports.
- Post-installation configuration, optimization, and testing reports.
- Written confirmation of all ICT systems' successful reinstallation, configuration, and optimal functionality.
- Potential service providers are required to perform an on-site inspection at the current location (JD House Building, 27 Stiemens Street, Braamfontein, Johannesburg) to assess the ICT equipment that needs dismantling. This inspection will ensure accurate quotations and facilitate the preparation for safe dismantling, packaging, and transportation.
- Additionally, access to the new premises at 54 Maxwell Drive, Woodmead, Gauteng, can be arranged upon request to allow service providers to evaluate the reinstallation environment and confirm any additional infrastructure or cabling requirements.

## Timelines

- The relocation and installation must be completed on or before 30 June 2025.
- Detailed scheduling and coordination to be finalized upon appointment.

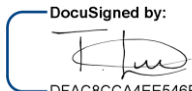
**Insurance Clause:** The service provider must provide comprehensive transit insurance covering the full replacement value of all equipment relocated, safeguarding against loss, damage, or theft during transit and handling.

## ADDITIONAL REQUIREMENTS:

- Detailed pricing for the project, with a clear breakdown of costs.
- At least two (2) reference letters where the service provider has successfully delivered similar services.
- Proof of availability of qualified technical resources (CVs) for: Network engineer, Server specialist, and Audio-visual technician.

**Quotation(s) must be accompanied by the following documents, where applicable:**

- 1 Valid Tax Clearance Certificate.
- 2 Original certified BBBEE Certificate/Sworn Affidavit.
- 3 Most recent CSD registration report.
- 4 Quotations should be valid for at least two (2) months.
- 5 Quotations not compliant with the above requirements or received after the specified closing date will NOT be considered.

SPECIFICATION SIGNED OFF BY	
<b>Name</b>	<b>Mr T. Luyaba</b>
<b>Position</b>	<b>Chief Information Officer (CIO)</b>
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