



SOUTH AFRICAN BROADCASTING SABC SOC LIMITED
("the SABC")

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFP/RBR/2022/56

RFP TITLE: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY OF TURNKEY SOLUTION: REPLACEMENT OF PA SYSTEM & VEHICLE.

EXPECTED TIMEFRAME

| BID PROCESS | EXPECTED DATES |
|--|---|
| Bid Advertisement Date | 26 October 2022 |
| Bid Documents Available From | National Treasury's tender portal (http://www.etenders.gov.za) SABC Website (http://www.sabc.co.za/sabc/tenders/) |
| Briefing Session Date & Time <i>The Bid Specification Committee (BSC) to make use of virtual Briefing sessions were Briefing Session is deemed necessary and cannot be avoided. See Annexure A (Guideline for Briefing Session) that the bidder needs to take note of</i> | Non-compulsory briefing session Date: 08 November 2022 Time: 10H00 AM |
| Venue / Link for virtual Briefing Session | Click here to join the meeting |
| Bid Closing Date and Time | 25 November 2022 @ 12H00 PM |
| Contact details | tenderqueries@sabc.co.za |

The SABC retains the right to change the timeframe of this bid whenever necessary and for whatever reason it deems fit.

BIDS DELIVERY

SABC's Tender Box
SABC Office
Radio Park
Henley Road; Auckland
Johannesburg

During the COVID-19 pandemic, bidders may submit bids in the tender box or electronically until further notice. Refer to Document A for Conditions to be observed when bidding. All electronic bid submissions must be submitted using RFPSubmissions@sabc.co.za

Late Bid submissions will not be accepted for consideration by the SABC.

1. MANDATORY DOCUMENTS

1.1 Mandatory documents and Technical requirement

Submit a valid letter of authority from the Original Equipment Manufacturer (OEM) to distribute and/or sell the specified products (PA system, Audio Equipment, and Generator & Vehicle) within South Africa. The letter of authority must not be older than one year from closing date of bid, must be on the letterhead of the OEM, and signed by an authorized official.

| Title | Requirements | Compliance response page reference (as reference to evidence/brochure) (The quotation is not considered to be a reference) | Comply / Non-comply |
|---|---|--|---------------------|
| 1. 48 Channel Digital Audio Mixing Console | <ul style="list-style-type: none"> • Up to 48 channels to mix • 24 Mic/line Input • 8 XLR/1/4" Combi-jacks for line inputs and instruments • 32 DSP input channels (24 mono inputs and 4 stereo channels/returns) • 24 Output busses (All with full DSP processing and GEQ) • 4-band Fully Parametric EQ on each channel and bus • 8 VCAs + 8 Mute groups • 25 motorised faders (24 input + LR/Mono) • 4 fully customisable Fader Layers • Built-in Stage box Connectivity • 5" touchscreen display • Multi-Colour LCD Channel Displays on each input fader • 4 studio-grade Effects engines and dedicated FX busses • Graphic Equalisers on every bus • 24 sub-group / aux busses • 4 mono/stereo matrix busses • 24x24 USB audio interface for multi-track recording and playback • Increase I/O capabilities with option cards and stage-boxes • Microphone preamps, inputs and channels to mix • Dante card for 48 channels of Dante • Customized Flight Cases with water proofing | | |

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|---|--|--|--|
| 2. 32 x Channel Digital Audio Mixing Console | 1 digital desk will be enough | | |
| 3. 1x 32-24 Channels Compact Stage box | <ul style="list-style-type: none"> • Preamps for professional performance • Dedicated remote controlled XLR mic inputs. • 32 mic/line input, 16 analog and 8 AES outs and a single Dante connection • Dante enabled. • RJ45/Cat5 connectivity runs between stage and mixing console • 100 Metre RJ45/Cat5 cable on a drum • 2U Rack mount design • Dual power supply 240V/60Hz • Customized Flight Cases with waterproofing | | |

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| 4. 4XClosed-Back Over the Head Headphones | <ul style="list-style-type: none"> • Colour black • Wearing style Headband • Ear pads • Detachable cable with a stereo 3,5/6,3 mm TRS Connector • Frequency response 8 - 25000 Hz • Sound pressure level (SPL) 113 dB • THD, total harmonic distortion0, 1% • Contact pressure 6 N • Ear coupling circumaural • Connection cable Coiled Cable (minimun.1.3m / maximum. 3m) • Transducer principle dynamic, closed • Nominal impedance 64 Ω • Load rating 500 mW • Protective bags | | |
| 5. 1X A 24 port Gigabit unmanaged Cisco Switch | <ul style="list-style-type: none"> • (24) Gigabit RJ45 Ports • (2) SFP Ports • Non-Blocking Throughput • Unmanaged switch type • Supports POE+ IEEE 802.3at/af and 24V Passive PoE • Rack mountable • Dual power supply • Customized Aluminum case with waterproofing | | |
| 6. Trolley | <ul style="list-style-type: none"> • Folding nose trolley with suitable Wheels • Maximum 140Kg | | |

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| 7. 4x LED Spotlight | <ul style="list-style-type: none"> • Adjustable heavy-duty tripod • Double 100w • Waterproofing | | |
| 8. Three Phase Silent Diesel Generator | <ul style="list-style-type: none"> • From 22kVA to 25kVA Standby, 380V, 1500 RPM • 55 litre tank: 15 to 18 Hours runtime @ 75% load • Built-in AVR delivers non-fluctuating power • Starter motor 3.5kW 12V Electric Starter • 4-cylinder 4-stroke Powerful Diesel Engine • 2x Three Phase Output • 19kVA to 23kVA Prime Silent Diesel Generator • Power factor 0.8 ϕ • Frequency 50 Hz • Voltage 380 V • Type: Four-cylinder, vertical, water-cooled Diesel Engine • Starting System: 12 Volt Electric Starter • Auto-Decompression: Yes • Cubic Capacity (l): 2.54 • Compression Ratio: 17:1 • Rated Power (kW/RPM): 21 / 1500 • Fuel Type: Diesel • Lube Oil: 15W40 • Low Pressure Alert: Yes • Low Fuel Cut Out: Yes • Type: Digital Control Panel • Mains Phase Voltage: Yes • Mains Line Voltage: Yes | | |

