

**REQUEST FOR QUOTATIONS**

**SUPPLY AND INSTALLATION OF WORKSPACE BOOKING & MANAGEMENT SYSTEM**

**DATE: MARCH 2026**

**1. Purpose**

The Matthew Goniwe School of Leadership and Governance (MGSLG) invites offers to **supply and install a workspace booking and management system for up to 200 employees.**  
**Current Site: Metalbox: 25 Owl Street, Milpark JHB. 1<sup>st</sup> Floor. The system should allow for future growth, with additional workspaces and building sites in Gauteng.**

**1.1 Introduction**

The organisation would like to invite qualified service providers to submit a quotation for the supply, implementation, and support of a cloud-based workspace booking and management system. The primary objective is to streamline hybrid working, optimise building utilisation, and improve employee experience.  
The system must support booking of meeting rooms, hot desks, and parking bays.

**1.2 Scope of Work**

The service provider shall supply a fully functional, commercially available Software-as-a-Service (SaaS) system that includes:

- Booking of meeting rooms, desks, and parking bays
  - 12 Meeting Rooms,
  - 74 hot desks,
  - 50 parking bays.
- Real-time availability displays
- 12 Tablets, wireless connection
- Multi-site management capabilities (in Future)
- User-friendly mobile and web interfaces
- Administrator dashboards and reporting tools
- Full implementation and onboarding support

**1.3 Functional Requirements**

The proposed system must include, at minimum, the following capabilities:

**Meeting Room Booking**

- Room search by capacity, location, and equipment
- Real-time availability and conflict prevention ( 12 x Tablets needed at doors for real time displays, as well as real within the App display, Tablets can be connected wireless and no need for network cabling.
- Support for recurring bookings
- Calendar sync (Microsoft Outlook required)

**Desk Booking (Hot Desking & Fixed Seating)**

- Interactive floor plans with desk attributes (see attached floor plan)
- Booking by day or multiple days
- Ability to restrict or reserve specific zones or seats
- Optional neighbourhood/team zoning

**Parking Bay Booking**

- System to book dedicated or general parking spaces
- Parking bays are located on 3 floors as follows:

BASEMENT 1  
Parking Bays X 12

BASEMENT 2  
Parking Bays X 31

BASEMENT 3  
Parking Bays X8

#### **Notifications & Alerts**

- Reminder notifications
- Booking updates and confirmations
- Admin alerts for rule violations or booking issues

#### **1.4 Technical Requirements**

The system must meet the following minimum technical standards:

- SaaS cloud deployment
- Mobile app available for Android and iOS
- Browser support: Chrome, Edge, Safari
- Microsoft 365 integration (SSO required)
- API access for future integration
- POPIA compliant data handling
- Data encryption (in transit and at rest)
- Minimum uptime guarantee of 99.5%

#### **1.5 Reporting and Analytics**

Required reports include:

- Space utilisation (rooms, desks, parking)
- Booking heatmaps
- Peak demand by site/floor/department: Department breakdown: CEO Office: Finance: Centre of Excellence  
HR: Corporate Services: Marketing and Communication, function to add and take away dept in system needed.
- No-show and cancellation statistics
- Export to Excel, PDF, or CSV

#### **1.6 Administrator Features (4 Administration Users Needed)**

The administrative console must allow:

- User and role management
- Adding/editing rooms, desks, and parking bays
- Uploading floor plans
- Configuring booking rules by site
- Access to audit logs and usage history

#### **1.7 Support and Maintenance**

Support expectations:

- Business hours support (8am to 16h30pm) with optional 24/7 availability, remote support sufficient:  
Support and Maintenance of system for 1 Year, billing can be done annually or monthly.
- System updates, patches, and feature upgrades included in licensing
- Dedicated contact person

Go Live and system to function by 1 May 2026, another 2 sites will be added in future so system must have the capability to expand and add sites in future.

## **2. The following mandatory documents to be submitted with quotations:**

- 2.1 Original and valid tax clearance or printed copy tax clearance certificate accompanied by a pin for further verification.
- 2.2 Certified ID(s) copies of company director(s)
- 2.3 Certified Proof of company registration
- 2.4 Company municipal rates, electricity, or water account not older than 3 Months/ copy of rental lease /sworn affidavit if the business operates at a place of residence.
- 2.5 Completed and signed Standard Bidding Document attached in the tender document.
- 2.6 Proof of registration on National Treasury Central Supplier database, printed in March 2026.
- 2.7 Proof of company banking details

**Failure to submit all the above-mentioned document will result to the disqualification of the bid.**

## **3. Quotations**

- 3.1 Quotations should be submitted not later than **24 March 2026,11h00.**
- 3.2 Quotations must be submitted to: **procurement@mgsi.co.za.**
- 3.3. Late Quotations will not be accepted.

## **4. Contact Details**

All enquiries relating to this quotation request must be directed to: **procurement@mgsi.co.za.** The MGSLG does not bind itself to accept the lowest or any quotation and this quotation will be valid for the period of 90 days after closing.