



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

**REQUEST FOR PROPOSAL (RFP)**

**RFP NUMBER: RFP/IT/2021/50**

**RFP TITLE:**  
**DESIGN, IMPLEMENTATION, MAINTENANCE AND SUPPORT OF THE**  
**SABC ENTERPRISE DIGITAL LIBRARY FOR A PERIOD OF TEN (10)**  
**YEARS**

**EXPECTED TIMEFRAME**

<b>BID PROCESS</b>	<b>EXPECTED DATES</b>
<b>BID ADVERTISEMENT DATE</b>	<b>19 MAY 2022</b>
Bid Documents Available From	<b>SABC Website</b> <a href="http://www.sabc.co.za/sabc/tenders/">(http://www.sabc.co.za/sabc/tenders/)</a>  <b>National Treasury's tender portal</b> <a href="http://www.etenders.gov.za">(http://www.etenders.gov.za)</a>
<b>COMPULSORY BRIEFING SESSION DATE &amp; TIME</b> <i>See Annexure A (Guideline for Briefing Session) that the bidder needs to take note of.</i>	<b>31 MAY 2022 @10h00am</b> <b>SA Time</b>
<b>CLOSING DATE FOR CLARIFICATION QUESTIONS</b>	<b>14 JUNE 2022 (close of business) SA Time</b>
<b>ALL ANSWERS TO BE PROVIDED BY</b>	<b>21 JUNE 2022 (close of business) SA Time</b>
<b>MS TEAMS: Link for virtual Compulsory Briefing Session</b>	<a href="#">Click here to join the meeting</a>
<b>Bid Closing Date and Time</b>	<b>29 JUNE 2022, 12h00 noon SA Time</b>
<b>Contact details</b>	<a href="mailto:tenderqueries@sabc.co.za">tenderqueries@sabc.co.za</a>

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

**BIDS DELIVERY**

**SABC's Tender Box**  
**SABC Office**  
**Radio Park**  
**Henley Road; Auckland**  
**Johannesburg**  
**OR**  
[\*\*RFPsubmissions@sabc.co.za\*\*](mailto:RFPsubmissions@sabc.co.za)

**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.**

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

## **1. PREQUALIFICATION CRITERIA**

- 1.1. All bidders must submit evidence (i.e. teaming agreement between main contractor and subcontractor) of commitment to sub-contract a minimum of 30% of the value of the contract to certain designated groups as prescribed in the PPPFA guidelines 2017 (as amended) see section 14 (sub-section 14.12) of this RFP document.
- 1.2. The successful bidder must sub-contract at a minimum of 30% (of the value of the contract) to (one or more) to an EME or QSE which is at least 51% owned by:
  - 1.2.1. black people;
  - 1.2.2. black people who are youth;
  - 1.2.3. black people who are women;
  - 1.2.4. black people with disabilities;
  - 1.2.5. black people living in rural or under develop areas or townships;
  - 1.2.6. black people who are military veterans;
  - 1.2.7. A cooperative which is at least 51% owned by black people

## **2. MANDATORY DOCUMENTS**

- 2.1. Portfolio of experience and references - Bidder/OEM to provide/submit a minimum of two (2) valid reference letter(s) from clients operating in broadcasting environment where Enterprise Digital Library or Media Asset Management solutions with more than 500 users were successfully implemented within the last ten (10) years. Valid reference letters that will be considered MUST have the following:
  - Must supply valid evidence with contact details of clients where implementations were done.
  - The scope of work conducted must include a Digital Library /Media Asset Management solution as stated above.
  - Must have the name of the client/owner with contact details (emails /telephone number(s)).
- 2.2. Valid letter or letters (if more than one OEM) of authority or Partnership document from the Original Equipment Manufacturer/s (OEM) to distribute or resell the products within the boundaries of South Africa - (where applicable). The Letter/s must be valid at the closing date of the bid, must be on the letterhead of the OEM, and must state validation to distribute or resell the products within the boundaries of South Africa and be signed by an authorized official with their contact details.

**NON SUBMISSION OF THE MANDATORY DOCUMENTS WILL RESULT IN  
AUTOMATIC DISQUALIFICATION**

### 3. REQUIRED DOCUMENTS

- 3.1. SARS “Pin” to validate supplier’s tax matters
- 3.2. Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 3.3. All Exempted Micro Enterprise (EME) and 51% black Owned Qualifying Small Enterprise (QSE) are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
  - 3.3.1. Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
  - 3.3.2. Level of Black Ownership

**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.

- 3.4. 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 license. Verification will also be done by the SABC internally.
- 3.5. Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 3.6. Certified copy of Shareholders’ certificates.
- 3.7. Certified copy of ID documents of the Directors or Members.
- 3.8. Last three years audited/reviewed financial statements OR the Companies Management Accounts.
- 3.9. Proof of Registration on the Central Supplier Data Base (CSD). SABC will do verification and no bidder who is not registered on CSD will be appointed.

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

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## 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 During the COVID-19 pandemic, bidders may submit bids in the tender box or electronically until further notice as follows:
  - 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** 1 (one) soft copy (CD) or memory stick, by hand and be enclosed in a sealed envelope marked distinctly with the RFP number. All soft copies must 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.

- Electronic submission:

Bids submitted electronically must adhere to the following:

- The single point of entry is [RFPsubmissions@sabc.co.za](mailto: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.
- Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email

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- Tender submission emails received after submission date and time will be declared late bid submissions and will not be accepted for consideration by SABC.

1.3 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 25-30MB.
- Delay in transmission or receipt of the bid
- Failure of the Bidder to properly identify the bid
- Illegibility of the bid; or
- Security of the bid data.

1.4 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 by the closing date of this bid shall be permitted, unless otherwise agreed in writing by both the SABC and the bidder. Should the bidder desire to make any amendments to the conditions of their proposal document, they shall stipulate upfront in their proposal document. The SABC reserves the right to reject such bid document.

## **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.

## **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.

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## **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. The local suppliers must provide reasons with evidence why they are quoting in foreign currency
- 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, analysis, design, 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 Bid prices shall, where necessary, include packaging. If desired, packaging material may be returned to the bidder provided the amount of credit that will be allowed for the returnable packaging is shown against each item concerned.
- 5.9 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.



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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.

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 Bidders 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,

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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;
- award a contract to one or more Bidder(s);
- accept any bid in part or full at its own discretion; and
- 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.

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## 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](mailto:tenderqueries@sabc.co.za)

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#### 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 BBEE 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

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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 ban 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 may 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.

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#### **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 acceptance 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.

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8.2 The SABC's standard payment terms are 60 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"**



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## **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 Bidders 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 is not allowed 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.

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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.

<b>1. Company's Treasury CSD unique registration reference number.</b>	
<b>2. Have your company been issued with a SARS Compliance Status PIN.</b>	
<b>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.</b>	
<b>4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?</b>	
<b>5. If so, state your VAT registration number and original current tax clearance certificate to be submitted</b>	
<b>6. Are the prices quoted fixed for the full period of contract?</b>	
<b>7. Is the delivery period stated in the bid firm?</b>	
<b>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)</b>	

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

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**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, shareholder<sup>2</sup>):

.....

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.

<sup>1</sup>“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.

<sup>2</sup>“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 **YES/NO**

whether or not they are bidding for this contract?

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**

The SABC is South Africa's national public broadcaster. The company's objectives are to provide a comprehensive range of distinctive programmes and services with the view to inform, educate, entertain, support and develop culture in all 11 official languages.

Currently, the company's principal activities comprise of radio and television broadcasting utilising 19 radio stations and 6 television channels.

For the SABC to effectively launch the proposed offering and provide content for SABC 1, 2, 3, Sport, News, Education and its radio stations, the SABC needs to invest in digital infrastructure to provide media storage and asset management and include sales and marketing to capitalise on these platforms.

SABC's broadcast process is supported by several applications which have been either procured or developed over an extensive period. Each application contains an element requiring the utilisation or management of media, audio or other digital assets and subsequent metadata.

The SABC content creators and publishers are looking to the Digital Library and to improve productivity and to provide sensible management in a file-based production environment. Digital content includes web pages (elements & content), images, graphics, video and audio clips, documents and metadata etc.

The Enterprise Digital Library (EDL) project is expected to have a major impact on how SABC internal and external users will collaborate. The word enterprise expands across all aspects of the SABC business nationally including print media, television and radio, website, distribution, graphic development, advertising, and multimedia production facilities to state the least. The EDL project should not be misconceived as merely being an archive solution for various departments or user groups but will form the SABC's core Media Asset Management System (MAM). It is therefore important to have the correct systems and processes in place to support this critical function. The SABC seeks to acquire a cost effective and efficient Enterprise Digital Library (EDL) to adopt new and innovative broadcasting processes.

##### **1.1 Background**

The concept of the SABC digital library has been around since 2007 and extensive discussions were held with various stakeholders from Technology to Content, SABC TV Channels, SABC Radio, SABC News and SABC Sport to arrive at the best enterprise fit-for-purpose blueprint. With time, technologies evolve and systems within the SABC have been replaced, changed or optimized to support its current and future business objectives. These changes should not be seen as only support and increased reliability but also to adopt new and innovative broadcasting processes. Furthermore, it should

facilitate new business opportunities. With any investment, it is impractical to convert an old process into a new digital process unless it provides the intended benefits.

TV Media initiated the first phase of the LTO (Data Tape Archive) solution that effectively form the scalable tape storage entry solution for long term shared asset archiving storage. This solution includes an entry level media cache solution (Storage) enabling fast retrieval of media for broadcast and media manipulation services.

Nationally the regional offices have a basic production infrastructure without any mentionable integration with head office except live contribution and distribution and file transfer capabilities.

### **The SABC functions with the following existing systems:**

- A Production Sport EVS solution – Sport (Live) Media Production System
- An AVID ISIS & InterPlay (PAM)
- An Harmonic Spectra & Media Grid system
- Pebble Beach Marina Playout Automation
- Radio SCISYS dira! Production and Playout System
- IBMS (also referred to as TVBMS in this document) & Landmark Systems
- Dalet Galaxy System
- A Spectra Infinity LTO Library with BlackPearl, BlueScale and Masstech Solution
- Record Library propriety system (MSSQL)
- NewsBase system (Newspaper system)
- The Newsroom Computer System (NRCS) with enabled MOS integrations
- The Branding and Graphics Playout system with enabled MOS integrations
- The News Production System (NPS) - News (Live) Media Production System with enabled MOS integrations
- Microsoft SharePoint
- ERP/SAP Solution
- Polistream (WinCAPS Qu4ntum) - Close Captioning Solution

## **2. SCOPE OF WORK**

The business goal for the project of the SABC Enterprise Digital Library will be to procure, install, configure and implement the solution which will assist the SABC to effectively manage the end-to-end file-based production process within all SABC broadcasting platforms. The solution will also assist the SABC in its migration to a complete digital environment.

The aim is to implement the system and streamline the current workflows by modernising them and guaranteeing their future orchestrated evolution; the investment for a new Enterprise Digital Library is essential for the SABC's mandate to maintain media content productions and preservations for the SABC to deliver to their relevant platforms.

This RFP calls for the following deliverables as specified below:

2.1. The SABC requires an application / solution to be utilised by News, Television, Radio, Sport, Sales, Marketing and all SABC digital platforms for the efficient management and processing of the content.

2.2. Platforms to be catered for:

2.2.1. All SABC News Channels

2.2.2. All SABC TV Channels, including TV popup channels

2.2.3. All SABC Radio stations, including Radio popup stations,

2.2.4. All SABC digital platforms

2.2.4.1. SABC Social media pages,

2.2.4.2. SABC Websites,

2.2.4.3. SABC Mobile applications and OTT.

2.4. Overview of deliverables

2.4.1 Consultation

2.4.2 The system architecture and design

2.4.3 Supply of EDL technical solution as per user requirements

2.4.4 Installation and Configuration

2.4.5. Integration of existing SABC systems.

2.4.6 Data Migrations

2.4.7 Streamlining workflows - Media Archive Digital Library industry best practises

2.4.8 Commissioning

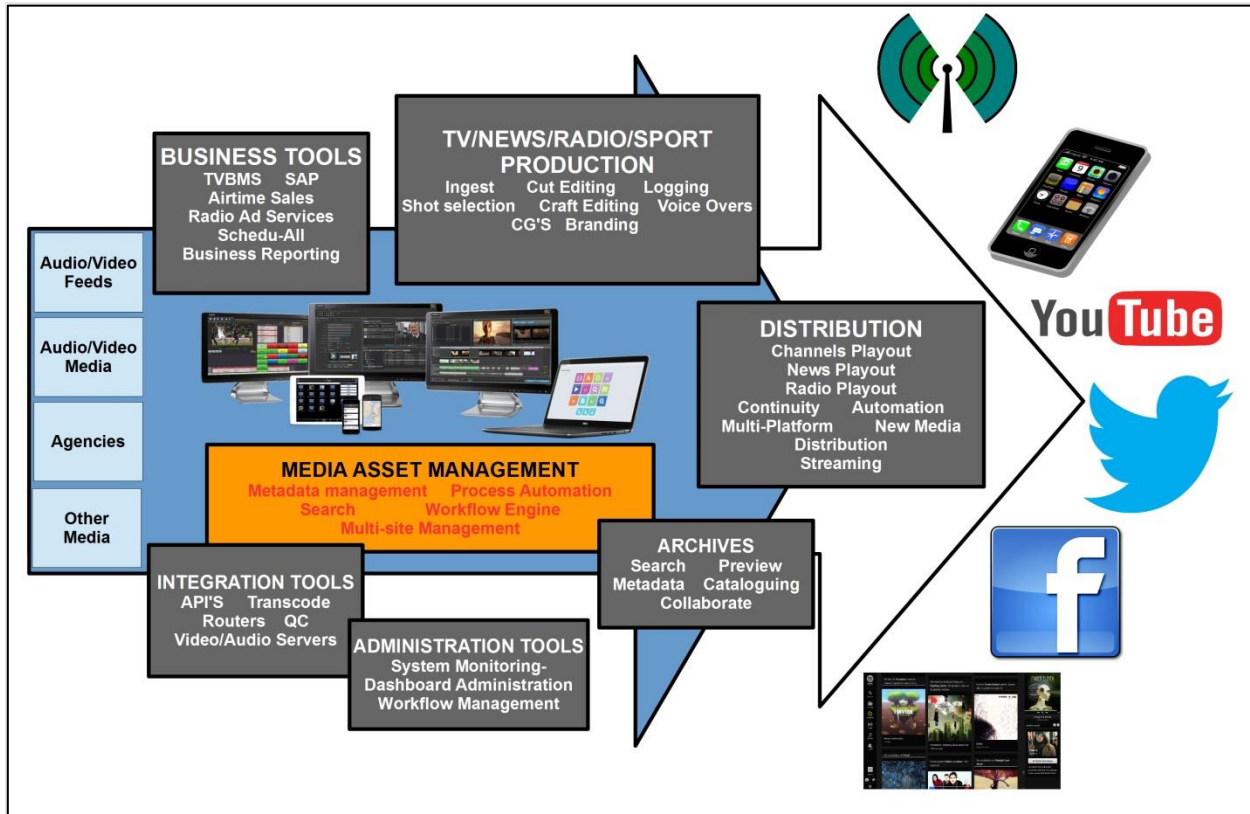
2.4.7 Change management

2.4.7.1. Training and operations migration

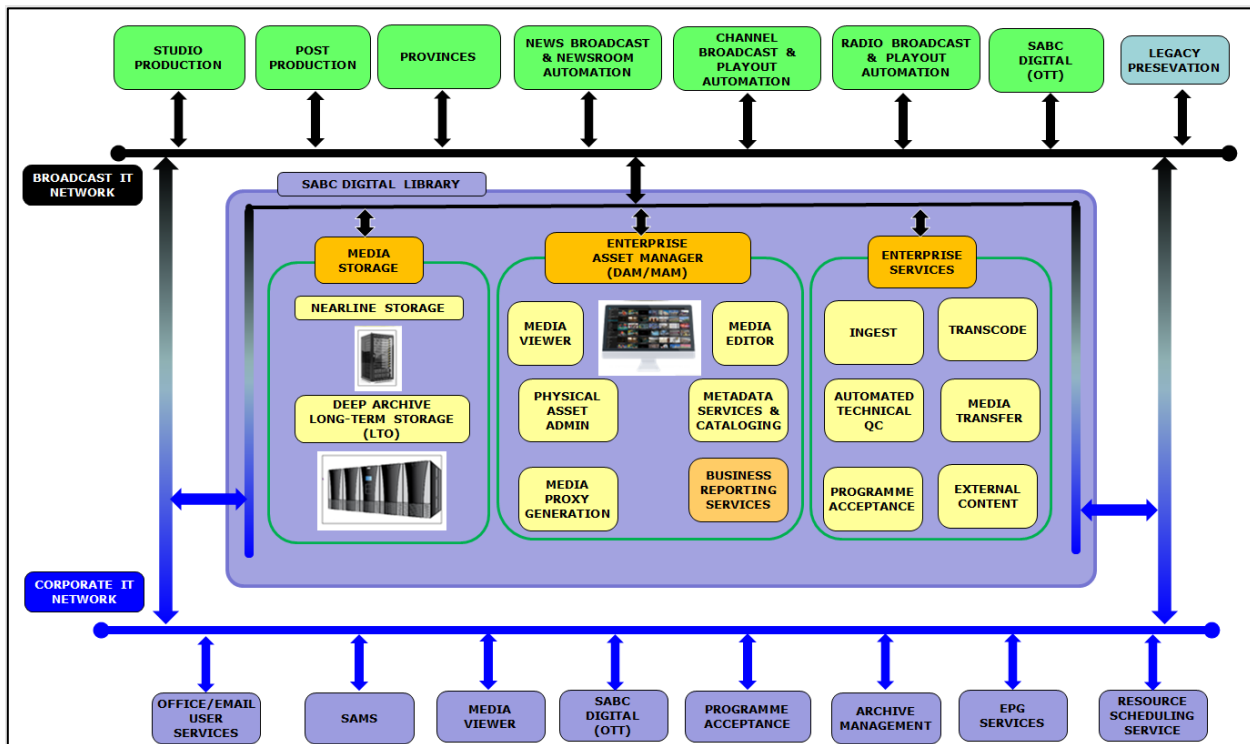
2.4.7.2. Go-Live handholding

2.4.8 Project Management process and requirements

**Note the above points are explicitly detailed in the document below.**



### SABC MEDIA HIGH LEVEL WORKFLOW



### ENTERPRISE DIGITAL LIBRARY INFRASTRUCTURE ARCHITECTURE

### 3. EVALUATION CRITERIA

Bidders should note that only bidders who met the **Pre-qualification Criteria** and met the **Mandatory Documents (referred to on page 3 above)** of the bid will be evaluated further 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.