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| 9. Vehicle Requirements | <ul style="list-style-type: none"> • Extra Long Panel van with high roof • Engine type V6, turbodiesel • Automatic gear box • Wheelbase (mm) 4325 • Fuel diesel • Displacement (approximately 3000cc) • Max. torque/revs (Nm/rpm) 440/1400-2400 • Kerb weight/payload (kg) 2565/2435 • Bidder to include standard maintenance and warranty plan • Vehicle should be branded using SABC Logo | | |
| 10. Installation and commissioning. | <p>Delivery to site/ Installation /Implementation</p> <p>Detailed drawings of the system architecture (Hard and Soft copies) must be provided</p> <p>The bidder/s must do the installation and make sure that the system is fully operational</p> | | |
| 11.Training | <p>Training - details of training</p> <p>Training to be provided to 6 Technicians</p> <p>Training to be provided to 8 Operators</p> | | |

NON-SUBMISSION OF THE MANDATORY DOCUMENTS AND TECHNICAL INFORMATION WILL RESULT IN AUTOMATIC DIS-QUALIFICATION.

2. REQUIRED DOCUMENTS

- 2.1 CSD Registration details
- 2.2 SARS "Pin" to validate supplier's tax matters
- 2.3 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)

Note 1:

Verification Agencies and Auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'approved regulatory bodies' for B-BBEE verification and therefore IRBA auditors are not allowed to issue B-BBEE certificates after 30 September 2016.

Note 2:

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE act as amended and SABC shall reject the tender..

- 2.4 Proof of Valid TV License Statement (Company's, Shareholders and all Directors'), or affidavit proving that company and/or officials are not in possession of TV licence. Verification will also be done by the SABC internally.
- 2.5 Certified copy of Shareholders' certificates.
- 2.6 Certified copy of ID documents of the Directors or Members.
- 2.7 Last three years audited/reviewed financial statements OR the Companies Management Accounts.

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOSE TAX AND TV LICENCE MATTERS ARE NOT IN ORDER.

THE WINNING BIDDER IS REQUIRED TO MAINTAIN OR IMPROVE THE BEE LEVEL AT WHICH THE TENDER WAS AWARDED.

C O N T E N T S

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| DOCUMENT A: | CONDITIONS TO BE OBSERVED WHEN BIDDING |
| DOCUMENT B: | GENERAL CONDITIONS OF THE BID/PROPOSAL |
| DOCUMENT C: | QUESTIONNAIRE |
| DOCUMENT D: | DECLARATION OF INTEREST |
| DOCUMENT E: | FUNCTIONALITY REQUIREMENTS |
| DOCUMENT F: | CONFIDENTIALITY |
| DOCUMENT G: | PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017- SBD 6.1 |
| DOCUMENT H: | DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES - SBD 8 |
| DOCUMENT I: | CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9 |
| DOCUMENT J: | ACCEPTANCE OF CONDITIONS OF BID |
| DOCUMENT K: | VENDOR FORM (SABC SUPPLIER/VENDOR REGISTRATION FORM) - (ATTACHED SEPARATELY) / PLEASE ALSO REGISTER ON CENTRALISED DATA BASE - https://secure.csd.gov.za |

DOCUMENT A

CONDITIONS TO BE OBSERVED WHEN BIDDING

1.0 LODGING OF PROPOSALS

1.1 Bidders are required to complete and sign the RFP Document and initial all pages (including proposal and brochures).

1.2.1. Tender box submission

Bids submitted in the tender box must adhere to the following:

- Bids must be submitted in one (1) original, two (2) copies of the original and or memory stick or advanced device, by hand and be enclosed in a sealed envelope marked distinctly with the RFP number. All soft copies should be in PDF format and must contain proposal, all completed forms, and attachments. This envelope must indicate the Bid number and the name and delivery address of the Bidder.

1.2.2. Electronic submission:

Bids submitted electronically must adhere to the following:

- The single point of entry is RFPSubmissions@sabc.co.za.
- Electronic submissions must be submitted in a PDF format that is protected from any modifications, deletions or additions.
- Financial/pricing information must be presented in a **separate** attachment from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.
- All electronic submissions must be prominently marked with the full details of the tender in the email subject line namely Bidder's Name, Tender No and Tender Title.
- Tender submission emails received after submission date and time will be declared late bid submissions and will not be accepted for consideration by SABC.

1.4 The SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:

- Receipt of incomplete bid
- File size

- Delay in transmission or late receipt of the bid
- Failure of the Bidder to properly identify the bid
- Illegibility of the bid; or
- Security of the bid data.

1.5 Bidders must ensure that bids are delivered timeously to the correct address. Bids not received in a specified manner, and by the specified time and date as set out in this RFP document will be rejected. The bid box is generally open 24 hours a day, 7 days a week.

2.0 COMPLIANCE WITH CONDITIONS OF PROPOSAL

2.1 No alteration, amendment or variation of the submitted proposal post the closing date of this bid shall be permitted nor accepted..,

3.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

3.1 All bidders are required to submit bids in accordance with stipulated technical specification as indicated on this bid document. Failure to comply with the required technical specification will result in disqualification of the bid.

4.0 SCHEDULE OF QUANTITIES

4.1 Bidders are required to submit a detailed Schedule of Quantities indicating how the bid amount is composed. This schedule shall contain itemised descriptions, quantities, and unit prices.

5.0 BID PRICES

5.1 No change in the submitted bid prices shall be accepted and/or approved by the SABC after receipt and before award of this bid.

5.2 All prices are to be quoted in the Republic of South African Rand with VAT as a separate item.

5.3 All local suppliers quoting in foreign currency must convert the currency to Rands and indicate the exchange rate applicable.

5.4 The prices quoted should be inclusive of all costs needed to perform the specified services, not limited to, all kinds of local guarantee bonds, taxes and duties, customs, customs clearance, inland transportation, storage,

unpacking, positioning, installation, integration and testing. The prices quoted should be inclusive of all costs for the duration of the project.

- 5.5 This bid document is not an offer to purchase, order or contract.
- 5.6 Prices must be fixed for the first year and shall, where applicable, be subject to an increase of not more than the applicable CPI.
- 5.7 Bid prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs on a basis of delivery on site as specified.
- 5.8 Any response submitted by a Bidder is subject to negotiation and review by the SABC.

