



REQUEST FOR INFORMATION

RFI NO: RFI/RBF/2023/6

RFI TITLE: Request For Information on assets management systems.

RFI OBJECTIVE: This RFI calls for request for information on an Assets Management System to help better manage its assets and inventory including new technologies as well as pricing for the technology and software.

RFI documents are obtainable from **17 August 2023** from the following websites:

- **Government E-Portal** <http://www.etenders.gov.za>
- **SABC Website** <http://www.sabc.co.za/sabc/tenders>

Closing Date: 15 September 2023 at 12h00

For enquiries: E-mail: tenderqueries@sabc.co.za



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

REQUEST FOR INFORMATION (RFI)

RFI NUMBER : RFI/RBF/2023/6
RFI TITLE : Request For Information on assets management systems

EXPECTED TIME FRAME

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	17 August 2023
RFI Available from	Government E-Portal http://www.etenders.gov.za SABC Website http://www.sabc.co.za/sabc/tenders
Non-compulsory briefing Session	23 August 2023 at 09:00 Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 394 061 044 432 Passcode: CTxQZF Download Teams Join on the web
RFI Closing Date and Time	15 September 2023 at 12H00
Contact details	Nombulelo Ntozini NtoziniN@sabc.co.za

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

PHYSICAL SUBMISSIONS: SABC's Tender Box

SABC Office
Radio park
Henley Road; Auckland Park

Johannesburg

OR

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to RFPSubmissions@sabc.co.za and the email address provided above (Nombulelo Ntozini NtoziniN@sabc.co.za), please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

Submissions can also be made physically to the tender box at the above-mentioned address.

PDF Documents will be available on the SABC Website.

**Please note that this is a Request For Information and not a Request For Proposal.
No award will be made from this request.**

REQUEST FOR INFORMATION:

1. DEFINITIONS

- 1.1 “**RFI**” - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 1.2 “**RFI response**” - a written response in a prescribed form in response to an RFI.
- 1.3 “**Hosting Partners**” - companies who entered into an agreement with SABC LOC in the areas of application management; application hosting, application service provision, and marketplace hosting are incorporated in this category.
- 1.4 “**Respondent**” – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded to him.

2. CONFIDENTIALITY

All information related to this request for information 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 Respondents 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 Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents 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 RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This RFI remains at all times the property of the SABC. No rights other than as provided in this RFI and in respect of the confidential information are granted or conveyed to bidder/s

NAME _____ OF _____ Respondent:

PHYSICAL ADDRESS: _____

Respondent's contact person: Name : _____

Telephone : _____

Mobile : _____

Fax.: _____

E-mail address: _____

3. The manner of submission of the RFI

- 3.1 Respondent shall submit RFI response in accordance with the prescribed manner of submissions as specified below.
- 3.2 Respondent shall submit one (1) electronic copy. Electronic copies may be e-mailed to: RFPSubmissions@sabc.co.za and tenderqueries@sabc.co.za
- 3.3 All additions to the information documents i.e. appendices, supporting documentation, photographs, technical specifications and other support documentation covering suggested solutions etc. shall be neatly bound as part of the schedule concerned.
- 3.4 A briefing session will be held on Teams:
23 August 2023 at 09:00

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 394 061 044 432

Passcode: CTxQZF

[Download Teams](#) | [Join on the web](#)

4. BACKGROUND

An asset management policy for the SABC has been in place since February 2014. This set the framework for asset management, including key definition, statutory requirement, roles and responsibilities, reference to strategic and operational norms and standards and description of processes within the asset management life cycle. The SABC finance department is now mandated to have the Asset Management System that will be able to fulfil this policy and its framework by recording these processes and assets guided by the policy and to provide information when required.

Asset management is critical in any business environment and the current existing asset management process in the SABC is manual, time consuming and inefficient. Updating asset information is still a challenge especially during relocation. A lot of errors and duplication occurs and asset performance such as functionality and utilization is not included in the process or being captured. Accessing asset information and statistics takes time because of the current method being used. This has raised questions regarding the effectiveness and appropriateness of systems and procedures used to manage SABC assets.

The SABC at this time has identified the need for the following features:

- The system should have a central location that will have information of all the SABC assets.
- It must be easily accessible from any remote location using any kind of a device (PC, Laptop, Cellphone).
- System information that should be captured to include warranty information, asset condition and location history.
- It should be able to generate QR code stickers that will be attached to the assets.

5. Objective

The objectives considered in our defined requirements for an Asset Management System are as follows:

- a) Asset tracking and inventory control: The system should enable efficient tracking and monitoring of all assets owned by an organization, including their location, status, and maintenance history.
- b) Enhanced asset utilization: The system should help optimize asset utilization by ensuring that assets are effectively utilized, minimizing downtime, and maximizing their lifespan.
- c) Maintenance and repairs management: The system should facilitate the planning, scheduling, and tracking of maintenance and repairs for assets, ensuring regular upkeep and minimizing disruptions caused by asset failures.
- d) Cost optimization: The system should provide insights into the total cost of ownership for assets, allowing for more informed decision-making in terms of repairs, replacements, and lifecycle management to reduce unnecessary expenses.
- e) Compliance and regulatory adherence: The system should support compliance with relevant regulations, industry standards, and internal policies related to asset management, ensuring that assets are properly maintained and documented.

6. Scope

The scope of this RFI covers the acquiring of the assets management system to manage assets, track inventory and optimize assets.

7. GENERAL INFORMATION

Contact Persons for Queries

Enquiries in respect of this RFI should be addressed to:

SCM Division

E-mail: tenderqueries@sabc.co.za and NtoziniN@sabc.co.za

All queries to be e-mailed.

8. RFI SUBMISSION INFORMATION

SUBMISSION DETAILS:

RFI responses should be submitted to the below address at the tender box situated at the reception clearly market.

Tender office

SCM Division

Radio Park Office Block
Cnr Artillery and Henley Road
Auckland Park, Johannesburg
South Africa

OR

Electronic copies may be emailed to RFPSubmissions@sabc.co.za and tenderqueries@sabc.co.za

END OF THE REQUEST FOR INFORMATION DOCUMENT