## 1. Purpose

The Department of Justice and Constitutional Development seeks to appoint a suitably qualified and experienced service provider for the provision, installation, configuration, integration, testing, commissioning, and support of a cutting-edge audiovisual (AV) and video conferencing solution for the executives Boardrooms located at the National Office and Cape Town Office.

The project is intended to modernize these strategic executive meeting spaces in alignment with the Department's broader digital transformation, hybrid collaboration, and smart government service delivery objectives. The solution must enhance the efficiency, quality, professionalism, and reliability of executive meetings by enabling seamless in-room and remote participation, high-quality audio and visual communication, secure content sharing, and integrated collaboration with enterprise video conferencing platforms such as Microsoft Teams, Zoom, Webex, or equivalent approved platforms.

The AV environment must support the Department's need for professional, secure, efficient, and digitally enabled executive engagements, including executives' briefings, intergovernmental engagements, hybrid meetings, stakeholder consultations, virtual presentations, and strategic decision-making sessions. The solution should create a modern boardroom experience that reflects the stature of the executives and the Department, while also ensuring ease of use, operational reliability, interoperability, accessibility, and long-term supportability.

## 2. Proposed Scope of Work

The appointed service provider will be required to deliver an end-to-end AV solution, including but not limited to:

### a. Supply of AV and Collaboration Equipment

The solution may include:

- High-definition or 4K cameras suitable for executive boardroom environments.

- Professional-grade ceiling or beamforming or table microphones.
- Digital signal processors, audio mixers, amplifiers, and speakers.
- Large-format commercial displays and interactive displays.
- Wireless presentation and content-sharing systems.
- Touch control panels for simplified meeting control.
- Video conferencing systems.
- Central control processors.
- Cable management, rack infrastructure, and required accessories.
- Integration with approved enterprise collaboration platforms.

**b. Installation and Integration**

- Install, configure, and integrate all AV components.
- Ensure seamless integration with existing network, power, and collaboration environments.
- Configure boardroom systems for video conferencing, content sharing, audio reinforcement, and presentation use.
- Integrate with calendar and meeting scheduling systems where applicable.
- Ensure minimal disruption to executive operations during implementation.

**c. Testing and Commissioning**

- Conduct full system testing for audio quality, video quality, display performance, microphone coverage, camera tracking, content sharing, and connectivity.
- Conduct user acceptance testing with Departmental representatives.
- Resolve all defects before final handover.
- Provide commissioning certificates and configuration documentation.

### d. Training and Knowledge Transfer

- Provide hands-on training to ICT support staff, executive support staff, and identified boardroom users.
- Provide quick-reference user guides.
- Provide administrator and technical support documentation.
- Ensure Departmental Technical personnel can operate and perform troubleshooting of the solution.

### e. Hardware and software warranty

- Provide three (3) years warranty for the implemented solution.
- Ensure availability of spares, firmware updates, and technical support.
- Provide escalation arrangements with OEMs where applicable.

## 3. Expected Outcomes

The successful implementation of the solution should result in:

- Modernized executivel boardrooms with professional AV capability.
- Improved quality of hybrid meetings and remote engagements.
- Reduced technical disruptions during executive meetings.
- Enhanced collaboration between National Office, Cape Town, external stakeholders, and remote participants.
- Improved user experience through simplified room controls.
- Better alignment with the Department’s digital transformation strategy.
- A professional meeting environment appropriate for executive-level engagements.

## 4. Requirements

### A. Display and Visual capabilities

The solution must provide:

**i. Three intelligent display screens:**

- One dedicated for presentation content(interactive collaboration board)
- One for remote participants and collaboration platforms
- One for participant inside the boardroom, it must be on the right-hand site

**ii. High-definition (HD/4K) video output**

- Ensuring clear visual quality for both in-room and remote participants

**iii. Optimized visibility:**

- Anti-glare screens
- Wide viewing angles
- Automatic brightness adjustment based on ambient lighting

**iv. Motorized display solution for the Chairperson:**

- Motorized drop-down or pop-up 14-inch monitor
- Silent operation with flush desk integration
- Controlled via touch panel or central control system

### B. Collaboration and Communication Capabilities

The system must support:

**i. Wireless presentation capability:**

- Screen sharing without physical cables
- Support for laptops, tablets, and mobile devices
- Compatibility with Windows, macOS, Android, and iOS

**ii. Collaborative tools integration:**

- Native support for Microsoft Teams, Zoom, Webex and many more

- One-touch meeting join functionality
- Calendar integration (e.g., Outlook/Exchange)

**iii. Meeting management capability:**

- Scheduling, participant management, and meeting control
- Digital agenda display and meeting timer

## C. Audio, Video, and Tracking Requirements

The solution must include:

- High-quality sound system:
- Ceiling or table microphones with noise cancellation
- Echo cancellation and automatic gain control
- Even audio distribution across the boardroom
- High-definition (HD/4K) cameras with:
  - Wide-angle coverage
  - Pan-Tilt-Zoom (PTZ) capabilities
- Automated speaker and video tracking:
  - AI-based speaker detection
  - Automatic camera focus on active speaker
  - Multi-speaker framing where necessary

## D. Recording, Transcription, and Storage

The solution must provide:

- Recording of meetings with high audio and video clarity
- Secure local storage system with restricted access
- Role-based access control (RBAC)
- Authentication and audit logging
- Automated speech-to-text transcription
- Searchable transcripts
- Export functionality for records management

## E. Storage Infrastructure

The bidder shall provide local recording storage solution to support audiovisual recordings, meeting archives, system logs, analytics information, and other digital content generated by the boardroom solution.

- The storage solution shall provide a minimum of 10 TB usable capacity per site, expandable to at least 50 TB without replacement of the existing platform.

**F. Environmental optimization:**

- Integration with lighting and climate control systems
- Touch panel interface for full room control
- Integration of AV, lighting, displays, and conferencing
- Seamless integration with:
  - Existing ICT infrastructure
  - Network environment (LAN/WAN/SD-WAN)
  - Identity and access management systems

**G. Security Requirements**

- Comply with **government security policies and POPIA act**
- Ensure **data encryption** (in transit and at rest)
- Provide **audit logs** for all recordings and access
- Prevent unauthorized recording or distribution

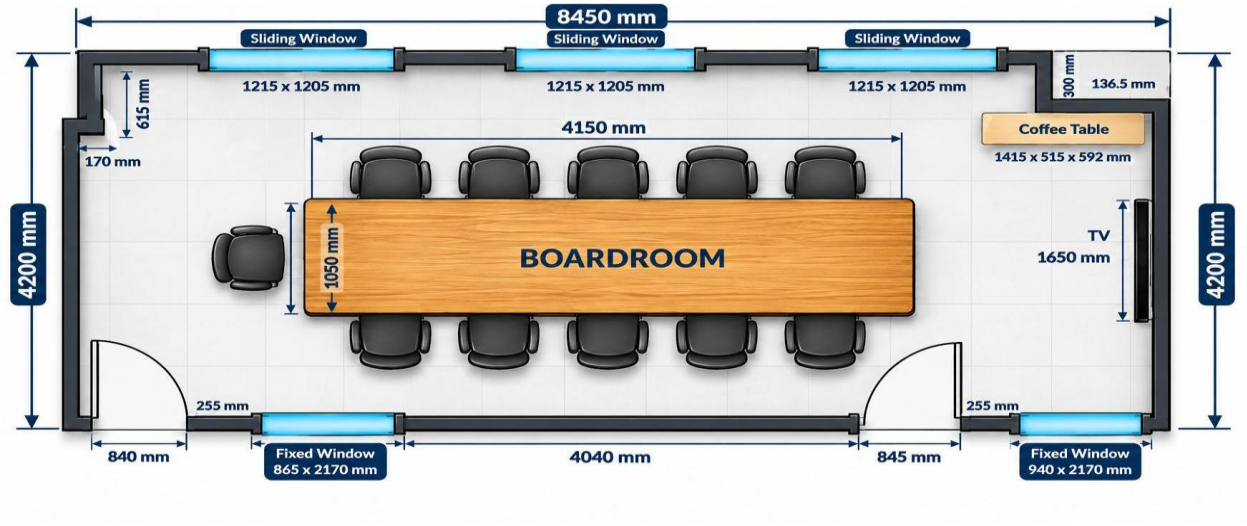
## 5. Requirement-to-Solution Compliance Matrix per boardroom

| Requirement | Indicative Design Response |
|---|---|
| two intelligent screen display<br>one interactive collaboration board | 2 x 65" front-of-room displays,<br>-one dedicated to content (interactive collaboration board)<br>-one to remote participants/collaboration view.<br><br>1 x 65” for site view |
| Wireless presentation capability | secure BYOD<br>wireless conferencing and content sharing. |
| Microphone System | Ceiling Microphone Array |
| | Chairperson system |