6.0 SOURCE OF SERVICE AND MATERIAL

- 6.1 In the case of equipment/goods, which are partially or completely designed and/or manufactured in the Republic of South Africa, Bidders shall state the local content percentage.
- 6.2 Documentation certifying the local content percentage shall be submitted.

7.0 ACCEPTANCE OF PROPOSALS

- 7.1 The SABC does not bind itself to accept the lowest or any bid/proposal, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Bidders in the preparation and delivery of its/his/her bid/proposal. The SABC reserves the right to accept a separate bid/proposal or separate bids/proposals for any one or more of the sections of a specification. The SABC also reserves the right to withdraw the bid at any stage.
- 7.2 No bid shall be deemed to have been accepted unless and until a formal contract/ letter of award is prepared and signed by SABC and the winning bidder.
- 7.3 The SABC reserves the right, should it deem it necessary, to monitor every stage of the contract to ensure:

- that the directors who were awarded the bid are in control of the company and/or that changes in directors does not affect delivery of the goods/services/work adversely;
- that, if there are changes in the control of the company, these should be brought to the attention of the SABC;
- that in the event that the bid or any part thereof is to be subcontracted to another company or organisation after the bid was awarded, the Bidder/s must immediately advise the SABC and the SABC shall approve same as it deems fit;
- successful delivery of the goods/services/works in terms of the contract, or timeous termination of the contract should such action be in the best interest of the SABC;
- audit the successful Bidder's contract from time to time.

7.4 This bid will remain valid 180 (one hundred and eighty) days from the date of bid closing.

8.0 DEFAULT BY BIDDERS

8.1 If Bidders purport to withdraw their bid(s)/proposals within the period for which they have agreed that their bid/proposal shall remain open for acceptance, or fails to enter into a written contract when called upon to do so, or fails to accept an order in terms of the bid, the SABC may, without prejudice to any other legal remedy which it may have, accept their bid(s) notwithstanding the purported withdrawal, or proceed to accept any other less favourable bid or call for bids afresh and may recover from the defaulting Bidders any additional expense it has incurred for the calling for new bids or the acceptance of any less favourable bid.

9.0 AMPLIFICATION OF PROPOSALS

9.1 The SABC may, after the opening of bids, call on the Bidder to amplify in writing any matter which is not clear in the Bidder's submission and such amplification shall form part of the original bid.

9.2 In the event of the Bidders failing to supply such information within the specified timeframe, the bid will be liable to rejection.

9.3 The SABC reserves the right to:

- not evaluate and award bids that do not comply strictly with this bid document;
- make a selection solely on the information received in the bids;
- enter into negotiations with any one or more of preferred Bidder(s) based on the criteria specified in the evaluation of this bid;
- contact any Bidder during the evaluation process, in order to clarify any information, without informing any other Bidders. During the evaluation process, no change in the content of the bid shall be sought, offered or permitted;
- cancel this bid or any part thereof at any time.

Should Bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the SABC and not necessarily on the basis of the lowest costs.

10.0 IMPORT/EXPORT PERMITS

10.1 Bidders are required to include complete information on equipment and/or components requiring export/import permits.

11.0 COST OF BIDDING

11.1 The Bidder shall bear all costs and expenses associated with preparation and submission of its bid/proposal, and the SABC shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

12.0 COMMUNICATION

12.1 The SABC has provided a single point of entry for any questions or queries that the Bidder may have. All queries must be submitted in writing and directed to authorised contact person. **Unauthorised communication with any other personnel or member of staff of the SABC, with regard to this**

bid is strongly discouraged and will result in disqualification of the respective Bidder's bid/proposal submission.

12.2 Should there be a difference of interpretation between the Bidder and SABC; SABC reserves the right to make a final ruling on such interpretation.

12.3 The closing time for clarification of queries is 3 (three) days before the deadline for bid/proposal submission. The Bidders should take note that questions together with responses will be sent to all Bidders who attended compulsory Briefing Session.

13.0 AUTHORISED CONTACT PERSONS

13.1 All enquiries in respect of this bid must be addressed to:

Tender Office

SCM Division

Radio Park Office Block

Henley Road

Auckland Park

Johannesburg

South Africa

E-mail: tenderqueries@sabc.co.za

14.0 BROAD-BASED ECONOMIC EMPOWERMENT

14.1 According to the 2013 B-BBEE Revised Code of Good Practice the Exempted Micro Enterprise (EME) is only required to produce a sworn affidavit signed by the Commissioner of Oaths as per the requirement in the Justice of Peace and Commissioners of Oaths Act, 1963 (Act No. 61 of 1963) or the Companies and Intellectual Property Commission ("CIPC") certificate on an annual basis.

14.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.

14.3 Only South African Accreditation Systems (SANAS) is the authorised body to issue B-BBEE certificates

14.4 IRBA and Accounting Officers are **not** allowed to issue B-BBEE affidavit or certificates to EMEs and QSEs as it was under 2007 Codes

14.5 EME's and QSE's must submit an affidavit confirming that the entity's

turnover is below R10 million and percentage of black ownership to claim BBBEE points

- 14.6 QSEs have to comply with all elements
- 14.7 Start-up enterprises are verified similar to EMEs, but can opt to be rated using the QSE and Generic Scorecard
- 14.8 QSE with at least 51% black ownership or above are only required to obtain a sworn affidavit on an annual basis with a confirmation of turnover and black ownership
- 14.9 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that B-BBEE status level certificate under the consortium name is submitted.
- 14.10 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 14.11 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 14.12 A bidder will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 14.13 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

15.0 MISREPRESENTATION AND FRONTING IS PROHIBITED

Fronting means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims

of compliance based on misrepresentations of facts, whether made by the party claiming compliance or by any other person.

It is an offence to misrepresent or provide false information regarding a company's information or engaging in a fronting practice. If there is any contravention of some sought, the SABC may open a criminal and/or civil case/s against the bidder and its directors/members in terms of applicable legislation, and restrict the bidder & its directors/members from doing business with the SABC for a pre-determined period.

It is important to note that any proposal that does not conform fully to the instructions and requirements in this RFP will be disqualified.

Suppliers might be required to demonstrate their proposed capabilities by means of a presentation, clear and easily verifiable reference documentation and/or a visit to an existing client site where their capabilities may be demonstrated.

Bids, which do not meet the technical requirements, will not be considered for further evaluation.