This tender will be evaluated in four Phases:

- **Phase 1 (Section 4 - 11)** is broken down into two different Evaluations Phase 1A and Phase 1B:
  - **Phase 1A is the MANDATORY EVALUATION** of the Functional, User and Technical requirements
  - **Phase 1B is the EVALUATION** of the Functional, User and Technical requirements (Value added services)
- **Phase 2 (Section 13.1) - FUNCTIONALITY EVALUATION CRITERIA**
- **Phase 3 (Section 13.2) - DEMONSTRATION OF PRODUCT SOLUTION**
- **Phase 4 (Section 13.3) - PRICE AND BBBEE**

This tender will be evaluated in four Phases of evaluation based on the **criteria below**:

- **Phase 1A** - The tender submission will be evaluated on mandatory compliance of all the requirements in this phase (Phase1A), Bidders who score a Non-Compliant on any of the requirements will be declared non-responsive, be eliminated and will not qualify for further evaluation on Phase 1B (Evaluation).
- **Phase 1B** - Bidders who meet the set threshold from Phase 1A, will be evaluated further on Phase 1B out of maximum of **45 points** and set minimum threshold of **15 points**. All bidders achieving less than the set minimum threshold will not be evaluated further on Phase 2.
- **Phase 2** - Bidders who meet the set minimum threshold from Phase 1B, will be evaluated further on Phase 2 out of maximum of **130 points** and set minimum threshold of **130 points**. All bidders achieving less than the set minimum threshold of **130 points** will not be evaluated further on Phase 3.
- **Phase 3** - Bidders who meet the set minimum threshold from Phase 2, will be evaluated further on Phase 3 and comply with the requirements. Any Bidder who fails to comply with any of the requirements in the demonstration will be disqualified and will not be evaluated further on Phase 4 PRICE and BBBEE.
- **Phase 4** - Bidders, who meet the set minimum threshold from Phase 3, will be evaluated further on Price and BBBEE.

#### The Tender Response required:

- Vendors are requested to respond to Phase 1 and Phase 2 of the tender in the following format: A point-by-point response is required, i.e. a comment for each point or paragraph that is associated with the numbering must be made.

**PHASE 1: FUNCTIONAL USER REQUIREMENTS & SPECIFICATIONS EVALUATIONS:**

**PHASE 1: Consist of Section 4 to Section 11.**

**Phase 1A MANDATORY EVALUATION**

**(Refer to a graphical representation of PHASE 1 at the end of Document E)**

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- 4.1. General Requirements
- 4.2. Material Received
- 4.3. Data Migration
- 4.4. File Transfers
- 4.5. Ingesting
- 4.6. Cataloguing (shot-listing) and metadata
- 4.7. Retrieval
- 4.8. Quality checks / audit trails / reporting
- 4.9. Streamline Workflows
- 4.10. Access Platform/ Infrastructure

**5. TECHNICAL INFORMATION**

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- 5.3. Content Capture/Ingest
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- 5.6. Digital Media Asset Management
- 5.7. System Administration & Management
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- 6.3. News Production System (NPS)
- 6.4. Dalet Galaxy System,
- 6.5. The Sport Production Server (Sport),
- 6.6. The Avid ISIS Production Server & Interplay
- 6.7. Newsroom Computer System
- 6.8. Pebble Beach Marina TV Playout system
- 6.9. Close Captioning - Polistream (WinCAPS Qu4ntum)
- 6.10. diral Radio broadcast systems
- 6.11. SAMS (Scheduling & Advertising Management System)
- 6.12. Pro Tools Integration
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- 6.15. Media Host/ Ads Stream
- 6.16. File contribution /distribution Accelerators
- 6.17. Over The Top (OTT) streaming Platform
- 6.18. Web Hosting Systems Integration
- 6.19. Social Media Integration
- 6.20. Existing SABC MassTech LTO
- 6.21. New LTO system Project
- 6.22. Transmission Compliance - Music tracking (iMonitor)
- 6.23. Radio & TV Compliance system - MediaProxy
- 6.24. Information & Data - News Research
- 6.25. SharePoint & 365 Dynamics
- 6.26. Operations Accessibility integration
- 6.27. Email Integration
- 6.28. Hardware integrations

## **7. CONSULTATION**

## **8. SYSTEM DESIGN**

## **9. INSTALLATION AND CONFIGURATION**

## **10. COMMISSIONING**

## **11. CHANGE MANAGEMENT**



**Phase 1A (Section 4 to 11) MANDATORY EVALUATION**

	A “Partially Comply” statement, non-response, or response without detail will be seen as “Non-Compliant”. Share proof of compliance in the last column i.e. page number or document number of proposal.	Bidders to indicate compliance	Bidders to indicate Non-compliance	Compliance response with Vendor commitment and or page reference for provided supporting information
4. FUNCTIONAL REQUIREMENTS				
	The SABC requires the below functional requirement:			
4.1. General Requirements				
	The Solution must provide the following:			
4.1.1.	Provide national (in the whole RSA) seamless integrated operational capabilities			
4.1.2.	Internationally proven open standard SAN (Storage Area Network) storage solution			
4.1.3.	Bidder to commit to provide a solution to be based on international Media Archive practices			
4.1.4.	MAM system to provide linking between media and metadata Linking different types of content (news, radio, comments, video, new media, newspaper clippings, graphics, with Optical Character Recognition (OCR) data etc.)			
4.1.5.	Support for all broadcast media formats			
4.1.6.	Transcoding and Quality Control service for file material			
4.1.7.	Provide the functionality for efficient and effective archiving workflows: that is the acquisition (ingest), editing (EDL storyboarding), logging, cataloguing, retrieval, downloading, play out preparation, repurposing, storage and asset management of various types and content of material, including basic editing functions copy, paste, undo, redo.			
4.1.8.	Provide for high speed file transfers – from all the SABC ingest areas nationally to the Archive system/s			
4.1.9.	The Solution needs to conform to the DPP AS-11, DPP shim specification hosted by AMWA for TV and Dublin Core (TV & Radio)			
4.2. Material Received				
	There are numerous ways of receiving material into the digital library, not limited to the below only:			
4.2.1.	Solution must allow external parties to have access to a Web portal where online submission of content with associated metadata can be made; e.g. a web-portal			



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4.2.2.	Solution must allow for digitised material to be uploaded into the digital library and follow the ingest and QC processes.			
4.2.3.	Solution must have ability to record and upload recorded material and automatically go through the QC process. <ul style="list-style-type: none"> <li>Live recording must allow for manual and/or scheduled.</li> </ul>			
4.2.4.	Solution must have the ability to upload content using a secure gateway for removable storage devices, e.g. external drive.			
4.2.5.	Solution must enable the SABC to define different paths to save different types of material like documents into EDL and be link to the main content.			
4.2.6.	Solution must enable the SABC to define different metadata fields to save different types of material like documents into EDL and be linked to the main content.			
4.2.7.	Solution needs to allow for exporting of material to different formats and different destination.			
4.2.8.	The Web Portal must be access driven with username and password and conform to SABC password security policy.			
4.2.9.	Content must have DPP shim metadata wrapped with it on delivery and allow SABC to extract, view and update where need be. <ul style="list-style-type: none"> <li>DPP shim metadata must be retained from receipt right through to Archives for repurposing reasons</li> </ul>			
4.2.10.	Placeholder information must be available before uploading content, for automated media and Placeholder linking			
4.2.11.	The solution must allow data enrichment as material moves through different processes/stages.			
4.2.12.	The solution must allow customisable mandatory metadata field setups to allow minimum required info population to be captured.			
4.2.13.	The solution must have the ability to mark content as broadcast and non- broadcast upon delivery, so that different path can be mapped for archiving purposes. Setup as a deliverable checklist to be defined in the design.			
4.2.14.	The solution is required to allow internal controls for material to be approved and saved to enable the different processes to commence.			
4.2.15.	The solution must indicate, alert and report the different status progress through the processes.			

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4.2.16.	The solution must allow automatic quality control (QC) checks to commence in the process as orchestrated.			
<b>4.3. Data Migration</b>				
	<p><b>The EDL system must allow the SABC to move existing content from current cataloguing and storage systems without the information losing its integrity.</b></p> <p><b>All the content in the EDL is the intellectual property of the SABC;</b></p> <p><b>Data migration from old systems to the EDL is expected.</b></p> <p><b>The system must allow data migration from the below systems:</b></p>			
4.3.1.	Records Library system (SABC Creation) used for cataloguing. (MS Access - XML)			
4.3.2.	Natural Document Management system (NDM) used by Archivists for cataloguing. (Adabas database) Arcstore2 system used to store audio media copies. (basic audio files linked to the metadata in the NDM store)			
4.3.3.	Dalet Galaxy System (MSSQL)			
4.3.4.	For the above migrations Placeholder linking of migrated metadata to digitised file is required.			
<b>4.4. File Transfers</b>				
	<p><b>Automatic downloading of content from the various applicable servers and/or storage edit solutions to the digital Archive server of the following:</b></p>			
4.4.1.	The solution is required to contribute (import) and distribute (export) files; Transfer files, rewrap files and transcode files to and from the house style format to the appropriate required platforms.			
4.4.2.	The EDL solution services needs to control and manage the transfer, wrapping and transcode processes.			
<b>4.5. Ingesting</b>				
4.5.1.	The solution is required to allow the creation of metadata placeholder to accommodate ingest workflows and the subsequent content linking process.			
4.5.2.	Provide Agency content via on-line or satellite feeds, media & metadata e.g. Reuters and other Media houses.			
4.5.3.	Ingest capture for live feeds to file is required to allow time of			

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	day time coding to be set as the time code, i.e. recording of the time of day reflects the metadata cataloguing and media.			
4.5.4.	Ingest capture from tape or a content source to file is required to allow time code from the source ingest, i.e. recording of the time code as per source to reflect the metadata cataloguing and media.			
4.5.5.	The Solution needs to accommodate ingests for the following existing SABC devices with the below format: <ul style="list-style-type: none"> <li>• Video Tape formats: DV/ DVCam/ DVC Pro, Betacam SP</li> <li>• Video Disk/Card: XDCam HD, DVD, BlueRay, SxS &amp; P2</li> <li>• Audio Tape: Audio ¼ tape, DAT,</li> <li>• Audio Disk: LP, Acetate transcriptions,</li> <li>• Audio Optical: MiniDisk, CD, DVD, BlueRay</li> </ul>			

#### 4.6. Cataloguing (shot-listing) and metadata

	<p><b>The Metadata is the descriptive information of the content which will be added into the EDL. It comprises of different fields, which can also be viewed as tags to assist with the information cataloguing and eventual search and retrieval processes.</b></p> <p><b>Metadata (information about content and within content with their relevant links to the media) The Solution needs to provide:</b></p>			
4.6.1.	A single, seamless and standardized central cataloguing system for all SABC offices nationally connected on the SABC network.			
4.6.2.	The Solution needs to provide the standardization for the streamlining of meta-data fields and forms/templates to be used across the SABC.			
4.6.3.	The solution needs to accommodate the special characters as used in the SA official languages, e.g. ê, è, ä, etc. The metadata and EDL database needs to support the special characters required.			
4.6.4.	The solution needs to not allow 'save' unless all relevant fields in metadata template have been completed (compulsory/ mandatory fields).			
4.6.5.	The solution must allow customisable metadata field setups to allow required information to be captured in the form of cataloguing template(s) for metadata capturing.			
4.6.6.	The ability to capture, retain and import metadata (from all applicable SABC systems) from the start of the workflow process to the end of the workflow process – ensuring upstream metadata is available to downstream processes as to avoid re-			

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	entering.			
4.6.7.	The ability to handle automatic import of the information sourcing DBs (e.g. sources like diaries from NRCS, IMDb, Gracenote, Reuters etc.) to the asset management database on daily basis and to allow adding metadata where need be.			
4.6.8.	Ability to capture / import metadata manually from external sources – by copying and pasting the required metadata and or typing into metadata fields.			
4.6.9.	Ability to capture and update (find & replace) any changes in metadata information and link it to previous metadata information e.g. changes of current affairs programme names, town name changes, personality surname changes etc. This allows the user to track changes and retain metadata information before changes were done allowing an undo or revert to previous version.			
4.6.10.	Protect metadata and enables the setting of business rules for the inheritance, which is the replication of relevant metadata fields to different destinations			
4.6.11.	Ability to wrap metadata to the media for deep archive storage and/or distribution of media			
4.6.12.	Placeholders need to provide the necessary field for the house number or tape /file number to assist metadata linking to the digitised material.			
4.6.13.	The solution must provide tools that can do basic storyboarding / shot-listing and allow metadata searching.			
4.6.14.	Ability to contain /add scanned Optical Character Recognition (OCR) documentation to support broadcast material/s			
4.6.15.	Browser and storyboarding functionality must accommodate the interface to insert metadata for the cataloguing processes.			
4.6.16.	Provides for different rights re-cataloguing metadata namely read, write and delete rights			
4.6.17.	Provides the functionality to perform an English (UK) spell check when cataloguing and searching.			
4.6.18.	<b>Content Intelligence &amp; Identification Cataloguing</b> <b>The bidder is required to provide a solution for each of the following and identify how best</b>			

	A “Partially Comply” statement, non-response, or response without detail will be seen as “Non-Compliant”. Share proof of compliance in the last column i.e. page number or document number of proposal.	Bidders to indicate compliance	Bidders to indicate Non-compliance	Compliance response with Vendor commitment and or page reference for provided supporting information
the below can be achieved with the relevant costing options: The EDL is required to incorporate the use of technologies that embody artificial intelligence (AI) including but not limited to:				
4.6.18.1.	<ul style="list-style-type: none"><li>Speech to Text functionality (Which will be beneficial for hearing-impaired users and audio clip metadata identifications);</li></ul>	Answer in Phase 1B Evaluation		
4.6.18.2.	<ul style="list-style-type: none"><li>Face or picture pattern recognition;</li></ul>	Answer in Phase 1B Evaluation		
4.6.18.3.	<ul style="list-style-type: none"><li>Artificial Intelligence (AI) can be used in the moderation of content, such as identifying coarse/vulgar language that needs to be beeped out or the blurring of certain visual frames, using advanced transcoding or editing system functions;</li></ul>	Answer in Phase 1B Evaluation		
4.6.18.4.	<ul style="list-style-type: none"><li>AI symbolic learning can help to quickly identify the key content highlights (i.e. especially sports events, political events, service delivery protests, among others) by using advanced transcoding and editing; e.g. classify the genre /classification;</li></ul>	Answer in Phase 1B Evaluation		
4.7. Retrieval				
4.7.1.	<p>The solution is required to have the ability to trace, retrieve and create links between various elements of the main content, i.e. every piece of content created against the main property needs to be interlinked;</p> <p>e.g. News bulletin or programme, edited stories/content, researched information, NRCS script information and long-term stored material together is interlinked (all Special assignment programme + raw unedited footage + all edited packages are grouped together).</p>			
4.7.2.	<p>The system requires retrieval and instant access to all content (Active Archive), with automated media retrieval of High resolution from LTO archive.</p>			
4.7.3	<p>Restoring EDL storyboards (Partial Retrieval) in order to send specific content and material to the relevant production or delivery environment or platforms for further workflow processes</p>			
4.7.4	<p>Ability to retrieve and transfer archive file content for usage in programmes to appropriate Production or Playout system/s (NPS server, editing system, craft edit solutions) or studio production or TX playout systems</p>			
4.7.5.	<p>Provides the capability of search functionality for the EDL system of all metadata fields;</p> <p>e.g. free text searches, titles, language searches, Boolean searches, keyword searches, date searches, historical saved</p>			