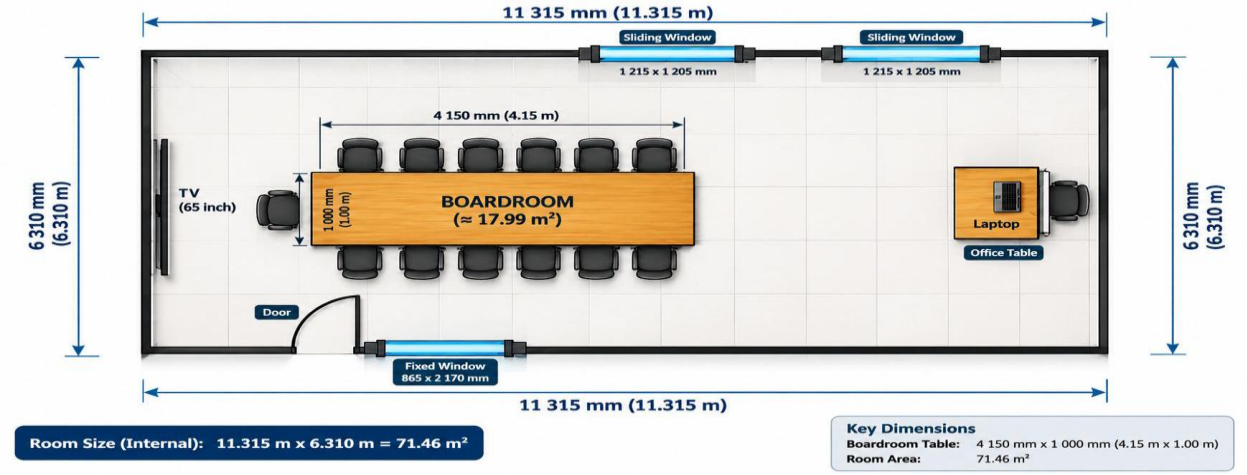
| | |
|---|---|
| Collaborative tools (Teams, Zoom, etc.) | Teams/Zoom room engine with native meeting join, calendaring and dual-screen support. |
| Secure voice recording and local storage | secure recording processor with restricted admin/export controls and local storage workflow. |
| Meeting management capability | Touch control panel, room scheduling/control logic, source switching and automation. |
| High quality sound solution | Shure ceiling arrays + DSP + loudspeakers + room tuning. |
| Dynamic broadcasting | Controlled streaming zone shown in architecture; room design includes approved broadcast path. |
| Transcript capabilities | Transcript enablement and integration provisioned through Teams/Zoom plus recording workflow. |
| Automated speaker and video tracking | AI framing with speaker/group tracking; transcript policy alignment. Ceiling speakers |
| Optimised visibility | Dual 65" displays, anti-glare commercial displays, central placement and chairperson motorized monitor.<br>65” side display |
| Seamless integration | AV control, room engine, network segmentation, recording, and room control integrated in one design. |
| High-definition video | 4K camera + 4K displays + modern room engine. |
| Motorized 14-inch monitor | 14” Custom provisional sum included for chairperson station. |
| Minimum Storage size | 10 Terabytes |
| Infrastructure | AV rack, UPS, structured cabling, CAT6A / HDMI / control cabling, trunking and terminations |
| Services | Installation, configuration, commissioning,<br>both Technical and end user training and<br>handover (architecture documents, training material, administrators password and all document related to the system) |
| Support | 3-year warranty on all the hardware and software |

6. Current Boardroom layout

6.1 National Office Boardroom




6.2 Cape Town Boardroom

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