END OF DOCUMENT

DOCUMENT B

GENERAL CONDITIONS OF PROPOSAL

1.0 COMPLIANCE WITH COMPLETION OF PROPOSAL

- 1.1 The bid forms should not be retyped or redrafted, but photocopies may be prepared and used.
- 1.2 Bid forms must be signed in the original form; in ink and forms with photocopied signatures or other such reproduction of signature will be rejected.
- 1.3 Should bid forms not be filled in by means of mechanical devices, for example typewriters, ink, preferably black, must be used to fill in bid.
- 1.4 Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated. Incomplete bids will result in disqualification.

2.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

- 2.1 Unless a departure is clearly stated by the Bidder at the time of bidding, the works shall be taken as complying in detail with the Technical Specifications, and the Bidder shall be held liable on all the terms and conditions of the contract as if this bid contained no departures. Technical specifications contained in any brochures, or any other descriptions submitted shall apply for acceptance test purposes.

3.0 WARRANTY

- 3.1 If there are any defects arising from failure of goods to meet the specifications within the period specified in the contract, the Bidder shall replace the defective items at his expense or shall refund the SABC such costs as the SABC may incur in replacing such defective item. The Bidder shall also bear the cost of transporting replaced/repaired items to the place of destination.

4.0 INSPECTION

- 4.1 The Bidder shall permit and assist the SABC's representatives in carrying out any inspections that are called for in the proposal or specifications.

5.0 PACKAGING

- 5.1 Goods purchased on this bid must be adequately protected and securely packaged during shipment and until delivery at the destination.
- 5.2 Goods must be clearly marked with the Bidder's name, description of contents and the SABC's order number and delivery address.

6.0 RISK

- 6.1 The Bidder will be responsible for losses that SABC incurred due to Bidder's negligence or intention and Bidder must provide Liability Insurance. This will be a condition of contract.

7.0 DELIVERY

- 7.1 Delivery will be to the Stores of the SABC Auckland Park, Johannesburg, Republic of South Africa. The contractual delivery date must be strictly complied with and each delivery must be preceded or accompanied by delivery note. If delivery does not take place within the period stipulated, the SABC may cancel the contract concluded with the bidder without further notice to the Bidder and with immediate effect without prejudice to any other course of action available to the SABC to recover any damages out of such delay. Receipt of the goods by the SABC will not be regarded as acceptance thereof until the goods have been accepted, and tested in compliance with the Technical Specifications.

8.0 PAYMENT

- 8.1 Payment, in currency other than South African Rand, will be made by means of a telegraphic or wired bank transfer.

The Bidder must provide:

- Name and address of their bank.
- Company account number to be credited.
- Sort/swift code of bank.

- 8.2 The SABC's standard payment terms are 30 days from date of Invoice.

9.0 ASSIGNMENT OF CONTRACT

- 9.1 The Bidder shall not have the right to cede any right or delegate any obligation in terms of this contract to any third party unless with the prior written approval of the SABC.

10.0 PROPOSALS ARE CONSIDERED TO BE BINDING ON THE BIDDERS

- 10.1 Representations made in the bid/proposal, including claims made in respect of commitments to dates of delivery, shall be considered binding on the Bidder on acceptance of the bid/proposal by the SABC and same will be form part of the contract to be concluded, unless specifically noted by the Bidder in the bid/proposal that same maybe subject to change;

11.0 COMPLIANCE WITH SABC POLICIES

- 11.1. SABC will not procure any goods, services, works or content from any employee or employee owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.2. SABC will not procure any goods, services, works or content from any SABC Independent Contractor or Independent Contractor-owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.3. No former employees, SABC's Non-Executive members and Independent Contractors will be awarded contracts with the SABC within 24 months after resigning from SABC employment or not being engaged with the SABC.
- 11.4. Should former employees, SABC's Non-Executive members and Independent Contractors resign from the employment of the SABC or not being engaged with the SABC and become directors of other businesses bidding with SABC, such bid will not be considered until the cooling off period of two years has expired.
- 11.5. "The SABC has a zero tolerance to theft, fraud and corruption. Such activities will be investigated and stringent action institutes such as laying of criminal charges or even removal from the SABC database of service providers. Should you suspect or become aware of any suspicious acts of fraud, theft or corruption involving SABC employees or other suppliers rendering services to the SABC, contact the SABC whistle blowers hotline at **"0800 372 831"**

12.0 FAILURE TO COMPLY WITH THESE CONDITIONS

- 12.1 These conditions form part of the bid and failure to comply therewith may invalidate a bid.

13.0 RFP SCHEDULE

- 13.1 Bidders will be contacted as soon as practicable with a status update. At this time, short-listed Bidder/s may be asked to meet with SABC representatives. Bidders should provide a list of persons and their contact details who are mandated to negotiate on behalf of their company.

14.0 ADDITIONAL NOTES

- 14.1 All returnable documents as indicated in the bid form must be returned with the response
- 14.2 Changes by the Bidder to his/her submission shall not be permitted after the closing date.
- 14.3 The person or persons signing the bids must be legally authorized by the Bidder to do so. A list of the person(s) authorized to negotiate on your behalf must be submitted along with the bid.
- 14.4 SABC reserves the right to undertake post-bid negotiations with the preferred Bidder or any number of short-listed Bidders.

FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS MAY RESULT IN THE BID BEING OVERLOOKED.

15.0 DISCLAIMERS

- 15.1 Bidders are hereby advised that the SABC is not committed to any course of action as a result of its issuance of this BID and/or its receipt of a bid in response to it. In particular, please note that the SABC may:
- 15.2 change all services on bid and to have Supplier re-bid on any changes.
- 15.3 reject any bid which does not conform to instructions and specifications issued herein
- 15.4 disqualify bids after the stated submission deadline
- 15.5 not necessarily accept the lowest priced bid
- 15.6 reject all bids, if it so deem fit
- 15.7 award a contract in connection with this bid at any time
- 15.8 award only a portion as a contract
- 15.9 split the award of the contract to more than one Supplier
- 15.10 make no award of a contract.

Kindly note that SABC will not reimburse any Bidder for any preparation costs or other work performed in connection with this bid, whether or not the Bidder is awarded a contract.