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	searches, advanced searches to narrow down search results, usage of system indicators, Truncation searches etc.			
4.7.6.	Customization of searches			
4.7.7.	Provides and enables a list of top search words			
4.7.8.	Provides a search history, save searches and to re-use previous searches if required			
4.7.9	Display search results as text and visual based (media Thumbnails)			
4.7.10.	Provides the functionality to embargo certain material e.g. copyright material but allow viewing and listening of material and restrict the usage of copyright material			
4.7.11.	Highlight embargo/ copyright footage in search results display; Bidder to indicate how this is achieved.			
4.7.12.	Search results exports must be in different formats <ul style="list-style-type: none"> <li>Image PDF format so that external clients cannot edit the information and or</li> <li>XML /CSV for internal clients.</li> </ul>			
4.7.13.	Enable print and e-mail functionality of the above file format (4.7.12) in order to print/email search results			
<b>4.8. Quality checks / audit trails / reporting</b>				
4.8.1.	Provide capability to perform manual and automated technical QC process for the fault detection on all ingested media			
4.8.2.	Provide reports of QC checks which is recorded in the digital Archive as metadata			
4.8.3.	Provide reports of QC checks of the detected technical faults, allowing manual intervention and editing of the report			
4.8.4.	Provide administrative audit trails of all archival workflows, MAM activities and processes and produce audit reports			
4.8.5.	Provide the ability to compile reports on statistical information:			
4.8.5.1.	<ul style="list-style-type: none"> <li>information of content usage; so as to prevent over usage and determine the overall usage of archive content, e.g. transmission rights usage</li> </ul>			

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4.8.5.2.	<ul style="list-style-type: none"> <li>Information of system, job monitoring and workflow process usage</li> </ul>			
4.8.5.3.	<ul style="list-style-type: none"> <li>Provide the ability to compile reports on statistical information allowing CSV and pdf format</li> </ul>			

#### 4.9. Streamline Workflows

	<p>Improved interconnections are required; links of the media being brought in or captured to permit media control, transfers and delivery as required allowing continual media tracking and searches to promote continuous media reuse.</p> <p>Workflow/s need to be setup, be configurable (Adjustable) and are not limited to the below only:</p> <ul style="list-style-type: none"> <li>Content movement.</li> <li>Media Asset Management/ Control.</li> <li>Content translation/ transcoding</li> <li>Web browsing/ storyboarding proxy material of offline (archived) material.</li> <li>Editing of proxy (EDL editing).</li> <li>Retrieval/recovery of edited offline archived material to media servers for repurposing the media content.</li> <li>Media movement control with transfer and transcode confirmations.</li> <li>System workflow and job/task tracking and progress</li> </ul>			
4.9.1.	Provide workflow task/job allocation, status tracking and alerts as part of setting up of system with escalation and statistical reports			
4.9.2.	Dashboard to monitor the tracking and alerts to track the Job /task and status progress.			
4.9.3.	<b>Ingest/ Capture</b>			
	<p>It will be necessary to ensure control of ingested material; baseband feeds and files with Quality Control (QC) with the accompanying alert, transcoder control, metadata inserts /control etc. Input/ Ingest/ Acquisition:</p> <p>At acquisition, the material is converted into the house style Format (AVCIntra 100 for HD and IMX50 for SD for the SABC legacy content)</p>			
4.9.3.1.	<ul style="list-style-type: none"> <li>Solution needs to provide for the Ingest of live feeds with manual or schedule captures/recordings as setup</li> </ul>			
4.9.3.2.	<ul style="list-style-type: none"> <li>The solution needs to provide the means to automatically ingest file content</li> </ul>			
4.9.3.3.	<ul style="list-style-type: none"> <li>Provide managed and controlled transfer and transcoding service for file material</li> </ul>			



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4.9.3.4.	<ul style="list-style-type: none"> <li>Capability to perform automated technical QC process for all ingested media</li> </ul>			
4.9.3.5.	<ul style="list-style-type: none"> <li>Provide reports of QC checks, recorded metadata and the detection of technical and other faults to be captured as metadata in the proposed digital archive system</li> </ul>			
<b>4.9.4.</b>	<b>Editing</b>			
4.9.4.1.	Browse/Storyboard access to all media storage (On-line and near-line storage) through a common interface			
4.9.4.2.	Provides and support low resolution web browsing/storyboarding of all available content			
4.9.4.3.	Display QC metadata of technical and other faults for the proposed material on the editing tool.			
4.9.4.4.	Instant access to all long-term preserved content for preview and storyboard editing, to enable retrieval of its high-resolution media and export it to the desired Media Production and delivery platforms as needed			
<b>4.9.5.</b>	<b>Delivery/ Publish/ Repurpose (Outgest)</b>			
4.9.5.1.	Provide managed and controlled Transcoding and Transfer service for file material			
4.9.5.2.	The solution needs to provide media files in various formats to allow browse/edit, retrieve to broadcast and repurpose in accordance to the delivery systems and available platforms, e.g. online delivery formats and production systems delivery formats, etc.			
4.9.5.3.	The EDL must give the user the option to export content to multiple desired formats in accordance to the platform delivery or required file format			
<b>4.9.6.</b>	<b>Long-term Storage</b>			
4.9.6.1.	The system needs to provide management and control of the media storage and storage management of the long-term preservation systems with content retrieval (including partial retrieval), security and accessibility with controlled user access.			
<b>4.9.7.</b>	<b>Media Transcode and Transfers</b>			
	<b>Media Transfer control between storage systems (more details refer to the section Integration below), with management and control of all media across servers</b>			



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4.9.7.1.	The solution needs to provide the sharing of metadata information and content			
4.9.7.2.	The solution needs to provide Reviews and approvals by users/clients			
4.9.7.3.	The solution needs to transfer and track content querying the delivery to different storage systems and indicate successful transfers			
4.9.7.4.	The solution needs to provide the automated transfer control based on Payout or export scheduling			
4.9.7.5.	The solution needs to provide the Monitoring and Tracking of process workflows, import, export, QC etc.			
4.9.7.6.	The solution needs to provide the media file conversion ability according to the required import and export platforms			
4.9.7.7.	The solution needs to provide all content media and metadata ingested in the regions (distributed nationally) to be registered on the EDL			
4.9.7.8.	The solution must allow seamless content transfers to accommodate editing of proxy and metadata transfers between all the regions as and when required; edit anywhere setup			
4.9.8.	<b>Media Management Workflows</b>			
4.9.8.1.	The solution needs to provide central media management to do housekeeping and auto purge/transfer and setup customisable workflow rules across all the systems with notification and alerts for users (notifications via pop-ups, Outlook emails and system messages)			
4.9.9.	<b>Production Workflows</b> <b>The solution needs to provide the following:</b>			
4.9.9.1	Ingests media of High-resolution content with metadata received from integrated systems			
4.9.9.2	On-line editing of the media as required			
4.9.9.3	Rough cuts /Raw material and adding comments e.g. off-line editing/ logging			
4.9.9.4	Sharing edits, and content effortlessly			
4.9.9.5	Sending content to and from external systems/platforms			
4.9.9.6	Archiving media with metadata from external sources/ or logging			

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	tools.			
4.9.9.7	Importing and Export of media content with metadata and subsequent approval			
4.9.9.8	Web-enabled content browse and storyboarding to enable mobile editing and content logging			
4.9.9.9	External User content via a portal will require an approval process before content will be moved from the portal storage (e.g. Sandbox) to be delivered to the EDL system			

#### 4.10. Access Platform/ Infrastructure

	<b>The Access platform/infrastructure describes the functionality that is required for access to the information in the EDL.</b> <b>Below are the requirements that have been identified as necessary functionality:</b>			
4.10.1.	<b>Target Users:</b>			
4.10.1.1.	The primary users of the EDL will be SABC employees (all offices countrywide must have access to the EDL).			
4.10.1.2.	The secondary users will be external people using the Web Portal to search, browse, find, storyboard and pay for selected content via business sales and marketing.			
4.10.1.3.	The audiences need to search, browse, find, edit and retrieve content with direct access to all media content even LTO archived content from the active archive (proxy copy).			
4.10.1.4.	One seamless user interface, entry point for all media searches			
4.10.2.	<b>Ease of access utilities</b> <b>The Enterprise Digital Library must offer:</b>			
4.10.2.1.	Software to assist disabled/blind or near-sighted users. The minimum level of accessibility (based on the Web Content Accessibility Guidelines from the W3C) to cater for the people with disabilities; thus must be built in such a way that allows for the Enterprise Digital Library to be understood by the interpreting software and comprehended by the visually impaired etc.;			

## 5. TECHNICAL INFORMATION

### 5.1. General

	A “Partially Comply” statement, non-response, or response without detail will be seen as “Non-Compliant”. Share proof of compliance in the last column i.e. page number or document number of proposal.	Bidders to indicate compliance	Bidders to indicate Non-compliance	Compliance response with Vendor commitment and or page reference for provided supporting information
	All core interconnections will be done through the Radio Park IT Server Room (DMZ) on K1 floor and IT Datacentre based on the B1 floor (if available) or the Henley building 2nd floor Server room for the proposed full functional resilience. The regional offices will also be installed and commissioned to link back to the Johannesburg systems.			
5.1.1.	The solution is required to be an open system and not proprietary system, i.e. hardware agnostic COTS (Common-off-the-shelf) on SABC site solution.			
5.1.2.	The core solution must be scalable (ability to expand when required). The EDL must be built in such a way that additional components and sections can be expanded during subsequent project phases. This includes the customization of workflows.			
5.1.3	Indicate any additional operational, data, content and services that can be offered to enhance the system. Bidder to supply these as costing options with their benefits.	Answer in Phase 1B Evaluation		
5.1.4.	The Enterprise Digital Library System infrastructure compatibility			
	The SABC broadcast infrastructure standards			
5.1.4.1.	The Enterprise Digital Library System must be SMPTE ST2110 with PTP (ST 2059 / IEEE 1588) for precision timing which must accommodate capacity for high definition (HD) media, i.e. The Solution/s are required to be SMPTE ST-2110 format agnostic but HD will be produced - 1080i50 standard. Or EBU 1080i/25 HD 1920x1080i 25frames/sec			
5.1.5.	Synchronisation - SABC’s in house station time code			
	The solution needs to accommodate the SABC’s in house station time code which is required to:			
5.1.5.1.	Synchronise the solution to the station time code, to give time (HH:MM:SS:FF) and the date(YYyy/MM/dd)			
5.1.5.2.	Scheduled and manual ingests require a date and time stamp on each new media clip to allow time reference of its creation.			
5.1.5.3.	Editing requires a time and date stamp for EDL’s and publishes			
5.1.5.4.	Media management scheduling requires accurate time reference			
5.1.5.5.	Logging and tracking for problem diagnostics			
5.2. Core EDL Storage				
5.2.1.	The core solution must be scalable (ability to expand when required). The LTO solution/s that is already implemented at the SABC provides cache’ storage which			

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	will allow 500TB of Nearline content storage of LTO HSM; refer to the integration section for more detail.			
5.2.1.1	The Solution needs to provide <b>different layers of storage management</b> through hierarchical storage layers (on-line storage or Work-in-Progress storage) and through different resolution capabilities i.e. high and low resolution (browse and proxy versions).			
5.2.1.2	<p>The SABC has standardised on the following <b>in-house formats</b> and as such the solution provider needs to provide encoders to facilitate the following formats:</p> <p><b>Video Formats:</b></p> <ul style="list-style-type: none"> <li>• AVC-Intra 100 for HD (High Definition)/ MXF OP1a &amp; XDCAM HD50i/ MXF OP1a,</li> <li>• IMX50 / MXF OP1a for SD (Standard Definition)</li> <li>• and Mpeg4 for Visual Radio</li> <li>• and Proxy (low resolution content- to be determined by solution provider)</li> </ul> <p><b>Audio Formats:</b></p> <ul style="list-style-type: none"> <li>• Audio media : media content at Mpeg 1 – layer2 (384kb/s- 48khz)</li> <li>• Wav (16b/s 44.1khz)</li> </ul> <p><b>Picture formats:</b></p> <ul style="list-style-type: none"> <li>• Tiff, Jpg, PNG, TGA and CIFF, including picture sequences</li> </ul>			
5.2.1.3	<p><b>Bandwidth requirements: Minimum (Scalable)</b></p> <ul style="list-style-type: none"> <li>• TV - Audio/Video Hi resolution 1200 Hours of through-put per day.</li> <li>• Radio - Audio 800 Hours of through-put per day.</li> <li>• Visual Radio 650 Hours of through-put per day</li> </ul>			
5.2.2.	<b>The core Work-in-Progress Storage</b>			
5.2.2.1	Audio /Video Content Storage: Format/Size:			
5.2.2.2.1	<ul style="list-style-type: none"> <li>• Video media : HD media content at MXF OP1a AVC-Intra100 - <b>Size minimum of 20,000 hours</b> of work-in-process HD media content</li> </ul>			
5.2.2.2.2	<ul style="list-style-type: none"> <li>• Proxy Video media: <b>Size minimum of 400,000 Hours</b> Mpeg 4 (to be determined by solution provider) for HD media content for proxy's video media (Spinning drives)</li> </ul>			
5.2.2.2.3	<ul style="list-style-type: none"> <li>• Audio media : media content at Mpeg 1 - <b>Size minimum of 800,000 hours</b> of work-in-process audio media content</li> </ul>			
5.2.2.2	The solution needs to indicate how the regional connectivity and editing will be achieved and implementation of the infrastructure			

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	requirements nationally.			
5.2.2.3	The storage solutions are required to be scalable to accommodate additional future storage expansions			
5.2.3.	<b>High Availability and High Accessibility of content nationally</b>			
	<b>High- and Low-Resolution media is key for multiple editing sessions – Proxy storage</b>			
	The system requires the following setup:			
5.2.3.1.	The Proxy (low Resolution) system needs to have a low resolution of all available content of the WIP (work-in-progress) and all content stored on the LTO.			
5.2.3.2.	Access to all content anytime and from anywhere within the system.			
5.2.3.3.	The solution must accommodate low and high resolution editing capability according to the network bandwidths;			
5.2.4.	<b>Resilience for the solution is core – there must be no single point of failure</b>			
5.2.4.1	The content Work-in-Progress storage solution requires sufficient resilience to avoid the loss of content (RAID 6 or equivalent is recommended as a minimum)			
5.2.4.2	The servers must allow for a distributed model of operations.			
<b>5.3. Content capture/Ingest</b>				
5.3.1.	<b>Simultaneous live media recordings, digitising live feeds</b>			
5.3.1.1	The solution is required to ingest/capture live simultaneous Radio/audio ingest to assist live recording in SDI Video/Audio, Audio (Radio) and IP TV TS interchangeably.			
5.3.1.2	Hardware device/s are required in each region to accommodate bi-directional in/out with internal storage that is virtualised with the EDL allowing growing files to give access to the local regional EDL edit suites allowing regional editing. The capture device need to allow internal storage to be transferred as store and forward as a file. (Requirements as stipulated below to determine the local storage capacity)			
5.3.2	Simultaneous live capture ingests switchable ports to record either TV and or radio/audio to assist live recording of contribution feeds requirements as listed below:			
5.3.2.1	<ul style="list-style-type: none"> <li><b>Auckland Park /Johannesburg (Gauteng)</b></li> </ul>			