END OF DOCUMENT B

DOCUMENT C

QUESTIONNAIRE TO BE COMPLETED WHEN BIDDING

If the information required in respect of each item cannot be inserted in the space provided, additional information may be provided on a separate sheet of paper with a suitable reference to the questionnaire number concerned.

| | |
|--|--|
| 1. Company's Treasury CSD unique registration reference number. | |
| 2. Have your company been issued with a SARS Compliance Status PIN. | |
| 3. If yes, please provide PIN number. The provision of the PIN will be construed as your permission to SABC Procurement to access your tax status on-line. | |
| 4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)? | |
| 5. If so, state your VAT registration number and original current tax clearance certificate to be submitted | |
| 6. Are the prices quoted fixed for the full period of contract? | |
| 7. Is the delivery period stated in the bid firm? | |
| 8. What is the address in the Republic of South Africa where an item of the type offered by you may be inspected preferably under working conditions? (Where Applicable) | |

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| 9. What is the approximate value of stock in the Republic of South Africa for this particular item? (If required). | |
| 10. Where are the stock held? | |
| 11. What facilities exist for servicing the items offered? | |
| 12. Where are these facilities available? | |
| 13. What are the names and addresses of the factories/suppliers where the supplies will be manufactured and may be inspected, if required? | |

*

ALSO INDICATE WHICHEVER IS NOT APPLICABLE

END OF DOCUMENT C

DOCUMENT D
SBD-4
DECLARATION OF INTEREST

1.0 Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2.0 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personnel numbers must be indicated in paragraph 3 below.

¹“State” means –

- a. any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999)
- b. any municipality or municipal entity;
- c. provincial legislature;
- d. national Assembly or the national Council of provinces; or
- e. Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES/NO**
the appropriate authority to undertake remunerative
work outside employment in the state?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid).

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES /NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

3.0 Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | Personal Tax Reference Number | State Number / Employee Pers. Number |
|-----------|-----------------|-------------------------------|--------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

4.0 DECLARATION

I, THE UNDERSIGNED (NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

END OF DOCUMENT D

DOCUMENT E

TECHNICAL SPECIFICATION

1 INTRODUCTION AND BACKGROUND

The SABC radio station Umhlobo Wenene FM and Tru FM in the Eastern Cape Province operates from base studios in Gqeberha, Johannesburg, Cape Town, and Mthatha respectively. However, the stations' mandate specifies that the listening audience must be able to see the station in operation. That happens through the outreach programmes. The stations regularly organise various types of live broadcasts and promotional activities in rural areas and other towns in their area footprint. It is important to mention that Eastern Cape, Western Cape, Free State, part of Northern Cape, part of Kwa Zulu Natal has rural areas in the outskirts of cities and towns. In some cases, the towns are +- four (4) hours' drive apart. Many of the rural areas with the loyal audiences are residing, in areas without resources such as PA system to hire and electricity supply.

It is necessary for the stations to have the correct resources when visiting these areas. In this case, the main resources include a professional quality public address system (PA system) that is self-powered to be able to communicate with the audience (of around 5 000 people). The PA system required to address audience of around +- 5 000 people is normally a multiple of huge stack speaker systems. In this instance and for easy transportation, a compact vehicle unit is needed to house all the mentioned speakers and equipment that support the public address as well as the power supply generator. Therefore, an all-in-one vehicle is required as a solution to achieve this requirement.

Due to the geographic spread of Eastern Cape, Western Cape, Free State, part of Northern Cape, part of Kwa Zulu Natal and the extended gravel roads, a robust vehicle unit that can handle weight and off-road conditions is a requisite. Additionally, due to the lack of electrical power infrastructure in the provinces where most of these broadcast events are conducted, a suitable power supply generator to power all the broadcast related equipment and some lighting equipment units is also required.

This proposed replacement of PA system and vehicle will ensure that SABC Eastern Cape Umhlobo Wenene FM and Tru FM stations achieves its mandate and take the broadcasts to the audiences. This unit will assist even more in ensuring that loyal supporters and audiences remain with the individual and sister stations. Umhlobo Wenene FM and Tru FM are national Radio stations that caters

to the needs of the IsiXhosa speaking community with a footprint in 8 provinces out of the nine with an average weekly audience of around +- 6.5 million combined. Most of that number resides in and around Eastern Cape and Western Cape. Umhlobo Wenene FM being one of the top three ALS station behind Ukhozi FM and Metro FM with four point five million listeners cannot afford to hire public address system from outside every time it is needed.

2 SCOPE OF WORK

The below mentioned information is the basic requirements for the deliverables associated to the bidder providing a turnkey solution.

General Vehicle Specifications and Requirements Vehicle Type

The vehicles should have a V6 Diesel Motor with a displacement in the region of 3000 cc.

The vehicle type should have an extra-long wheelbase and super high roof. The vehicle must be purchased by the Contractor and be registered in the SABC's name on delivery from the supplier.

The SABC will provide the necessary proxy documentation for registration.

The Contractor shall ensure that the vehicles are only driven during the construction phase by professional drivers with valid heavy-duty licenses. The Contractor shall also ensure that the vehicles are always constructed in a secure environment and locked during non-working hours.

Features of the vehicle will include:

- ABS Braking.
- Custom Immobiliser.
- Air-conditioning.
- Radio/USB MP3 Player
- Bluetooth Phone Kit
- GPS navigation system
- Power steering
- Automatic Gear Box
- Automatic locking system and windows

National Road Traffic Regulation

- It is the responsibility of the Contractor to ensure that the completed vehicles comply with South Africa's 'National Road Traffic Regulations' (published in Government Gazette No. 20963, Notice R225 of 17 March 2000).

- A copy of this complex document can be obtained from the Publications department of the Government Printers, in Pretoria, South Africa or on the South African Government website.

Vehicle Weight

The Contractor shall carry out all weight calculations necessary to ensure that the vehicle is in compliance with the following requirements:

- There shall be an even distribution of weight and an adequately low centre of gravity so that the handling and stability of the vehicle is optimised.
- The load on any one axle shall not exceed 90% of the manufacturer's maximum rating.
- The 'National Road Traffic Regulations' for South Africa shall be strictly complied with.
- Accurate figures for both overall and distribution of mass shall be provided at the first design review. On delivery of the vehicle, the contractor shall supply weighbridge certificates confirming compliance with the calculated weights.

All weight calculations shall include but not be limited to:

- Installed and stowed technical equipment.
- All additions and modifications to the vehicle and chassis.
- All equipment racks.