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5.3.2.1.1	○ Radio station requires 7x inputs to capture content (24hrs per channel audio recordings)			
5.3.2.1.2	○ 9x inputs to capture content (24hrs per channel Visual Radio recordings)			
5.3.2.1.3	○ RMC Line Record requires 1x input to capture content (record 8hrs/day)			
5.3.2.1.4	○ Radio Transfer (archivist) area requires 13x inputs to capture content (ad hoc recordings to accommodate 8hrs/day/per channel)			
5.3.2.1.5	○ News TV Line Record + Radio traffic – requires 12x (6x Line Record SDI & 6x Traffic Room – Audio) inputs to capture content (24hrs per channel audio/video recordings/day)			
5.3.2.1.6	○ TV Sport requires 8x inputs to capture content (12hrs per channel audio/video recordings/day)			
5.3.2.2	• <b>Pretoria (Gauteng)</b>			
5.3.2.2.1	○ Radio station requires 1x input to capture content (24hrs per channel for audio recordings)			
5.3.2.2.2	○ 1x input to capture content (24hrs per channel Visual Radio recordings)			
5.3.2.2.3	○ TV (News): 3x input News TV component (2hrs)			
5.3.2.3	• <b>Polokwane (Limpopo)</b>			
5.3.2.3.1	○ Radio station requires 1x input to capture content (24hrs per channel for audio recordings)			
5.3.2.3.2	○ 3x input to capture content (24hrs per channel Visual Radio recordings)			
5.3.2.3.3	○ TV (News): 3x input News TV component (2hrs)			
5.3.2.4	• <b>Thohoyandou (Limpopo)</b>			
5.3.2.4.1	○ Radio station requires 1x input to capture content (24hrs per channel for audio recordings)			
5.3.2.4.2	○ 1x input to capture content (24hrs per channel Visual Radio recordings)			
5.3.2.5	• <b>Nelspruit/ Mbombela (Mpumalanga)</b>			
5.3.2.5.1	○ Radio station requires 1x input to capture content (24hrs per channel for audio recordings)			
5.3.2.5.2	○ 1x input to capture content (24hrs per channel Visual Radio recordings)			
5.3.2.5.3	○ Radio Archives requires 1x input to capture content (record 8hrs/day)			
5.3.2.5.4	○ TV (News): 3x input News TV component (2hrs)			

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<b>5.3.2.6</b>	<ul style="list-style-type: none"> <li><b>Bloemfontein (Free State)</b></li> </ul>			
<b>5.3.2.6.1</b>	<ul style="list-style-type: none"> <li>Radio station requires 1x input to capture content (24hrs per channel for audio recordings)</li> </ul>			
<b>5.3.2.6.2</b>	<ul style="list-style-type: none"> <li>1x input to capture content (24hrs per channel Visual Radio recordings)</li> </ul>			
<b>5.3.2.6.3</b>	<ul style="list-style-type: none"> <li>Radio Archives requires 1x input to capture content (record 8hrs/day)</li> </ul>			
<b>5.3.2.6.4</b>	<ul style="list-style-type: none"> <li>TV (News): 3x input News TV component (2hrs)</li> </ul>			
<b>5.3.2.7</b>	<ul style="list-style-type: none"> <li><b>Platfontein (Northern Cape)</b></li> </ul>			
<b>5.3.2.7.1</b>	<ul style="list-style-type: none"> <li>Radio station requires 1x input to capture content (24hrs per channel for audio recording)</li> </ul>			
<b>5.3.2.7.2</b>	<ul style="list-style-type: none"> <li>1x input to capture content (24hrs per channel Visual Radio recordings)</li> </ul>			
<b>5.3.2.7.3</b>	<ul style="list-style-type: none"> <li>Radio Archives requires 1x input to capture content (record 8hrs/day)</li> </ul>			
<b>5.3.2.8</b>	<ul style="list-style-type: none"> <li><b>Kimberly (Northern Cape)</b></li> </ul>			
<b>5.3.2.8.1</b>	<ul style="list-style-type: none"> <li>Radio station requires 1x input to capture content (24hrs per channel for audio recording)</li> </ul>			
<b>5.3.2.8.2</b>	<ul style="list-style-type: none"> <li>1x input to capture content (24hrs per channel Visual Radio recordings)</li> </ul>			
<b>5.3.2.8.3</b>	<ul style="list-style-type: none"> <li>TV (News): 3x input News TV component (2hrs)</li> </ul>			
<b>5.3.2.9</b>	<ul style="list-style-type: none"> <li><b>Seapoint (Cape Town)</b></li> </ul>			
<b>5.3.2.9.1</b>	<ul style="list-style-type: none"> <li>Radio station requires 1x input to capture content (24hrs per channel for audio recording)</li> </ul>			
<b>5.3.2.9.2</b>	<ul style="list-style-type: none"> <li>2x inputs to capture content (24hrs per channel Visual Radio recordings)</li> </ul>			
<b>5.3.2.9.3</b>	<ul style="list-style-type: none"> <li>Radio Archives requires 1x input to capture content (record 8hrs/day)</li> </ul>			
<b>5.3.2.9.4</b>	<ul style="list-style-type: none"> <li>TV (News): 3x input News TV component (2hrs)</li> </ul>			
<b>5.3.2.10</b>	<ul style="list-style-type: none"> <li><b>Parliament (Cape Town)</b></li> </ul>			
<b>5.3.2.10.1</b>	<ul style="list-style-type: none"> <li>TV (News): 14 x inputs News TV component (14x8hrs)</li> </ul>			
<b>5.3.2.11</b>	<ul style="list-style-type: none"> <li><b>Durban (Kwazulu Natal)</b></li> </ul>			
<b>5.3.2.11.1</b>	<ul style="list-style-type: none"> <li>Radio station requires 2x inputs to capture content (24hrs per channel for audio recordings)</li> </ul>			
<b>5.3.2.11.2</b>	<ul style="list-style-type: none"> <li>2x inputs to capture content (24hrs per channel Visual Radio recordings)</li> </ul>			
<b>5.3.2.11.3</b>	<ul style="list-style-type: none"> <li>Radio Archives requires 1x input to capture content (record</li> </ul>			



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	8hrs/day)			
5.3.2.11.4	o TV (News): 3x input News TV component (2hrs)			
5.3.2.12	• <b>Mahikeng (North West)</b>			
5.3.2.12.1	o Radio station requires 1x input to capture content (24hrs per channel for audio recordings)			
5.3.2.12.2	o 1x input to capture content (24hrs per channel Visual Radio recordings)			
5.3.2.12.3	o Radio Archives requires 1x input to capture content (record 8hrs/day)			
5.3.2.12.4	o TV (News): 3x input News TV component (2hrs)			
5.3.2.13	• <b>Port Elisabeth /Qberha (Eastern Cape)</b>			
5.3.2.13.1	o Radio station requires 2x input to capture content (24hrs per channel for audio recordings)			
5.3.2.13.2	o 2x inputs to capture content (24hrs per channel Visual Radio recordings)			
5.3.2.13.3	o Radio Archives requires 1x input to capture content (record 8hrs/day)			
5.3.2.13.4	o TV (News): 3x input News TV component (2hrs)			
5.3.2.14	• <b>East London (Eastern Cape)</b>			
5.3.2.14.1	o TV (News): 1x input News TV component (2hrs)			
5.3.2.15	• <b>George (Western Cape)</b>			
5.3.2.15.1	o TV (News): 1x input News TV component (2hrs)			
5.3.2.16	• <b>Umtata (Eastern Cape)</b>			
5.3.2.16.1	o TV (News): 1x input News TV component (2hrs)			
5.3.2.17	Content being ingested needs to link to Placeholders created by the EDL			
5.3.3	<b>The system needs to capture/record sources manually and via scheduled automation</b>			
5.3.3.1	<b>Manual Recordings</b>			
5.3.3.1.1	• Ability to allocate and extend record duration.			
5.3.3.1.2	• Ability to instantaneously do a crash record whenever required before filling in the essential parameters.			
5.3.3.1.3	• Ability to modify ingest parameters while recording.			



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5.3.3.1.4	<ul style="list-style-type: none"> <li>Ability to insert the following parameters (but not limited to): Name, Date, Type, Duration, Creator, Category &amp; Comment.</li> </ul>			
5.3.3.1.5	<ul style="list-style-type: none"> <li>Ability to monitor ingests via a confidence preview (both audio and video - monitoring Hi resolution).</li> </ul>			
5.3.3.1.6	<ul style="list-style-type: none"> <li>Ability to Edit (top and tail) recordings.</li> </ul>			
<b>5.3.3.2</b>	<b>Scheduled recordings –</b>			
5.3.3.2.1	<ul style="list-style-type: none"> <li>Ability to allocate and extend duration as scheduled</li> </ul>			
5.3.3.2.2	<ul style="list-style-type: none"> <li>Ability to modify ingest parameters while recording</li> </ul>			
5.3.3.2.3	<ul style="list-style-type: none"> <li>Ability to insert the following parameters (but not limited to): Name, Date, Type, Duration, Creator, Category and Comment.</li> </ul>			
5.3.3.2.4	<ul style="list-style-type: none"> <li>The system must be able to control the video router to allocate sources for scheduled recordings.</li> </ul>			
5.3.3.2.5	<ul style="list-style-type: none"> <li>Ability to lock down router control when recording to avoid source changes (with force override alert/pop-up) (refer to integration for Router details).</li> </ul>			
5.3.3.2.6	<ul style="list-style-type: none"> <li>Ability to monitor ingests via a confidence preview (both audio and video- monitoring Hi resolution).</li> </ul>			
5.3.3.2.7	<ul style="list-style-type: none"> <li>Ability to Edit (top and tail) recordings.</li> </ul>			
5.3.3.2.8	<ul style="list-style-type: none"> <li>User interface needs to allow the ability to schedule all recordings by using a "Timetable" to allocate available timeslots per ingest and monitor recordings in progress.</li> </ul>			
<b>5.3.4</b>	<b>Live Quality Check Tool</b>			
	<b>The Ingest system requires confidence monitoring of Video and Audio content being ingested.</b>			
5.3.4.1	<p>A tool that will quality check live content during ingest and to alert operations of baseband errors.</p> <p>Bidder to provide tools or solutions that can enable it.</p>			
5.3.4.2	<p>Bidder to provide tools or solutions for operational stations to accommodate - 27x for Radio &amp; 24x for TV (Video/Audio)</p>			
<b>5.4 File Ingests and Publish/ Repurpose:</b>				
<b>5.4.1.</b>	<b>Ingest - Simultaneous streams</b>			

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5.4.1.1.	The system must have the ability to ingest multiple media files simultaneously (a minimum of 40 simultaneous streams).			
5.4.1.2.	<b>Ingest - Scalable</b> - The ingest media solution above must be scalable.			
5.4.1.3.	<b>Ingest – Convert on-the-fly</b> - The system must have the ability to convert and transcode broadcast, internet and common file formats (CFF) to the house style formats (listed above) , i.e. plugin/codec, wrappers and various resolutions with continuous new format upgrades;			
5.4.2	<b>Import multiple for P2 /Sony SxS /XDCam ingests</b>			
5.4.2.1.	The solution needs 4x simultaneous import facilities for ingest of Panasonic P2, Sony SxS and XDCam content. The solution requires the ability to edit (view, storyboard, top and tail) the content prior to ingest/import.			
5.4.3.	<b>Publish/Repurpose - Simultaneous streams</b>			
5.4.3.1.	The system must have the ability to Publish/Repurpose multiple media files simultaneously (a minimum of 16 simultaneous streams. (please quote for 12 simultaneous streams as additional optional expansion)			
5.4.3.2.	<b>Scalable</b> - The Publish/Repurpose media solution proposed above must be scalable.			
5.4.3.3.	The system must have the capability to Publish/Repurpose multiple media files to accommodate orchestrated distribution to multi-platforms e.g. Web, VOD, Social Media, YouTube (not limited to the above listed platforms only).			
5.4.4	<b>Media File-Flow</b>			
	A solution to manage file-flow, quality control, transcode system, work-load distribution, error/failure detections and alert capability is require for this solution; See more details below:			
5.4.4.1.	The bidder is required to provide a solution with the necessary tools to manage file-flows, quality control, transcoding, work-load distribution, error/failure detections and alert capability;			
5.4.4.2.	<b>Process Status Bar</b> - The system must have the ability to monitor the real-time status of processes of files being ingested. (e.g. progress status bars and flow control)			
5.4.5.	<b>Quality Control System</b>			
	<b>The solution needs to provide Quality Control and fault correction Process Service/s</b>			

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	<ul style="list-style-type: none"> <li>File Quality Control &amp; Correction</li> </ul>			
5.4.5.1.	A customisable solution that will <b>quality check</b> transcoded file content (minimum of 16 simultaneous streams) is required,			
5.4.5.2.	<p>The <b>quality check solution</b> needs to:</p> <ul style="list-style-type: none"> <li>generate embedded metadata of errors found within the tested clip and</li> <li>push alerts to escalate required responses of faults detected.</li> </ul>			
5.4.5.3.	A customisable solution that will <b>auto-correct</b> transcoded file content (minimum of 16 simultaneous streams) is required,			
5.4.5.4.	<p>The <b>auto-correction</b> solution needs to:</p> <ul style="list-style-type: none"> <li>generate embedded metadata of errors found and corrections done within the tested clip and</li> <li>push alerts to escalate required response of faults detected and correction made.</li> </ul>			
5.4.5.6.	The quality system detection and correction for each MXF processed file needs to be provided with QC reports. The format of the report must be in PDF and XML (for import of metadata into the system as markers) with the same name as the MXF file.			
5.4.5.7.	The Solution is required to manage Quality Control and Quality Correction farm with controlled work-load balancing with alert escalation (pop-ups and email alerts)			
5.4.5.8.	<p>Provider to specify the high level corrections that the systems can quality check and repair.</p> <p>Required minimum detections and corrections, but not limited to the below:-</p> <ul style="list-style-type: none"> <li>Silence,</li> <li>Black (absence of video),</li> <li>Video Artefacts,</li> <li>Video levels (luminance and chrominance values according to EBU PAL specifications),</li> <li>Audio levels, (Specification according to EBU Specification),</li> <li>Mono channel to duplicate onto secondary channel mono to Stereo</li> <li>Audio phasing errors.</li> </ul>			
5.4.6.	<b>The Transcode system</b>			
5.4.6.1.	The Transcode system must have the ability to transcode internet and broadcast standard file formats and convert them to			

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	the core production storage format (House style formats as listed above). Must allow for additional output CODEC licences.			
5.4.6.2.	Solution must allow for multiple media files simultaneously, a minimum of 60 simultaneous streams. (please quote for 12 simultaneous streams as additional optional expansion)			
5.4.6.3.	A managed Transcode farm with controlled work-load balancing and alert escalation (pop-ups and email alerts)			
<b>5.5 Media Editing</b>				
5.5.1.	<b>The Solution provided needs media editing with the following requirements:</b>			
5.5.1.1	The solution provided needs to do real-time media editing without any media interruptions or delays including editing of growing files.			
5.5.1.2.	The editing systems must have the ability to monitor the real-time status of processes of files being downloaded and published (e.g. via a progress status bar)			
5.5.1.3.	The ability to do publish files to the quality check system as required			
5.5.1.4.	The ability to view content errors found by the QC system and enabling the editor to correct these errors where applicable.			
5.5.1.5.	The editing solutions need to allow "edit anywhere, anytime"			
5.5.1.6.	All the below Editors are required to auto save the last key-stroke before failure when the edit workstation system is restored or repowered.			
5.5.2.	<b>Storyboard editors</b>			
	Web browser Interfaces – Edit-Decision-List (edl) editing (floating concurrent licenses)			
5.5.2.1	420x browse/view audio and video editors to allow storyboard editing			
5.5.2.2	Basic Storyboard User Interface and not limited to:			
5.5.2.2.1	• Content Search window			
5.5.2.2.2	• Content Viewer (with timecode and duration)			
5.5.2.2.3	• Audio monitoring with level indicator			
5.5.2.2.4	• Customisable user interface to setup editable/viewable Video			

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	and Audio tracks in accordance to Radio and TV editor requirements			
5.5.2.3	Editing facilities to allow "edit anywhere anytime" is required for field editing of the above requirements			
5.5.3	<b>The Cut Editing</b>			
	Web browser Interfaces (floating concurrent licenses) User Interface requires the minimal functionality as listed below:			
5.5.3.1	260x Cut Editors audio and video editors			
5.5.3.2	Cut Editors with the following requirements:			
5.5.3.2.1.	• Content Viewer (with timecode and clip duration)			
5.5.3.2.2.	• Timeline Viewer (with timecode and edit duration)			
5.5.3.2.3.	• Edit timeline of multiple individual audio and video tracks			
5.5.3.2.4.	• Audio monitoring with level indicator as well as audio rubber-band following the audio level on the track similar to WavLab			
5.5.3.2.5.	• Audio tool with Final mix capability			
5.5.3.2.6.	• Basic Video Effects tool palette, e.g. Blur, mosaic effects, captions/titles			
5.5.3.2.7.	• Customisable user interface to setup editable/viewable Video and Audio tracks in accordance to Radio and TV editor requirements			
5.5.3.3	Software capability to function as application and web browser as the SABC requires			
5.5.4	<b>Craft Advanced Editor</b>			
	<b>Device based licensed each with the following:</b>			
5.5.4.1	100x Craft Advanced Editors			
5.5.4.2	Computer hardware requirements (to be included in the bill of material)			
5.5.4.2.1	• The manufacture to supply computer hardware that meets the editing software requirements,			
5.5.4.2.2	• 6" Speakers - 2x Professional Active Amplifier Monitors per edit suite			

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5.5.4.2.2	<ul style="list-style-type: none"> <li>Sennheiser HD 280 or similar headphone – 1x per edit suite</li> </ul>			
5.5.4.2.3	<ul style="list-style-type: none"> <li>I/O integrations - 25x systems are required to enable P2, SxS card and multi format SD cards for I/O integrations</li> </ul>			
5.5.4.2.4	<ul style="list-style-type: none"> <li>Dual 4K Computer Screens 27"</li> </ul>			
5.5.4.2.5	<ul style="list-style-type: none"> <li>25x include Lip Microphones with XLR to workstation interface;</li> </ul>			
5.5.4.3	Facilities to allow editing with the following capabilities:			
5.5.4.3.1	<ul style="list-style-type: none"> <li>Video effects (including but not limited to blurring and tracking of Images, colour correction, keying, dissolves and wipes);</li> </ul>			
5.5.4.3.2	<ul style="list-style-type: none"> <li>Change speed of clip including frame freeze., i.e. slowing down, speeding up of clips</li> </ul>			
5.5.4.3.3	<ul style="list-style-type: none"> <li>Ability to integrate files from the Media Production Systems, mounted or local drives and external HDD transferred content to perform edits</li> </ul>			
5.5.4.3.4	<ul style="list-style-type: none"> <li>Ability to edit Hi as well as low Resolution media</li> </ul>			
5.5.4.3.5	<ul style="list-style-type: none"> <li>Ability to edit and change aspect ratio and picture resizing</li> </ul>			
5.5.4.3.6	<ul style="list-style-type: none"> <li>Ability to pull and push edited /rendered clips back to EDL System</li> </ul>			
5.5.4.3.7	<ul style="list-style-type: none"> <li>Voice-over capabilities</li> </ul>			
5.5.4.3.8	<ul style="list-style-type: none"> <li>Active Mic-level monitoring;</li> </ul>			
5.5.4.3.9	<ul style="list-style-type: none"> <li>Audio final mix;</li> </ul>			
5.5.4.3.10	<ul style="list-style-type: none"> <li>Voice muffling;</li> </ul>			
5.5.4.3.11	<ul style="list-style-type: none"> <li>Splice and Ripple mode editing modes;</li> </ul>			
5.5.4.3.12	<ul style="list-style-type: none"> <li>Include pictures and graphics within the edit, e.g. Graphic, picture sequences, motion graphics insertions</li> </ul>			
5.5.4.3.13	<ul style="list-style-type: none"> <li>Sub-titling, insertion and embedding to and from files</li> </ul>			
5.5.4.3.14	<ul style="list-style-type: none"> <li>Audio description insertion and embedding to and from files</li> </ul>			
5.5.4.3.15	<ul style="list-style-type: none"> <li>Interpolate field function for reversal of video field/frame order</li> </ul>			

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<b>5.5.5</b>	<b>Video and Audio Logging Tool with the following:</b>			
<b>5.5.5.1</b>	Bidder to provide Live event/capture tools - Allow for pre-setup user interface metadata cataloguing, doing real-time video or audio logging.			
<b>5.5.5.2</b>	50x Live event/capture tools solutions required (5x Sport, 5x News, 38x Radio) (Floating Licenses)			
<b>5.5.6</b>	<b>Intelligent Web Portal</b>			
	<p><b>Web Portal View/Browse and Storyboarding &amp; UGC (User Generated Content) - Audio\ Music\ Picture and Video Portal</b></p> <p>The SABC requires users to access the EDL from external sources and as such the Web Portal browser Interface.</p> <p>There is an opportunity to plug in the e-commerce functionality for people to pay for certain information and or media. The requirement is to have the capability to search, browse, find, storyboard, make payments and then retrieve content from business sales and marketing.</p> <p>A tailored web editor refined to public allocated content with a User Interface to also have the capability to deliver user generated content. The UGC interface will require an entry sheet for metadata and rights permission.</p> <p>The UGC delivered will require a Sandbox to accommodate SABC editorial approval and subsequent workflow EDL ingest.</p> <p><b>The EDL Web Portal needs to assist with the following requirements:</b></p>			
<b>5.5.6.1</b>	The Web Portal requires User authentication; User interface to populate the following:			
<b>5.5.6.1.1</b>	<ul style="list-style-type: none"> <li>User registration to get access to use the Web Portal system – requires the completion of an online registration form that will create a domain account with the required fields which will trigger an OTP or verification email to the user in order to complete the verification process.</li> </ul>			
<b>5.5.6.1.2</b>	<ul style="list-style-type: none"> <li>Users require a separate AD (Active Directory) or secure user database for User access of external users to permit access and EDL user right and content access permissions.</li> </ul>			
<b>5.5.6.1.3</b>	<ul style="list-style-type: none"> <li>User authentication to be in line with the POPI Act....</li> </ul>			
<b>5.5.6.2</b>	The Web Portal provide external connectivity for <b>Business to Business and Business to Client</b> need to accommodate the following:			
<b>5.5.6.2.1</b>	<ul style="list-style-type: none"> <li>Viewer &amp; Listening Browse with Storyboarding capability. Previewed content to Browser to be encrypted (128 bit encryption), and have video watermarked content preview.</li> </ul> <p>For audio only watermarking on MP3 delivery (low quality 30</p>			



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	sec clips only)			
5.5.6.2.2	<ul style="list-style-type: none"> <li>Using the Web Portal the following workflows are required: When viewing and listening is done and the storyboard concluded, the EDL will be required to workflow the transaction to a sales consultant who will revise and conclude the transaction with the user via the integrated SABC Web e-commerce portal. Once payment is done the content will be released via the EDL workflows and made available for user download.</li> </ul> <p>Note the SABC Web e-commerce RFP is to be released early 2022.</p>			
5.5.6.2.3	<ul style="list-style-type: none"> <li>The SABC requires the above functionality to accommodate access for a minimum of 200 concurrent external users required to access the EDL system via the WebPortal. Indicate the costing in the bill of Materials</li> </ul>			
5.5.6.2.4	<ul style="list-style-type: none"> <li>The above minimum of 200 users will need to be scalable to accommodate more users as the SABC requires.</li> </ul> <p>Bidder to indicate in the BOM the number of users, the required hardware and the subsequent costs to enable EDL access to accommodate the below required access: scaling it up incrementally from 200 users to:</p> <p>500, 1000, 5000, 10000, 100000 concurrent users.</p>			
5.5.6.3	<p>A tailored web editor refined to public allocated content with a User Interface to also have the capability to deliver user generated content. The User Generated Content (UGC) interface will require an entry sheet for metadata and rights permission.</p> <p>The UGC delivered will require a Sandbox to accommodate SABC editorial approval and subsequent workflow EDL ingest.</p>			
5.5.6.3.1	<ul style="list-style-type: none"> <li>The Web Portal is required to have the capability to deliver user generated content.</li> </ul>			
5.5.6.3.2	<ul style="list-style-type: none"> <li>The Web Portal UGC interface will require an entry sheet for metadata and rights permission, with the ability to allow user content validation and granted usage permission.</li> </ul>			
5.5.6.3.3	<ul style="list-style-type: none"> <li>The UGC delivered content will require a Sandbox to accommodate SABC editorial approval and subsequent workflow EDL ingest.</li> </ul>			
5.5.6.3.4	<ul style="list-style-type: none"> <li>Solution must allow for digitised material to be uploaded (deliver user generated content) into the digital library and</li> </ul>			



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	follow the ingest and QC workflows.			
<b>5.6. Digital Media Asset Management</b>				
	The solution requires the following functionality to aid system searches, user, media, process, system, workflow and rights management, access control, workflow orchestration, housekeeping; monitoring warning alert and escalations.			
<b>5.6.1</b>	<b>General - Media Asset Management will require the following:</b>			
<b>5.6.1.1</b>	The SABC must be enabled to control all the processes and manage the media in accordance to the customised rules set. The SABC will require their specialists on the system to modify these rules and setup configurations to enable more efficient and effective workflows.			
<b>5.6.1.2</b>	The solution needs to have the Media Asset Management control and manage content and metadata from start to completion, i.e. done from acquisition/ input/ ingest to archive/ outgest/ repurpose.			
<b>5.6.1.3</b>	The solution need to provide a central media management across all servers/ storage in the EDL Media store & LTO storage systems			
<b>5.6.1.4</b>	The solution need to provide a central media management to do housekeeping and auto purge/transfer and setup workflow rules across all the storage servers as well as track assets within the system			
<b>5.6.1.5</b>	The solution need the ability to set up new rules around the management of media; e.g. Asset movements - Transfer and movement of media, Rules based on content copy Rights license agreements and time based or scheduled Auto purge (Time-to-live content according to defined parameters)			
<b>5.6.1.6</b>	The solution need to provide Media and Metadata integration for the retrieval from other systems and transfers to other systems			
<b>5.6.2</b>	<b>House Keeping Media Management</b>			
<b>5.6.2.1</b>	<b>The Media Manager user interface needs to have following abilities:</b>			
<b>5.6.2.1.1</b>	• Customisable dashboard for performing housekeeping tasks			
<b>5.6.2.1.2</b>	• To do filtered searches			
<b>5.6.2.1.3</b>	• To batch select clips for processing; e.g. deletion or archiving etc.			

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5.6.2.1.4	<ul style="list-style-type: none"> <li>Control the media transfers and rules surrounding the processes</li> </ul>			
5.6.2.1.5	<ul style="list-style-type: none"> <li>Monitoring and alert responses to control the media flows</li> </ul>			
<b>5.6.2.2</b>	<b>Media rights allocation</b> <b>The media manager must have the ability to provide:</b>			
5.6.2.2.1	<ul style="list-style-type: none"> <li>access control to media;</li> </ul>			
5.6.2.2.2	<ul style="list-style-type: none"> <li>user group permissions access, read /write only access</li> </ul>			
5.6.2.2.3	<ul style="list-style-type: none"> <li>and time to live setups etc.</li> </ul>			
<b>5.6.3</b>	<b>Rights Management</b>			
<b>5.6.3.1</b>	The management solution for data protection / Intellectual Property / exploitation of media content will require the following:			
5.6.3.1.1	<ul style="list-style-type: none"> <li>The business rules must accommodate the rights management of how the content will be regulated and distributed.</li> </ul>			
5.6.3.1.2	<ul style="list-style-type: none"> <li>The EDL must allow for proper and clear categorization of content that can be used for both commercial and non-commercial purposes;</li> </ul>			
5.6.3.1.3	<ul style="list-style-type: none"> <li>System needs to provide restriction and availability of media assets via web interface for external sales exploitation</li> </ul>			
5.6.3.1.4	<ul style="list-style-type: none"> <li>The solution need to provide the rights management solution need to control content rights permitting criteria and search restrictions</li> </ul>			
5.6.3.1.5	<ul style="list-style-type: none"> <li>Provide branding/watermarking of assets when assets are commercially previewed and listened too</li> </ul>			
5.6.3.1.6	<ul style="list-style-type: none"> <li>The solution need to manage rights of focused platforms, region, broadcast rights and number of runs on platforms,</li> </ul>			
5.6.3.1.7	<ul style="list-style-type: none"> <li>The solution must allow for the categorization by rights identifiers to restrict content usage according to their permissions; e.g. content restrictions needs to stop publishes to avoid unpermitted digital platforms or regions or broadcast rights (number of runs) to avoid commercial exploitation.</li> </ul>			
5.6.3.1.8	<ul style="list-style-type: none"> <li>The EDL must allow for notifications/alerts that will alert users that the information/content they are about to view/hear has use rights restrictions for different platforms or</li> </ul>			

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	a time use restriction or is not owned by the SABC (where the SABC uses third-party content).			
5.6.3.2	The solution must provide copyright control for SABC Content:			
5.6.3.2.1	<ul style="list-style-type: none"> <li>Content outgust/ export - Encrypted Content rights access code must be used to open SABC Content; Content that has been purchased on file formats will receive the open code once payment is received. Provide a tool to enable this requirement.</li> </ul>			
5.6.3.2.2	<ul style="list-style-type: none"> <li>Content source identification code (Content pattern fingerprinting, i.e. an invisible patterning hidden inside the content) to assist in tracing SABC content when the content is utilised illegally or passed to third party without permission. Provide a tool to enable this requirement.</li> </ul>	Answer in Phase 1B Evaluation		
5.6.3.2.3	<ul style="list-style-type: none"> <li>Provides the capability of linking content rights as metadata to the assets in the EDL system.</li> </ul>			
5.6.3.2.4	<ul style="list-style-type: none"> <li>Synchronisation of the content right between the EDL (the EDL's DRM) and External TV Digital Rights Management (Content Rights Master) systems is require to have the Intellectual Property rights linked to the content.</li> </ul> <p>It is however noted that the Radio DRM will adopt the EDL as the Master Rights Management solution.</p>			
<b>5.7. System Administration &amp; Management</b>				
	<b>User / workflow management / task and process operation monitoring and control and as such System management (setting up and streamlining house rules and its performance)</b>			
5.7.1.	<b>The system administrator is required to do the following:</b>			
5.7.1.1.	System Administrator is to maintain the databases; Database administration, maintenance & backup			
5.7.1.2.	SABC administrators must be equipped and trained sufficiently to fully manage the system, setups and configurations, i.e. Able to create own costumed workflows and modify these as required			
5.7.1.3.	Provides administrative customisation rights regarding cataloguing system whereby changes can be made e.g. adding cataloguing fields, special characters etc.			
5.7.1.4.	The system needs to provide live dashboard tracking – for the system administrator to diagnose and interrogate the system performance			

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<b>5.7.2.</b>	<b>User Management needs to comply to the below:</b>			
<b>5.7.2.1.</b>	SABC Active Directory integration and associated tools and User interface to enable the system administrator to accomplish the user management			
<b>5.7.2.2.</b>	The EDL must have user identification, authorization and authentication mechanisms (These must be in line with the SABC's IT Security policies)			
<b>5.7.2.3.</b>	User password access control and rights with defined group privileges within the EDL System (e.g. Super User, Media Manager, Workflow Manager, Administrator, Technical Admin, Story Editing, Cut Editing, Ingest etc.)			
<b>5.7.2.4.</b>	Tracking and logging of user activity			
<b>5.7.2.5.</b>	Dashboard for user Administration to Monitor activity e.g. user action tracking statuses			
<b>5.7.3.</b>	<b>Business Rules</b>			
	The RFP has technical and functional requirements that in several cases will require business and process rules to be linked as the system process orchestration is rolled out; to name a few business rules as examples: Housekeeping Rules, Naming conventions, auto purge/transfer and process with workflow rules across all the relevant integrated systems.			
<b>5.7.3.1.</b>	The SABC has to set customised criteria, to allocate effective workflows to ensure the systems are utilised effectively and avoid unnecessary operational and technical bottlenecks.  The SABC requires a handle on these rules and needs to either change or generate new rules as our needs change. The details of the criteria will be absorbed in the system design consultations.			
<b>5.7.3.2.</b>	Business rules need to be version controlled and trackable (modifying a process will save the new modification as a new version keeping the previous last good file version as a backup)			
<b>5.7.4.</b>	<b>Process Management, Monitoring, Control &amp; Workflow Orchestration</b>			
<b>5.7.4.1.</b>	Every automated system requires workflows to be defined, to have the appropriate functional requirements to simplify or streamline processes. The operational and technical processes and their dependence upon each other need to be optimised to simplify mundane and repetitive functions.			
<b>5.7.4.1.1</b>	<ul style="list-style-type: none"> <li>The system must have the ability to manage and monitor the</li> </ul>			