Operating Conditions (Durability)

The vehicles shall be designed to operate in environmental conditions typical of South Africa. These conditions include - reasonable quality dirt roads, temperatures ranging from -5°C to 40°C , humidity in the range 20% to 80% without condensation, a high occurrence of electric thunderstorms and heavy rain. The vehicles shall be designed to meet these specifications for a minimum service life of ten years.

Dust, Corrosion and Rust Protection

The vehicle shall be durably constructed and be adequately protected against dust, corrosion and humidity. Such protection shall include but not be limited to:

- All steel components shall be primed and painted, or powder coated to provide protection against rust.
- Particular attention shall be afforded to the protection of stowage lockers where wet equipment is often stored.
- Any modifications to the chassis or body of the vehicle shall be restored to the original factory specification.

Interior Arrangement

In designing/proposing the vehicle layout, cognisance shall be taken of the following requirements:

- A) The Generator shall be accessible for maintenance.
- B) The Generator compartment must be sound proofed, and the exhaust area will need to be “heat insulated”
- C) All storage compartments for the PA system need to be carpeted or Padded
- D) All storage compartments for the PA system shall be constructed using a good quality marine ply (5ply) clad with a suitable carpet, the colour and quality of which shall be approved by the Corporation.
- E) Proper ventilation for generator if enclosed in the vehicle.

General requirements for interior finish:

- All colours and finishes to be approved by the Corporation by way of samples presented at the first design review.
- Durable materials to be used throughout.
- Exposed metal framework (e.g. bays and racks) to be sprayed or powder coated either black or grey.

Storage compartments

- All PA system equipment storage compartments shall be custom manufactured and fitted to ensure the best possible utilisation of available space.
- Speakers will require holding straps or custom padding and fitting to prevent equipment movement and therefore damage.
- Smaller equipment needs to be securely stored.
- All relevant and necessary power, network, and audio cables must be provided to cover a length of not less than 40 metres.
- All relevant cables and their connectors should be rugged and waterproofed.

Colour, Paint Finishes and Sign-Writing

The Corporation will oversee the application of customised sign writing and logos to both sides and the rear of the vehicles after delivery. Bidders are therefore not required to quote for the same.

NOTE.

No advertising matter or signage of any description is to be fitted to the exterior of the vehicle. A coachbuilder's plate may be fitted inside the vehicle or fitted externally subject to the approval of the Corporation.

Stowage Facilities

All available space in the compartment shall, where practical, be adapted to provide stowage for small items such as microphones, headsets, technical and operational manuals, personal belongings etc.

Fire Extinguishers

2x 2kg CO2 fire extinguishers shall be supplied and fitted at appropriate location in the vehicle.

First-Aid Kit

One comprehensive, general-purpose first aid kit shall be supplied and fitted.

Electrical Vehicle Connector and Tow bar

- The vehicle shall be supplied with a South African standard tow bar and 7P towing connector. Tow bar to incorporate a step with non-slip aluminium tread running across the width of the vehicle.
- The South African standard 7 pin vehicle connector wiring detail including harness wiring colour codes is as follows: -

| SOUTH AFRICAN STANDARD | | |
|-------------------------------|---------------|------------|
| CONTACT/FUNCTION | COLOUR | NO. |
| Left turn/Hazard | Yellow | 1 |
| Spare | Blue | 2 |
| Earth/Return/Ground | White | 3 |
| Right turn/Hazard | Green | 4 |
| Right tail/Number plate | Brown | 5 |
| Stop | Red | 6 |
| Left tail/Number plate | Black | 7 |

Chevrons

- SABS approved chevron plate shall be fitted to the rear of the vehicle in accordance with local Road Traffic regulations. Two steel rigid self-standing warning chevron triangles shall be supplied with the standard tool kit.

Yellow Reflective Tape

- A special reflective tape must be applied to the sides of the vehicle in accordance with South African Road Traffic regulations.

Lighting

House and Task Lights

- 220V AC mains operated LED house light fittings shall be installed in all compartments.
- House light levels shall not be less than 800 lux.
- It shall be possible to switch the house lights on without 220VAC mains feed being connected.
- This should be possible via a DC to AC inverter running off a secondary 12V deep cycle battery.

Description of operation:

- The inverter shall be connected to both a 220VAC mains supply and the secondary battery with its output being fed to an AC contactor.
- When a 220VAC AC mains supply is available, the inverter will automatically and simultaneously both charge the secondary battery and provide a 220VAC output to both a contactor and to a 0-1 hr timer switch.
- In this mode, the energised contactor will source power from the mains supply
- When the 220VAC mains supply is interrupted, the inverter shall switch modes and source power from the secondary battery.
- At the same time, the contactor shall de-energise and source 220VAC from the inverter to power the 'emergency lights' circuit comprising one 220VAC light fitting per operational compartment, a light illuminating the VEP and two 220VAC high output LED rigging lights on each side of the vehicle and one at the rear (i.e. 5 in total). A breaker located on the *AC Breaker Panel* shall facilitate the disabling of this 'automatic activation' feature.
- In either of the two modes, it shall be possible to use the 0-1hr override time switch mounted at the main entrance(s) in order to power the timer lighting circuit, which shall also comprise one 220VAC light fitting per operational compartment and a light illuminating the VEP.
- Low wattage 220VAC LED strip lights in a protective housing shall be installed on the underside of all control work surfaces to illuminate the equipment installed in the 19" racks below the work surface top.
- The fronts of all equipment racks, especially where patch bays are installed shall also be illuminated by LED switch activated 220VAC directional lights.

Cable Access (Mouse holes)

- A cable access door or 'cable mouse holes' shall be fitted aim a convenient location to provide an access route for ad hoc external production cabling not catered for on the VEP.
- The Mouse hole door shall be approximately 180mm square and shall be fitted with suitable rust and corrosion resistant locks or catches (to be approved by the Corporation).
- The exact locations of such doors will be determined at coach build engineering meetings.
- The Mouse hole door is to be fitted with double seals.

3 TENDER RESPONSE FORMAT

Vendors are requested to respond to the tender in the following formats:

3.1 Technical Response

A point-by-point response is required, i.e. a comment for each point or paragraph that is associated with the numbering should be made.