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	real-time status of a workflow through a chain of processes, e.g. content ingested, QC'd, transcoded, transferred, published, etc. (progress status bars and alert flow control for error detections are required.)			
5.7.4.1.2.	<ul style="list-style-type: none"> <li>The system needs to be customisable/ flexible and thereby modifying the system, workflow, user task allocations as the SABC needs change.</li> </ul>			
5.7.4.1.3.	<ul style="list-style-type: none"> <li>The system needs to provide live job/task monitoring and control for the user to track the task statuses to identify the number of tasks in the system and priorities the tasks as required</li> </ul>			
5.7.4.1.4	<ul style="list-style-type: none"> <li>Task progress monitoring with time based (or time-out) task tracking and alert triggering for escalation notifications according to predetermined business rules</li> </ul>			
5.7.4.2.	The SABC will require the necessary tool to customise and streamline the workflows of the system operationally and technically			
5.7.4.2.1	<ul style="list-style-type: none"> <li>The solution need to provide Workflow graphical monitoring and modelling dashboard, with automated actions &amp; decision boxes adjusting effective workflows, e.g. for SABC to control real-time task status assigned to individuals or groups; as well as workflow monitoring to indicate exactly what is going on in the workflow process to possibly detect inefficiencies or errors in the workflows.</li> </ul>			
5.7.4.2.2	<ul style="list-style-type: none"> <li>Logging/Reporting (including use of material, when, who, how often etc.)</li> </ul>			
5.7.4.2.3	<ul style="list-style-type: none"> <li>Ingest process with status and warning alerts</li> </ul>			
5.7.4.2.4	<ul style="list-style-type: none"> <li>QC process with status and alert warnings</li> </ul>			
5.7.4.2.4	<ul style="list-style-type: none"> <li>Transcode process with status and alert warnings</li> </ul>			
5.7.4.2.5	<ul style="list-style-type: none"> <li>File location and replications</li> </ul>			
5.7.4.2.6	<ul style="list-style-type: none"> <li>File transfer process with status and alert warnings, including sent and successful delivery status.</li> </ul>			
5.7.4.2.7	<ul style="list-style-type: none"> <li>The system requires a tool that can assist with the editing of the implemented workflows retrospectively to allow streamline adaptations.</li> </ul>			
5.7.4.2.8	<ul style="list-style-type: none"> <li>The solution must have a dashboard interface to allow configurations around defined processes (e.g. Transfer, QC, Operational Statistics, Technical diagnostics, alerts, etc.)</li> </ul>			

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5.7.4.2.9	<ul style="list-style-type: none"> <li>System must allow configuration of workflows to have segregations and categorizations to be defined per channel, per platform and station.</li> </ul>			
5.7.4.2.10	<ul style="list-style-type: none"> <li>Enable active and passive workflow notifications including escalations and reminders within predefined period.</li> </ul>			
5.7.4.2.11	<ul style="list-style-type: none"> <li>The EDL must allow for different notifications/alerts. Below are some examples, which are not exhaustive: <ul style="list-style-type: none"> <li>Publications (Sent for TX) alerts, e.g. sent to Playout or publish to on-line platforms;</li> <li>Citation alerts, e.g. inform content sourced copyright;</li> <li>New issue alerts, e.g. in workflow, operational or technical errors.</li> </ul> </li> </ul>			
5.7.4.2.12	<ul style="list-style-type: none"> <li>Change to configuration and workflow modifications need to be recorded and kept, with full auditing function.</li> </ul>			
5.7.4.2.13	<ul style="list-style-type: none"> <li>Customisable Desktop/UI - The EDL must allow the System Administrator predefined setups for operation in order to receive customise UI to relevant task orientations.</li> </ul>			
5.7.4.3	<b>Technical Security Setup</b> The solution needs to accommodate the following:			
5.7.4.3.1	<ul style="list-style-type: none"> <li>Level of access, rights, content usage</li> </ul>			
5.7.4.3.2	<ul style="list-style-type: none"> <li>Prevention of content piracy, watermarking on content and relevant applications</li> </ul>			
5.7.5.	<b>LOGGING, AUDITING &amp; TRACKING</b>			
	The Collection platform/infrastructure must also have an audit log of post/article/content entries for tracking and audit trails of content transactions on the EDL.			
5.7.5.1	The solution is required to capture the following minimum criteria for logging/auditing and tracking will be required:			
5.7.5.1.1	<ul style="list-style-type: none"> <li>Actions/processes/transactions performed</li> </ul>			
5.7.5.1.3	<ul style="list-style-type: none"> <li>User that performed it</li> </ul>			
5.7.5.1.4	<ul style="list-style-type: none"> <li>Record of changes</li> </ul>			
5.7.5.1.5	<ul style="list-style-type: none"> <li>date &amp; time stamp</li> </ul>			
5.7.5.1.6	<ul style="list-style-type: none"> <li>metadata changes, inclusions.</li> </ul>			
5.7.5.1.7	<ul style="list-style-type: none"> <li>transcode/ transfers</li> </ul>			
5.7.5.1.8	<ul style="list-style-type: none"> <li>housekeeping management</li> </ul>			

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5.7.5.1.9	<ul style="list-style-type: none"> <li>publishes</li> </ul>			
5.7.5.1.10	<ul style="list-style-type: none"> <li>playout</li> </ul>			
5.7.5.1.11	<ul style="list-style-type: none"> <li>front end of statuses –</li> </ul>			
5.7.5.1.12	<ul style="list-style-type: none"> <li>management processes actioned</li> </ul>			
5.7.5.1.13	<ul style="list-style-type: none"> <li>alerts/ warnings tracking and logging.</li> </ul>			
5.7.5.2	The solution needs to provide an administration tool to customise audit trails to produce audit reports (if 3rd party software is used costing needs to be provided in the Bill of Materials refer to software licenses section)			
5.7.5.3	The solution needs to provide statistical information regarding usage of content so to prevent over usage and overall usage of content.			
5.7.5.4	Ability to perform tracking of content movements; the movement of the physical location and the status of assets in the workflow environment from commissioning, ingest, editing, play out, archive and commercial exploitation			
5.7.5.5	Provide the ability to compile reports on statistical information file exports allowing CSV format to be one of the options			
5.7.5.6	Provide the ability to track and provide a report of exploited content;			
5.7.5.7	Provide the ability to monitor and track of previous searches and retrievals			
5.7.5.8	Provide the ability to Report, Audit and track Intellectual Property rights linked to the content usage.			
5.7.6.	<b>ANALYSIS AND REPORTING REQUIREMENTS</b>			
5.7.6.1	The EDL statistics and analytics must be logged for reporting purposes. Consequently, the system must be able to produce statistics and analytics in order to assist operations and the technical support team to make informed decisions. These must include, but are not limited to:			
5.7.6.1.1	<ul style="list-style-type: none"> <li>The number of daily users,</li> </ul>			
5.7.6.1.2	<ul style="list-style-type: none"> <li>number of concurrent traffic usage of the processes and licenses (e.g. editing)</li> </ul>			
5.7.6.1.3	<ul style="list-style-type: none"> <li>Including areas for improvement from a technical point of view in order to determine which resources are required to better service the users.</li> </ul>			
5.7.6.1.4	<ul style="list-style-type: none"> <li>The EDL must also be able to give reports on user trends.</li> </ul>			



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5.7.6.1.5	<ul style="list-style-type: none"> <li>Technical analysis - Hardware analysis e.g. storage capacity and performance</li> </ul>			
5.7.6.1.6	<ul style="list-style-type: none"> <li>Task analysis related to stories/content and user</li> </ul>			
5.7.6.2	The EDL must support multiple export options for reports. Below are the methods that have been identified, but are not limited to them:			
5.7.6.2.1	<ul style="list-style-type: none"> <li>Email (one must be able to have an option to email);</li> </ul>			
5.7.6.2.2	<ul style="list-style-type: none"> <li>Printing;</li> </ul>			
5.7.6.2.3	<ul style="list-style-type: none"> <li>Download (to a selected destination) as a file. CSV to be one of the file formats.</li> </ul>			
<b>5.8. System Resilience and Reliability</b>				
	<p>The proposed EDL solution is required to offer 100% uptime of the core systems with built in resilience.</p> <p>Automated backup procedures need to be arranged with the SABC's internal teams.</p> <p>The Disaster Recovery site must be arranged to ensure zero-to-minimal impact and the quickest possible recovery in the event of an unforeseen incidents.</p> <p>Resilience guaranteed:</p> <ul style="list-style-type: none"> <li>No Single point of failure;</li> <li>Loss-less Content "no loss" guaranteed;</li> <li>High-availability - Continuous uninterrupted accessibility; even during migrations or system upgrades, never any access down-time;</li> <li>System recovery.</li> </ul> <p>Some of these techniques are listed below, but the Bidder is encouraged to offer innovative solutions to these problems.</p>			
5.8.1.	<p>The central facilities of the Enterprise Digital Library must be designed to be inherently reliable and must be provided with automatic backup, or fail over, systems to enhance the resilience to fault conditions.</p> <p>Bidder to Provide evidence to indicate how this is to be achieved.</p>			
5.8.2	<b>Duplicated/ Virtualised Servers</b>			
5.8.2.1	<p>Duplicated Servers – where two servers are arranged as a pair, such that in the event of one failing, the other can seamlessly assume the total processing load alone.</p> <p>Bidder must offer a "detailed statement" " how this can be</p>			



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	achieved with their design.			
<b>5.8.3</b>	<b>No Single Points of Failure</b> Bidder to Provide evidence to indicate how the below can be achieved.			
<b>5.8.3.1</b>	No Single Points of Failure – where all equipment, including servers, switches, routers etc. is duplicated and redundant.			
<b>5.8.3.2</b>	Bidder to Provide evidence to indicate how this is to be achieved.			
<b>5.8.3.3</b>	Vendor needs to accommodate redundancy within the design, especially on the core system			
<b>5.8.3.4</b>	System servers are required to have dual Power Supply Units (PSU).			
<b>5.8.3.5</b>	Core modules, cards, and control processor card, etc. need to have redundancy or hot swappable spares.			
<b>5.8.4</b>	<b>Alternate Paths for Data Communications</b>			
<b>5.8.4.1</b>	Alternate Paths for Data Communications where in the event of a communication cable or interface failing, there is an alternative method of completing the communication.  Bidder must offer a "detailed statement" how this can be achieved with their design.			
<b>5.8.5</b>	<b>System Recovery – Core Systems</b>			
<b>5.8.5.1</b>	System Recovery – Core Systems needs to be able to return to previous operating settings and configurations upon re-boot following a power failure or system crash.  Bidder must offer a "detailed statement" how this can be achieved with their design.			
<b>5.8.5.2</b>	System Recovery – Core Systems needs to be able to maintain full automated backups to enable efficient system failure recovery.  Bidder must offer a "detailed statement" how this can be achieved in their design.			
<b>5.8.6</b>	<b>Site Resilience</b>			
<b>5.8.6.1</b>	Provide the implementation of the proposed solution across multiple site (with the minimum of two core infrastructures) The Core Systems resilience can be implemented on two different sites (The proposed sites currently in Auckland Park are the K1 IT Server Room and Henley Server Room).			

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	Bidder must indicate how the implementation can accommodate site resilience "detailed statement" describing how this can be achieved.			
<b>5.8.7</b>	<b>System Performance</b>			
	The Enterprise Digital Library must be built in such a way that it allows fast response times; the total throughput time at full load (Full concurrent system use) and must also allow for concurrent use with no delays, bottlenecks and impact on the overall page displayed responses.			
<b>5.8.7.1</b>	Bidder must indicate how the systems performance is achieved and how bottlenecks within the system can be identified. System must optimally perform and bidder to indicate how full load test can prove the optimal performance.			
<b>5.9. Other Associated Hardware</b>				
<b>5.9.1.</b>	<b>KVM (Keyboard Video Mouse) units</b> Bidder to quote per unit/system and specify the available options or alternatives.			
	Bidder to supply the necessary KVM switching systems for the required Servers:			
<b>5.9.1.1</b>	2x Engineering KVM Switching systems with IP remote access for the 2 Server equipment rooms to access all the server equipment user interfaces. (the systems need to be costed in the bill of materials)			
<b>5.9.2</b>	<b>Digital glue/ converters</b>			
<b>5.9.2.1</b>	<p>Bidder to add the required Glue (Converters) and other options as required e.g. glue in router system; quote per unit/card etc. to integrate with the SABCs infrastructure. = 10 Points</p> <p><b>All Digital glue/ Converters Frames need to have:</b></p> <ul style="list-style-type: none"> <li>• A dual PSU</li> <li>• A networkable connection enabling LAN configuration and SNMP</li> <li>• Bidder to supply all cards required for the system to function optimally in the bill of materials.</li> </ul> <p>If no converters or optional interfacing equipment is required according to your design indicate as such = 10 Points</p>			
<b>5.9.3</b>	<b>Technical Spares</b>			
<b>5.9.3.1</b>	Core critical on-site spares is a necessity for quick swap out repairs to avoid system vulnerability due to delayed international deliveries e.g. failed hard disks; as core spares for the systems.			

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	Bidder is required to specify components required and add it to the Bill of Materials.			
<b>5.10. Engineering Maintenance and Support Systems</b>				
	<p>The Enterprise Digital Library must have exception handling, and be built with customised messages for maintenance, error correction and monitoring. (i.e. The EDL must display system diagnostics with meaningful errors that will assist with troubleshooting tasks). System must have alert escalation for technical and operational interventions where applicable.</p> <p>Engineering Setup will be required for the following:</p>			
<b>5.10.1</b>	System tool(s) is required for technical setup, configuration and programming configurations.			
<b>5.10.2</b>	For backups (accommodate enough space for system back-ups) at least 4TB			
<b>5.10.3</b>	<b>Dashboard diagnostic software is required:</b>			
<b>5.10.3.1</b>	<ul style="list-style-type: none"> <li>for system monitoring, health checks and Interrogation,</li> </ul>			
<b>5.10.3.2</b>	<ul style="list-style-type: none"> <li>For error &amp; exception handling</li> </ul>			
<b>5.10.3.3</b>	<ul style="list-style-type: none"> <li>for maintenance to drill down to identify failed components of the system</li> </ul>			
<b>5.10.3.4</b>	<ul style="list-style-type: none"> <li>for the equipment and including SNMP for device monitoring via a LAN and web platform</li> </ul>			
<b>5.10.3.5</b>	<ul style="list-style-type: none"> <li>For Pop up Alerts to relevant support administrators for Core system failures and Network issues.</li> </ul>			
<b>5.10.3.6</b>	<ul style="list-style-type: none"> <li>For Email notification to relevant user support</li> </ul>			
<b>5.10.4</b>	<b>System and Software distribution:</b>			
<b>5.10.4.1</b>	<ul style="list-style-type: none"> <li>System Software Update distribution</li> </ul>			
<b>5.10.4.2</b>	<ul style="list-style-type: none"> <li>Operating System (OS) patch distribution</li> </ul>			
<b>5.10.4.3</b>	<ul style="list-style-type: none"> <li>Antivirus update distribution</li> </ul>			
<b>5.11. New Software Implementations Test and Training Platforms</b>				
	The SABC requires a test environment to test software before it is released on the active EDL system to avoid system production interruptions, the same systems can be used as off-line smaller training platforms.			
<b>5.11.1</b>	Bidder to provide the recommended additional (scaled down)			

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	platform for training and for testing as part of their solution with the costing in the bill of materials.			
<b>5.12. IT Systems (Hardware &amp; Software)</b>				
<b>5.12.1</b>	<b>SABC Active Directory.</b>			
5.12.1.1	The EDL system must synchronise User accounts with the SABC's Active Directory; The SABC internal and external users via the Web Portal must be integrated with the Corporate Active Directory (AD).			
5.12.1.2	The EDL system must allow the SABC to manage the roles, rights, privileges and permissions for the users and user groups.			
5.12.1.3	The EDL system must allow the SABC to manage/allow external users to register accounts for the web portal.			
<b>5.12.2</b>	<b>Operating Systems</b>			
5.12.2.1	The system must use the latest computer Operating System (OS) with purchased licenses.			
5.12.2.2	All servers required by the proposed system must have perpetual licenses.			
5.12.2.3	The Operating System (OS) installed must not put restrictions on the hardware performance (e.g. restrict the use of all processor cores)			
<b>5.12.3</b>	<b>Backup deployment and Recovery</b>			
5.12.2.1	Bidder must provide a plan for back-up implementations			
5.12.2.1	The bidder must supply the SABC with full images of the installed software once full system configuration and full system test have been implemented for emergency backup deployment.			
<b>5.12.4</b>	<b>Latest hardware and software</b>			
5.12.4.1	Enterprise Digital Library Workstation and Server hardware must be sourced by the bidder from a local (SA) supplier to guarantee 5 year next day support and repair warranty with SLA.			
5.12.7.4	Bidder must supply the recommended Hardware and Operation system requirement specifications for their software to optimally function for the SABC to verify their infrastructure (client workstations and Laptops) to effectively deliver.			
5.12.4.2	The bidder must supply the system on the latest hardware and			