The response to technical requirements must state “Comply” or “Non-Comply.” The vendor must further specify how the system/product meets or differs, for each aspect as stated below, including references or supporting information to clarify the response. A mere “Comply” or “Partially Comply” statement or no response, without detail shall be seen as “Non-Compliant” and will be scored as such.

3.2 Pricing Breakdown Model

3.2.1 All goods or services must be specified, broken down into individual elements on a Bill of Materials (BOM) and the pricing of each, specified on hard copy (paper copy) and in soft copy (Excel format).

3.2.2 Bidders must provide a detailed cost breakdown by pricing all items for the delivery of **a total solution** as per the specification. All deviations should be stipulated as options with the indicative unit prices.

3.2.3 Supplier must provide the product specifications of the product or service of the items priced.

3.2.4 Bidders must submit unit and total pricing in SA Rands (Excluding VAT), and where applicable, use the Foreign currency rate below to calculate the Rand value. Use Annexure B to indicate the total amount subject to exchange rate variation.

4 EVALUATION CRITERIA

Bidders should note that only bidders who met the **Mandatory and Technical Criteria** of the bid shall be evaluated further for Functionality (where indicated), Price and B-BBEE.

Responses will be evaluated using a predetermined set of evaluation criteria. The evaluation criteria is designed to reflect the SABC’s requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and afford all the bidders a fair opportunity for evaluation and selection.

During the evaluation process, the SABC may require a bidder's representative to answer questions with regard to the proposal and/or require certain bidders to make a formal presentation to the evaluation team.

4.1 Functionality Evaluation

The evaluation is based on functionality, which will be evaluated using the following criteria and points:

- 4.1.1 The tender submission will be functionally evaluated out of a maximum of 100 Points.
- 4.1.2 A threshold of 65 out of the 100 has been set.
- 4.1.3 All bidders achieving less than the set threshold will not be evaluated further and will be deemed Non-Responsive

| Evaluation Area | Evaluation Criteria | Min Points | Max points |
|--|--|------------|------------|
| Delivery & Installation | <p>Clearly indicate the delivery lead time from supplier after placing of order on each of the following requirement:</p> <p>Vehicle lead time</p> <ul style="list-style-type: none"> 3-4 Months = 5 points 2-3 Months = 10 points <p>Installation & Fitment of the equipment & generator</p> <ul style="list-style-type: none"> 8 – 12 Weeks = 5 points 12 – 16 Weeks = 10 points | 10 | 20 |
| Project Plan including Method Statement | <p>A Project Plan (e.g. GANTT chart) including method statement that responds to the Scope of work and outlines the proposed solution.</p> <ul style="list-style-type: none"> Project plan must include the list of activities to successfully complete the implementation of the project = 5 points Period of installation & commissioning = 5 points Period for testing and handover = 5 | 15 | 15 |

| Evaluation Area | Evaluation Criteria | Min Points | Max points |
|--|--|------------|------------|
| | <p>points</p> <p>Non-compliance with all the above = 0 points</p> | | |
| Track record/ Capacity of the Bidder | <p>Bidders are required to demonstrate their experience in the delivery of works aligned to this RFP document by providing valid reference letters containing all the required information referenced in for successfully completed projects.</p> <p>The Reference Letter must have valid contact number and valid email address:</p> <ul style="list-style-type: none"> Reference letters for 2- 3 Successfully Completed projects = 5 points Reference letters for 4 and above Successfully Completed projects = 10 points Below two reference letters =0 points | 5 | 10 |
| Maintenance support plan | <p>Bidder to clearly indicate the maintenance and support plan for the following items:</p> <ul style="list-style-type: none"> Generator (12 months) = 5 points PA system (12 months) = 10 points | 5 | 15 |
| Warranty (upon commissioning) Bidder to provide warranty on workmanship and the corrective action that will be taken in the event of poor workmanship | <p>Turnkey Solution including vehicle, generator, and equipment:</p> <ul style="list-style-type: none"> Warranty on commissioning = 5 points Standard warranty (Equipment 12 months, Generator 12 Months and 5 years Maintenance plan on the vehicle) with no financial implication = 5 points Corrective action information on poor workmanship = 10 points Extended warranty (Equipment, vehicle & Generator) SABC, plus corrective action information = 10 points | 25 | 30 |

| Evaluation Area | Evaluation Criteria | Min Points | Max points |
|-----------------|--|------------|------------|
| Training | Bidder to provide details of the training plan offered on the full Turnkey solution and the financial implications to the SABC <ul style="list-style-type: none"> • Training including all documentation such as wiring diagrams, manuals, and SOPs'= 5 points • Training including all documentation such as wiring diagrams, manuals, and SOPs' with no financial implication =10 points | 5 | 10 |
| Total | | 65 | 100 |

4.2 BBBEE and Price

The bid responses will be evaluated on the 80/20 point system. Bidders are to provide detailed breakdown of all direct and indirect costs associated with the contract, including licence fees if any.

4.3 Financial Stability

The financial stability evaluation is used to assess the financial risk of the shortlisted bidders.

FINANCIAL STABILITY

Bidders are required to submit their audited financial statements for the past 3 years with their Proposal/Bid in order to enable the SABC to establish financial stability as follows:-

| Area | Assessment Criteria |
|-------------------------|--|
| Financial Due Diligence | Bidders financial due diligence will be assessed based on submitted audited financial statements using financial ratios, where applicable. |

4.4 Objective Criteria

- 4.4.1 The SABC reserve the right not to consider proposals from bidders who are currently in litigation with the SABC.
- 4.4.2 The SABC further reserve the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- 4.4.3 Bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g. tax compliance, BBBEE, company financials, etc. will be eliminated from the bid process.

END OF DOCUMENT E



DOCUMENT F

CONFIDENTIALITY

All information related to this bid both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the SABC, written approval to divulge such information will have to be obtained from SABC.

The bidders must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that bidders maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFP; and not reproduced in any form except as required for the purpose of considering and responding to this bid. Bidders must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFP; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the SABC. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

NAME OF BIDDER: _____

PHYSICAL ADDRESS: _____

Bidder's contact person:

Name : _____

Telephone : _____

Mobile : _____

Fax.: _____

E-mail address : _____

END OF DOCUMENT F



DOCUMENT G

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1.0 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the **80/20** system for requirements with a Rand value above R30 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R30 000 (all applicable taxes included) and therefore the.....**80/20**.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goals-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

| | POINTS |
|--|---------------|
| 1.3.1.1 PRICE | 80 |
| 1.3.1.2 Specific Goals-BBEE STATUS LEVEL OF CONTRIBUTION | 20 |
| Total points for Price and specific goals must not exceed | 100 |

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the



South African Accreditation System (SANAS) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.5 The SABC reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the SABC.

2.0 DEFINITIONS

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R10 million or less as per the Amended Codes of Good Practice (COGP).



- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.



3.0 ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4.0 AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5.0 Points awarded for B-BBEE Status Level of Contribution

- 15.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:



| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1 | 10 | 20 |
| 2 | 9 | 18 |
| 3 | 6 | 14 |
| 4 | 5 | 12 |
| 5 | 4 | 8 |
| 6 | 3 | 6 |
| 7 | 2 | 4 |
| 8 | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

6.0 BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7.0 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution:..... =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE affidavit or certificate issued by a Verification Agency accredited by SANAS.

8.0 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) What percentage of the contract will be subcontracted?
.....%



(ii) The name of the sub-contractor?

.....

(iii) The B-BBEE status level of the sub-contractor?

.....

(iv) Whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9.0 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:

.....

9.2 VAT registration number:

.....

9.3 Company registration number

.....

9.4 Type Of Company/ Firm

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 Describe Principal Business Activities

.....

.....

.....

.....

9.6 Company Classification

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the SABC that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the SABC may, in addition to any other remedy it may have;
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and



(e) forward the matter for criminal prosecution

WITNESSES:

1.

.....

BIDDER(S)

| | |
|--------------|----|
| SIGNATURE(S) | OF |
|--------------|----|

2.

DATE:

ADDRESS:

.....

.....

.....

.....

END OF DOCUMENT G



DOCUMENT H

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1.0** This Standard Bidding Document must form part of all bids invited.
- 2.0** It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3.0** The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system;
 - or
 - c. failed to perform on any previous contract.
- 4.0** In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

| Item | Question | Yes | No |
|-------|--|---------------------------------|--------------------------------|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page. | | |
| 4.1.1 | If so, furnish particulars: | | |



| | | | |
|-------|---|---------------------------------|--------------------------------|
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.4 | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars: | | |

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

END OF DOCUMENT H

DOCUMENT I

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1.0 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2.0 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.0 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4.0 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5.0 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for SABCs who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid RPF/IT/2022/44

in response to the invitation for the bid made by: **South African Broadcasting Corporation SOC Limited "SABC"**

do hereby make the following statements that I certify to be true and complete in every respect:

I _____ certify, _____ on _____ behalf _____ of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;



- (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

END OF DOCUMENT I



DOCUMENT J

ACCEPTANCE OF CONDITIONS OF BID

By signing the BID document, the Bidder is deemed to acknowledge and accept that all the conditions governing this BID, including those contained in any printed form stated to form part thereof and SABC Limited will recognize no claim for relief based on an allegation that the Bidder overlooked any such condition or failed properly to take it into account for the purpose of calculating bided prices or otherwise.

SIGNED at _____ this _____ day
of _____ 2022

NAME OF COMPANY _____

NAME OF THE SIGNATORY (IES) _____

CAPACITY: _____

Are you authorised to sign on behalf of the company (YES/NO) _____

WITNESSES:

1. _____

2. _____

BIDDER

END OF DOCUMENT J

END OF THE REQUEST FOR PROPOSAL DOCUMENT



GUIDELINE FOR BRIEFING SESSION

Applicable where Briefing Sessions are not compulsory or mandatory:

Due to the Covid-19 pandemic, and in compliance with National Treasury Instruction Note 5, institutions are advised as far as possible to avoid convening briefing sessions. Therefore a briefing session **WILL NOT BE SCHEDULED** in cases where it is avoidable and the following will apply:

- Bidders are requested to submit their queries related to the bid via email
- Bidders must send their queries to the Bid Office via the email tenderqueries@sabc.co.za
- It is recommended that queries be submitted at least within 10 days after the tender has been advertised on the National Treasury E-Tender Portal and the SABC Website.
- The Bid Office will forward the queries to the Bid Specification Team for relevant response(s).
- All queries and responses will be consolidated into a schedule of questions and answers and published on all the platforms that were utilized to advertise the tender within 5 days after the query deadline.

Applicable where Briefing Sessions are unavoidable:

Where a briefing session cannot be avoided and, to the extent permitted by the Disaster Management Act (DMA) Regulations, the following will apply:

- The briefing session meeting will be arranged by means of an online session using the Microsoft TEAMS or similar enablers, the date and time of which will be published on the E-Tender Portal and SABC Website.
- Bidders who have access to Microsoft Teams or similar enablers are kindly requested to advise of their interest to participate in the online briefing session by sending an email to tenderqueries@sabc.co.za 3 days before the briefing session so as to be invited.
- On the date and time of the briefing session, bidders will be invited via Microsoft Teams or similar enablers to attend the online briefing session meeting.
- Bidders who are unable to connect via Microsoft TEAMS or similar enablers are requested to submit their queries related to the bid via email. The aforementioned process will follow
- Site Inspection will not be made compulsory however the bidders should be advised that non-attendance of such will be to their disadvantage. Should the need arise for a site inspection to be part of a briefing session, the following will apply:
 - SABC seeks to apply stringent precautionary measures to ensure maximum adherence to COVID-19 protocols and ensure a safe work environment by enforcing social distancing in the workplace. Only a **maximum number of 15 people per session** will be permitted to attend the briefing session at a time.



The SCM Practitioner will arrange multiple sessions to accommodate only the allowed maximum number. The first come first rule will apply. If the first session is full, Bidders will attend the next session.

- The dates and times of the briefing sessions will be advertised on the National Treasury E-Tender Portal and the SABC Website.
- Bidders are required to confirm attendance at least one day in advance of session date using the email tenderqueries@sabc.co.za.
- Bidders must wear masks and practise social and physical distancing at all times.
- Bidders must comply with SABC COVID 19 screening process. Should the bidder's entry be denied due to high temperature or related COVID 19 restriction, such bidder's attendance should be acknowledged, and alternative Site Inspection be arranged if needed for a different representative from the same company.
- All queries and responses from the various briefings sessions will be consolidated into a schedule of questions and answers and communicated to all Bidders who have attended the compulsory briefing sessions.