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	software when implemented with upgraded software as released.			
5.12.4.4	The system must not run automatic software updates. Updates to be triggered manually (real-time or periodic).			
5.12.4.5	The system must have a version roll-back function.			
5.12.4.6	All ownership of the purchased hardware and software must be in the name of the SABC.			
5.12.5	<b>Original Equipment Manufacturer (OEM) Policy/ Plan surrounding the OS management</b>			
5.12.5.1	For the OEM Policy/ Plan surrounding the management relating to updates; Antivirus, OS updates and Patch management parameters and release policies.  Indicate how these are addressed and your procedure when to update, run OS patches and update OEM software releases etc.			
5.12.6	<b>Security</b>			
5.12.6.1	The Enterprise Digital Library system must have sufficient security levels to prevent any unauthorised entry or intrusion. All the basic security components must be addressed. (Confidentiality, Integrity and Availability).  Bidder must indicate how the security is achieved.  Note: The solution must comply with the SABC IT Security Policy which based on international security standards and will be made available upon request when the bidder is successful.			
5.12.7	<b>Core Computer/ Server Equipment</b>			
5.12.7.1	The Core System/ Solutions need to work on different hardware platforms; i.e. COTS Hardware agnostic.			
5.12.8	<b>Operational Software O/S agnostic</b>			
	The Solutions Client interface must be <b>OS (Operating System) and device agnostic</b> . It must thus be device independent and its content must adapt to the device that they are displayed on. These devices are as follows:			
5.12.8.1	<ul style="list-style-type: none"> <li>Compatible with all the current and mobile web browser OS versions.</li> </ul>			
5.12.8.2	<ul style="list-style-type: none"> <li>Laptops/desktops</li> </ul>			

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5.12.8.3	<ul style="list-style-type: none"><li>Mobile smart devices. (Phones and tablets)</li></ul>			
5.12.9	Virtualised and hosted private cloud			
5.12.9.1	<p>Bidder to indicate how the system can be setup virtualised on a private cloud for the SABC, i.e. decentralised as a cloud setup and hosted (hardware, software, infrastructure and services) at and by the SABC with an OEM SLA for operational and technical support only.</p> <p>Bidder to provide this as an option.</p>	Answer in Phase 1B Evaluation		
5.12.10	Virus protection; Antivirus solution /recommendations best practises The SABC uses Symantec as its Antivirus software			
5.12.10.1	<p>Recommend Anti-virus Symantec software version (Supplied by the SABC) for use on the system</p> <ul style="list-style-type: none"><li>If Symantec</li><li>If not Symantec, recommended other Antivirus and provide the costing for the recommended Antivirus solution in the BOM for the proposed solution</li></ul>			
5.12.11	The SABC IT network infrastructure is CISCO.			
	<p>The SABC Networking IT department support the whole SABC Network Infrastructure and have as such standardised on 1/10-Gigabit CISCO access switches and CISCO Nexus Datacentre switches supporting 1/10-Gigabit Ethernet with maintenance and support local agreement.</p> <p>If your network does not support the current SABC network infrastructure bidder to provide the recommended pricing infrastructure.</p>			
5.12.11.1	Bidder to provide the recommended Network hardware Infrastructure with the requirements in terms of port Ethernet speeds (1/10-Gigabit Ethernet copper is supported by the SABC Network Datacentre).			
5.12.11.2	Enterprise Digital Library CISCO Network hardware must be sourced by the bidder and must fit in with existing SABC infrastructure from a local (SA) supplier to guarantee 5 year 4 hour support and repair SLA.			
5.12.11.3	Bidder to supply the costing in the Bill of Materials			
5.13. Software Licenses				
	All software licences included as separate items on the bill of material. The license agreement needs to be specified: i.e. component/s and specifications as listed below:			

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5.13.1.	All licensing must be a once-off payment license (perpetual license) with the enabled upgrades for all software as the SLA provides. (The SABC will not purchase annual subscription licenses to ensure equipment is functional).			
5.13.2.	The Storyboard/Browse and Cut-Cut licenses need to be floating i.e. a pool of licenses for concurrent use. (Per site /floating)			
5.13.3.	The floating licence agreement must allow single sign-on per user.			
5.13.4.	Playout, Ingest and dedicated editing (Advanced Editor/Craft) licenses must be based on specific devices.			
5.13.5.	All software licenses must be specified and included as part of the proposal and as such be reflected in the costing.			
5.13.6.	All the required OS, applications and plugins licenses must be included in the solution and as such be reflected in the costing.			
5.13.7.	Any 3rd Party application must be included and its pricing reflected in the costing. (Include the licensing options.)			
5.13.8.	<b>To accommodate additional scalability, provide additional costing of 10 licenses for each client as an option.</b>			

## 6. INTEGRATION

	The SABC value chain includes the following systems that need to integrate to ensure seamless workflows with the existing SABC media production storage server systems and the SABC Business Systems referred to below, the following is not limited to these only:		
		6.1. General Integration	
	<b><u>Production and Playout Systems:</u></b>	6.2. Harmonic - Spectra Production Server (FCC) 6.3. News Production System (NPS) 6.4. Dalet Galaxy System, 6.5. The Sport Production Server (Sport),	



	A "Partially Comply" statement, non-response, or response without detail will be seen as "Non-Compliant". Share proof of compliance in the last column i.e. page number or document number of proposal.	Bidders to indicate compliance	Bidders to indicate Non-compliance	Compliance response with Vendor commitment and or page reference for provided supporting information
				6.6. The Avid ISIS Production Server & Interplay 6.7. Newsroom Computer System 6.8. Pebble Beach Marina TV Playout system 6.9. Close Captioning - Polistream (WinCAPS Qu4ntum) 6.10. dira! Radio broadcast systems 6.11. SAMS (Scheduling & Advertising Management System) 6.12. Pro Tools Integration
	<b><u>Graphics Systems</u></b>			6.13. Adobe Creative Cloud 6.14. Branding and Graphics Playout System
	<b><u>Contribution of Content</u></b>			6.15. Media Host/ Ads Stream
	<b><u>File Contribution &amp; Distribution</u></b>			6.16. File contribution /distribution Accelerators
	<b><u>Delivery systems:</u></b>			6.17. Over The Top (OTT) streaming Platform
	<b><u>On-Line integration</u></b>			6.18. Web Hosting Systems Integration 6.19. Social Media Integration
	<b><u>HSM LTO systems(2x LTO Libraries)</u></b>			6.20. Existing SABC MassTech LTO 6.21. New LTO system Project
	<b><u>Compliance systems integration</u></b>			6.22. Transmission Compliance - Music tracking (iMonitor) 6.23. Radio & TV Compliance system - MediaProxy
	<b><u>Information &amp; Data</u></b>			6.24. Information & Data - News Research
	<b><u>Business Systems, SharePoint</u></b>			6.25. SharePoint & 365 Dynamics
	<b><u>Operations Accessibility integration</u></b>			6.26. Operations Accessibility integration
	<b><u>System escalations &amp; sharing</u></b>			6.27. Email Integration
	<b><u>Hardware integrations</u></b>			6.28. Hardware integrations

## 6.1. General Integration Requirements

	It is vital to get the media control and workflows seamless, efficient and effective and with interoperability and integration between the different systems. Bidder to assist with Workflow best practises for the proposed solutions.			
6.1.1	<b>License and Integration costs required to integrate with third parties must be included in the proposed solution (all third parties software costs for Integration).</b> Winning bidder will be responsible and accountable for providing an effective integration solution.			
6.1.2	The Bidder will need to carry the cost to enable the required 3rd Party licencing for integration/s and will need to add it as a separate line item in the bill of material costing.			

## 6.2. The Harmonic - Spectra Production Playout Server (FCC)

	<b>Integration with the Harmonic – Spectra Production System (Playout Server)</b> Seamless integration with the EDL system software with the following functionality:			
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	A "Partially Comply" statement, non-response, or response without detail will be seen as "Non-Compliant". Share proof of compliance in the last column i.e. page number or document number of proposal.	Bidders to indicate compliance	Bidders to indicate Non-compliance	Compliance response with Vendor commitment and or page reference for provided supporting information
6.2.1	The ability to manually push content with the associated metadata and media from the EDL for Content usage			
6.2.2	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			
6.2.3	The solution is required to provide high speed file transfers and transcoding where required. The following file transfer capacity for the interconnectivity is required:  100hrs (HD content formats - refer to house formats above) of daily file transfers,			
<b>6.3. News Production System (NPS)</b>				
	<b>Integration with the News Production System (NPS)</b> Seamless integration with the EDL system software The SABC is in the process of replacing the current Quantel News Production Playout System (NPS). It will be the responsibility of the bidder to integrate the proposed solution with the SABC's new NPS (refer to tender on the News Production Playout System Replacement for the expanded proposed specifications).			
6.3.1	The ability to access the SABC content on the EDL			
6.3.2	The ability to search stored content in the EDL			
6.3.3	The ability to edit the available proxy content of the EDL			
6.3.4	Partial retrieval (ability to retrieve snippets of content based on selected marked in/out time codes) of content (Hi-res) from the EDL			
6.3.5	The ability to push content with the associated metadata to the EDL for cataloguing and archival purposes			
6.3.6	The ability to pull content with the associated metadata and media from the EDL for Content usage			
6.3.7	The above functionality requires a plug-in or similar for the News Production Editing user interface.			
6.3.8	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			
6.3.9	The solution is required to provide high speed file transfers and transcoding where required. The following file transfer capacity			

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	for the interconnectivity is required:  400hrs (HD content formats - refer to house formats above) of daily file transfers,			

#### 6.4. Dalet Galaxy System

	<p>The SABC has implemented the Dalet Galaxy as an ingest system for the SABC's program content. The existing Dalet Galaxy System is Ver. five 2.4. Dalet Galaxy delivers files and archives to the LTO via the Masstech and Black Pearl system. SABC uses the Dalet Galaxy system to catalogue and archive its media to the LTO system.</p> <p>The EDL is required to enable the following to allow seamless editing where all the content will be managed efficiently, securely, and safely on file-base workflows.</p> <p><b>The solution provided by the bidder needs to allow:</b></p>			
6.4.1	The ability to access the SABC content on the EDL			
6.4.2	The ability to search stored content in the EDL			
6.4.3	The ability to edit the available proxy content of the EDL			
6.4.4	Partial retrieval (ability to retrieve snippets of content based on selected marked in/out time codes) of content (Hi-res) from the EDL			
6.4.5	The ability to push content with the associated metadata to the EDL for cataloguing and archival purposes			
6.4.6	The ability to pull content with the associated metadata and media from the EDL for Content usage			
6.4.7	The above functionality requires a plug-in or similar for the Dalet Galaxy Editing user interface.			
6.4.8	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			
6.4.9	The solution is required to provide high speed file transfers and transcoding where required			
6.4.10	<p>The following file transfer capacity for the interconnectivity is required:</p> <p>100hrs (HD content formats-refer to house formats above) of daily file transfers,</p>			

#### 6.5. The Sport Production Server (Sports),

	A "Partially Comply" statement, non-response, or response without detail will be seen as "Non-Compliant". Share proof of compliance in the last column i.e. page number or document number of proposal.	Bidders to indicate compliance	Bidders to indicate Non-compliance	Compliance response with Vendor commitment and or page reference for provided supporting information
	<p>The SABC Sport has implemented the EVS XT3 solution as an ingest system and playout system for the SABC's live and production studio playout. The EVS system delivers files and archives to the existing Dalet Galaxy. SABC current uses the Dalet Galaxy system to catalogue and archive its media to the LTO system, but this will be migrated to the proposed EDL solution. (The SABC is in the process of investigating the replacement or upgrade of this EVS system)</p> <p>The Sport Production is required to enable the following to allow file-based content transfers</p> <p><b>The solution provided by the bidder needs to as a minimum allow:</b></p>			
6.5.1	The ability to push content to the EDL for cataloguing and archival purposes via Watch folders			
6.5.2	The ability to pull content from the EDL via Watch folders			
<b>6.6. The Avid ISIS Production Server &amp; Interplay (Post Production)</b>				
	<p>The SABC has implemented the AVID Interplay as a Post Production platform for SABC's production content. The AVID system delivers files and archives to the LTO via the Dalet Galaxy.</p> <p><b>The system consist of the follow:</b></p> <ul style="list-style-type: none"> <li>• The Avid ISIS 7000 Production Server ( Ver. 4.7.11.16275 )</li> <li>• Interplay (Ver. 3.5.1.50346)</li> <li>• AVID Webservices (Ver. 3.7.0) XML metadata transfer (Post Production)</li> </ul> <p>The EDL is required to enable the below to allow seamless editing where all the content will be managed efficiently, securely, and safely on file-base workflows.</p> <p><b>The solution provided by the bidder needs to enable the following:</b></p>			
6.6.1	Ability to share their Asset Management databases to enable content searches and transfers with included metadata and as such automatically link to the content on the EDL and AVID Interplay systems.			
6.6.2	The ability to edit the available proxy content of the EDL			
6.6.3	Partial retrieval (ability to retrieve snippets of content based on selected marked in/out time codes) of content (Hi-res) from the EDL			
6.6.4	The ability to save and push content and AVID projects with the linked elements and the associated metadata to the EDL for cataloguing and archival purposes			
6.6.5	The ability to pull content and or projects with the linked elements and the associated metadata and media from the EDL for Content usage			
6.6.6	The above functionality requires a plug-in or similar for the AVID editing user interface.			

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6.6.7	The AVID system supports an API interface of integration, the EDL system needs to interface via the API.  The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			
6.6.8	The solution is required to provide high speed file transfers and transcoding where required. The following file transfer capacity for the interconnectivity is required:  120hrs (HD content formats-refer to house formats above) of daily file transfers,			
<b>6.7. Newsroom Computer System (NRS)</b>				
	The SABC is in the process of replacing the current ENPS Newsroom Computer System (NRS). It will be the responsibility of the bidder to integrate the proposed solution with the SABC's new NRS (refer to tender on the Newsroom Computer System Replacement for the expanded proposed specifications).			
6.7.1	The ability to access the SABC metadata and content on the EDL			
6.7.2	Search metadata and stored content on the EDL from the NRS			
6.7.3	Incorporate the EDL editing software embedded within the Newsroom Computer System's user interface, i.e. Access within the newsroom system to view and edit EDL content (done via the EDL editing software)			
6.7.4	The ability to edit the available proxy content of the EDL edit user Interface			
6.7.5	Partial retrieval (ability to retrieve snippets of content based on selected marked in/out time codes) of content (Hi-res) from the EDL			
6.7.6	The ability to push content with the associated metadata to the EDL for cataloguing and archival purposes			
6.7.7	The ability to pull content with the associated metadata and media from the EDL for Content usage to the NPS			
6.7.8	It will be the responsibility of the bidder to integrate the proposed solution with the SABC's new NRS.  The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			
6.7.9	Ability to import Running Orders from the NRS to the EDL			

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	<p>system;</p> <p>Import Running Order scripts (txt/XML) and associated media story transferred as separated media stories with linked translated Metadata (converted NRS scripts) to the EDL.</p> <p>i.e. move Running Order scripting information linked to the content and move its metadata and media to the EDL.</p>			

### 6.8. TV Broadcast Automation - Pebble Beach Marina TV Payout system

	<p>The SABC currently use Pebble Beach Marina as its TV Channel Payout.</p> <p>It will be the responsibility of the bidder to integrate the proposed solution with the SABC's Pebble Beach Marina TV Channel Payout system.</p> <p>The workflow that need to be realised between the Automation, SAM and EDL systems as below:</p>			
6.8.1	EDL needs to have the Schedule from the SAMS system to creating the Rundown (Transfer List).			
6.8.2	<p>The EDL needs to synchronise with the live updates from the Pebble Beach system to initiate the media transfers to the Harmonic system.</p> <p>E.g. System must update the transfer list from changes to the live schedule. Autosaved_5628_22-22-37-03_18-09-2021.mpl</p>			
6.8.3	The EDL needs continuous monitoring the Pebble Beach system's Database to identify missing content (Offline) and resend it to the Harmonic system.			
6.8.4	The EDL needs to at any given time push content from the EDL to the Harmonic system as triggered by manual intervention.			
6.8.5	The Bidder will be expected to execute the full API/XML integration to accommodate a minimum of the function of this project.			
6.8.6	The Bidder will need to carry the cost to enable the required API/XML integration and will need to add it as a separate line item in the bill of material costing.			

### 6.9. Close Captioning - Polistream (WinCAPS Qu4ntum) System

	<p>The SABC currently uses the Screen Polistream (WinCAPS Qu4ntum) system as its Closed Captioning (CC) solution.</p> <p>The closed captioning solution receives .PAC or .STL files when delivered which link to the media content with the same name.</p> <p>The following functionality is required:</p>			
6.9.1	The EDL is required to have the ability to enable the flow of the closed captioning file with its associated media, from content			

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	delivery to playout; such that the file is viewable, editable, and be available for playout by the Screen Polistream system			
6.9.2	The EDL is required to handle the archiving and retrieval of the closed captioning file and its associated media. The EDL must facilitate the transfer or copying of the closed captioning file to relevant system(s).			
6.9.3	The EDL is required to include CC fields when enriching metadata upon cataloguing media content with closed caption files associated with it.			
6.9.4	The EDL is required to enable the metadata search to locate closed captioning file and its associated media content.			
<b>6.10. dira! Radio Playout and Production Broadcast system</b>				
	The SABC uses the dira! system as their Radio Playout solution. It will be the responsibility of the bidder to integrate the proposed solution with this system Bidder to indicate your proposed solutions to connect to external storages via mapping and/or mounting (mounting is the ability of a system to incorporate the storage as its own) to enable transfers integrating for the Media Servers:			
6.10.1	The ability to access the SABC content on the EDL			
6.10.2	The ability to search stored content in the EDL			
6.10.3	The ability to edit the available proxy content of the EDL			
6.10.4	Partial retrieval (ability to retrieve snippets of content based on selected marked in/out time codes) based on content (Hi-res) from the EDL			
6.10.5	The ability to push content with the associated metadata to the EDL for cataloguing and archival purposes			
6.10.6	The ability to pull content with the associated metadata and media from the EDL for Content usage			
6.10.7	The above functionality requires a plug-in or similar for the Dira! Editing user interface.			
6.10.8	The Bidder will need to carry the cost to enable the required API/JSON or similar integration and will need to add it as a separate line item in the bill of material costing.			
6.10.9	The solution is required to provide high speed file transfers and transcoding where required. The following file transfer capacity for the interconnectivity is required:  100hrs (audio and HD content formats-refer to house formats above) of daily file transfers,			

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<b>6.11. Scheduling and Advertising Management System (SAMS)</b>				
	<p>The SABC is in the process of replacing the IBMS (TV Content Scheduling System) and the Landmark (TV and Radio advertising scheduling system), the SAMS RFP will be published early 2022.</p> <p>The EDL is required to integrate with the new system to accommodate the following functionality:</p>			
6.11.1	The ability to import xml and flat files to assist with the migration of schedules from the IBMS and Landmark systems while the migration is done to the new SAMS implementations.			
6.11.2	<p>The ability to update and synchronise the content rights to the EDL metadata system/MAM to enable effective content rights management.</p> <ul style="list-style-type: none"> <li>The Rights Management system for TV is the new SAMS</li> <li>The Rights Management for Radio is currently the NDM (Mainframe) which will be migrated to the EDL's DRM</li> </ul> <p>The metadata from these systems are core and integration essential to have the EDL carry a record of the DRM and content management control for its archival storage management rules and orchestration. As such the EDL solution must synchronise the DRM metadata "Slaved" from the Master DRM (SAMS) records for TV which are linked to the content on the EDL.</p>			
6.11.3	The ability to synchronise the placeholder record with the delivered content on the EDL and update if content is available.			
6.11.4	The ability to synchronise the live and upcoming (replacement) schedules from the SAMS system to avail, import and transfer the listed content to the Harmonic Playout and OTT systems; the synchronisation between the three systems is required to adjust as the content and schedule adjust.			
6.11.5	The EDL will be required to synchronise the media metadata with the SAMS as changes occur.			
6.11.6	The Bidder will need to carry the cost to enable the required API or similar integration (with relevant licensing) and will need to add it as a separate line item in the bill of material costing.			
<b>6.12. Pro Tools Integration</b>				
	SABC Radio has several stand-a-lone Pro Tool systems that need to connect to the EDL system. Prom Tools need to integrate with the EDL with the below functionality:			
6.12.1	Have the ability to pull and push file content to and from the EDL,			
6.12.2	Partial retrieval (ability to retrieve snippets of content based on selected marked in/out time codes) of content (Hi-res) from the			



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	EDL			
6.12.3	Have the ability to interrogate and search the EDL MAM.			
6.12.4	Have the ability to update the metadata as required for the content pushed back to the EDL system.			
6.12.5	The solution is required to provide high speed file transfers and transcoding where required. The following file transfer capacity for the interconnectivity is required:  100hrs (Audio and Video content formats - refer to house formats above) of daily file transfers,			
6.12.6	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			
<b>6.13. Adobe Creative Cloud</b>				
	SABC has migrated their Graphics and Craft editing facilities to Adobe CC with a current usage of 200 licenses. The Adobe Creative Cloud system is required to interface/ integrate with the EDL system to link all available data fields and establish a sharing of media content and stored projects.  A functional Gateway must allow complete access to the EDL content and provide the ability to:			
6.13.1	Ability to share their Asset Management databases to enable content searches and transfers with included metadata and as such automatically link to the content on the EDL and Adobe systems.			
6.13.2	The solution provider is required to have the Adobe CC integrated to use the EDL as its MAM solution.  Bidder to provide and recommend the best integration solution to enable the Adobe CC tools to enable editing, storage and archive functionality.			
6.13.3	The ability to access the SABC content on the EDL			
6.13.4	The ability to search stored content in the EDL			
6.13.5	The ability to edit the available proxy content of the EDL			
6.13.6	Partial retrieval (ability to retrieve snippets of content based on selected marked in/out time codes) of content (Hi-res) from the EDL			
6.13.7	The ability to push content and Adobe projects with the graphic elements and the associated metadata to the EDL for cataloguing and archival purposes			
6.13.8	The ability to pull content and or projects with the graphic elements and the associated metadata and media from the EDL			



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	for Content usage			
6.13.9	The above functionality requires a plug-in or similar for the Adobe CC user interface.			
6.13.10	Ability for Adobe Production Premiere to publish clips to the EDL system placeholders.			
6.13.11	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			
6.13.12	The solution is required to provide high speed file transfers and transcoding where required. The following file transfer capacity for the interconnectivity is required:  300hrs (HD content formats-refer to house formats above) of daily file transfers,			

#### 6.14. Branding and Graphics Payout System

	The SABC is in the process of replacing the current template driven graphics payout systems, with the RT Software (RTSW) solution. The rollout is planned to be completed February 2022 and will replace the Clarity Pixel systems, the Chyron Lyric and the CAMIO automation systems.  The EDL solution is to provide a repository and long-term store for graphical elements, projects, templates, commercial and animations.			
6.14.1	The ability to push RTSW content, templates, commercial and animations and or projects with the graphic elements and the associated metadata and media to the EDL for cataloguing and archival purposes			
6.14.2	The ability to pull content, templates, commercial and animations and or projects with the graphic elements and the associated metadata and media from the EDL for Content usage			
6.14.3	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			
6.14.4	The solution is required to provide high speed file transfers and transcoding where required. The following file transfer capacity for the interconnectivity is required:  10hrs (HD content formats - refer to house formats above) of daily file transfers,			

#### 6.15. Media Host/ Ads Stream

	Content is delivered via AD Stream to the SABC for usage.  <a href="https://www.mediahost.co.za/adstreamtv">https://www.mediahost.co.za/adstreamtv</a>  The SABC accesses the Ad Stream interface to interrogate the content which will be triggered for delivery to the SABC for use. As such the workflows will need to be in place to seamlessly pull the			
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	A "Partially Comply" statement, non-response, or response without detail will be seen as "Non-Compliant". Share proof of compliance in the last column i.e. page number or document number of proposal.	Bidders to indicate compliance	Bidders to indicate Non-compliance	Compliance response with Vendor commitment and or page reference for provided supporting information
	media into the EDL system with its metadata.			
6.15.1	The EDL is required to pull in content via a watch folder for delivery as a hand over point to pull in the content with it metadata.			
6.15.2	The system is required to allow operations to link the pulled in content to be linked to the EDL placeholder for further processing.			
<b>6.16. File contribution /distribution Accelerators</b>				
	<b>Some existing examples of file accelerators - Aspera, Signiant, Telestream, Zixi, Havision etc.</b> Aspera FASPEX is the existing solution within the SABC.			
6.16.1	The EDL is required to pull in content with the relevant metadata via a watch folder for delivery from the Aspera System as a hand over point.			
6.16.2	The system is required to allow operations to link the pulled in content to be linked to the EDL placeholder for further processing.			
6.16.3	The EDL solution is required to integrate with the Aspera applications to: Enable workflows to contribute and distribute with alert, status triggers and success controls.			
6.16.4	The Solution integration with the EDL is require to provide a Sandbox (Gatekeeping) for approved of content to enable the ability to allow user content validation between the Aspera and EDL			
6.16.5	Bidder to indicate what systems they integrate with when referring to file accelerator solutions (cloud and non-cloud)			
6.16.6	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			
6.16.7	The solution is required to provide high speed file transfers and transcoding where required. The following file transfer capacity for the interconnectivity is required:  100hrs (HD content formats-refer to house formats above) of daily file transfers			
<b>6.17. Over The Top (OTT) streaming Platform</b>				
<b>Content shares for VOD orchestrations &amp; metadata synopsis for the OTT players UI &amp; UX</b>				
	The EDL will be the core solution to contribute content and metadata to all the SABC online applications; .e.g. SABC online streaming applications, VOD etc. including the SABC News App, SABC Education App, Radio Apps and the OTT tender for a new SABC OTT App. It will provide the			

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	OTT platform with the Streaming content. Must integrate with EDL System in the following manner:			
6.17.1	Move required OTT live and upcoming (replacement) scheduled media with the associated metadata i.e. images, synopsis from the EDL system to the OTT platform.			
6.17.2	The EDL will need the ability to manually push content with the associated metadata and media from the EDL for Content usage.			
6.17.3	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			
6.17.4	The solution is required to provide high speed file transfers and transcoding where required. The following file transfer capacity for the interconnectivity is required:  500hrs (HD content formats-refer to house formats above) of weekly file transfers.			
<b>6.18. Web Hosting Systems Integration</b>				
	The SABC uses WordPress as their website platform/s with its Content Management System (CMS) for some of its websites.  The new system needs to be able to integrate with this CMS in order to provide the following functionality:			
6.18.1	All system need to integrate via an API or similar, link all available data fields and establish a sharing of media content			
6.18.2	EDL is required to manually push or publish scripts and multimedia content to the Websites.			
6.18.3	EDL is required to assist to auto publish content with relevant metadata, diary planning and scheduling functionality to assign stories to be published to the websites.			
6.18.4	EDL is required to assist to auto purge published metadata and content from the website(s), according to the diary planning and scheduling.			
6.18.5	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			
<b>6.19. Social Media Integration</b>				
	The EDL is required to be enabled to have the relevant functionality to publish to Social Media Platforms The EDL solution is required to publish to online media platforms, these platforms are as below, but not limited to these only: Facebook, twitter, Instagram, TikTok, YouTube, Hootsuite to mention a few.			

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	The following functionality (but not limited to) should be provided by the system:			
6.19.1	The EDL must have the ability to push and pull content to and from social media platforms according to their predefined formats.			
6.19.2	The ability to create content and approve for social media platforms as well as publish and distribute it on a variety of social networks.			
6.19.3	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			

## 6.20. The existing SABC MassTech LTO

	<p><b>The existing LTO Masstech (Black Pearl) Archive is integrated with the Dalet Galaxy Solution.</b></p> <p><b>The current version is as below:</b></p> <ul style="list-style-type: none"> <li>Cache storage (Spectra BlackPearl nsoftware version 5.1.6 )</li> <li>LTO Library (BlueScale 18.8.00.01-20190305F)</li> <li>Masstech (Kumulate 1.3.0.8)</li> </ul> <p>The existing LTO system is envisage to be controlled and migrated to the EDL system. The EDL is required to enable the following to allow seamless workflows where all the content will be managed efficiently, securely, and safely on file-base workflows.</p> <p>The solution provided by the bidder needs to allow:</p>			
6.20.1	The ability to access the content on the LTO archive			
6.20.2	Partial retrieval (ability to retrieve snippets of content based on selected marked in/out time codes) of content (Hi-res) from the Archive LTO			
6.20.3	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			
6.20.4	The solution is required to provide high speed file transfers and transcoding where required. The following file transfer capacity for the interconnectivity is required:  1000hrs (HD content formats - refer to house formats above) of daily file transfers,			
6.20.5	The Bidder will be required to migrate the existing MassTech LTO metadata from the Dalet Galaxy system to the proposed EDL solution to enable the existing LTO content to be fully utilised.			

## 6.21. New LTO system Project

	A "Partially Comply" statement, non-response, or response without detail will be seen as "Non-Compliant". Share proof of compliance in the last column i.e. page number or document number of proposal.	Bidders to indicate compliance	Bidders to indicate Non-compliance	Compliance response with Vendor commitment and or page reference for provided supporting information
	<p><b>The SABC is in the process of procuring a secondary LTO solution, the RFP closed November 2021.</b></p> <p>The new LTO system is envisage to be controlled and managed by the EDL system. The EDL is required to enable the following to allow seamless workflows where all the content will be managed efficiently, securely, and safely on file-base workflows.</p> <p>The solution provided by the bidder needs to allow:</p>			
6.21.1	The ability to access the content on the LTO archive			
6.21.2	Partial retrieval (ability to retrieve snippets of content based on selected marked in/out time codes) of content (Hi-res) from the Archive LTO			
6.21.3	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			
6.21.4	The solution is required to provide high speed file transfers and transcoding where required. The following file transfer capacity for the interconnectivity is required: 1000hrs (HD content formats - refer to house formats above) of daily file transfers,			
6.21.5	The Bidder will be required to migrate the existing MassTech LTO metadata from the EDL solution after the Dalet Galaxy system with existing MassTech LTO content was migrated.			
6.21.6	The EDL must synchronise the content on both LTO solutions to mirror each other and provide load balancing.			
6.21.7	The EDL is required to stored file and needs to add the metadata content of the media within the wrapper to aide with storage ease and redundancy and promote fail-safe media replication and database recovery.			
<b>6.22. Transmission Compliance systems integration</b> <b>Music tracking (iMonitor)</b>				
	Music tracking (iMonitor) is a reporting system used by TV & Radio to enable music ingests to reveal music used on-air (Music royalties) to be reported upon for payments.			
6.22.1	EDL needs to replicate and synchronise all the music use in the transmission element loaded onto the iMonitor, workflow triggering once approved by pushing and pulling content to and from the iMonitor.			
6.22.2	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			
<b>6.23. Radio &amp; TV Compliance system</b>				

	A "Partially Comply" statement, non-response, or response without detail will be seen as "Non-Compliant". Share proof of compliance in the last column i.e. page number or document number of proposal.	Bidders to indicate compliance	Bidders to indicate Non-compliance	Compliance response with Vendor commitment and or page reference for provided supporting information
	<p>The SABC currently uses Compliance Systems to record their broadcasts and as such keep records for a predefined period.</p> <p><b>The new TV Compliance system - Mediaproxy</b></p> <p>The SABC TV has Compliance Recording (MediaProxy and Actus 3-4 months of storage) recordings need to be stored longer than 3 years. EDL must extend the retention period of the recorded compliance media to an agreed number of years, and keep accurate catalogue of stored media.</p>			
6.23.1	The ability to save and push content and MediaProxy projects with the linked elements and the associated metadata to the EDL for cataloguing and archival purposes			
6.23.2	The ability to pull content and or projects with the linked elements and the associated metadata and media from the EDL for Content usage			
6.23.3	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.	Answer in Phase 1B Evaluation		
6.23.4	<p>The solution is required to provide high speed file transfers and transcoding where required. The following file transfer capacity for the interconnectivity is required:</p> <p>216 hrs (9 x HD lower-res content TV channels) and 456 hrs (19 Radio channels) of daily file transfers,</p>			
<b>6.24. Information &amp; Data Systems</b>				
	<p><b>News Research – NewsNet</b></p> <p>The SABC has a platform where News research is done, the objective is to have the researched information available to be accessible to the EDL when content or data searches are done in accordance to the allocated permissions.</p> <p><a href="http://newsresearch">http://newsresearch</a> website is an internal web interface accessible internally to the News team only.</p>			
6.24.1	The EDL system needs to integrate via an API or similar, link all available data fields and establish a sharing of content.			
6.24.2	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			

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6.24.3	News Research is required to transfer and retrieve their material onto an archival repository to enable searches and value add where required when repurposing their information.  Some examples are documents like handbooks, documents and historical 'clippings' of events, commissions and historical developments.			
6.24.3.1	The EDL will need to provide a portal to transfer and retrieve text info, media (Audio/Video/Pictures/Graphics), documents and data to metadata and media content onto the EDL.			
6.24.3.2	The <a href="http://newsresearch">http://newsresearch</a> platform will push information for reuse and to link or attach it to different media content allowing it to be text searchable on the EDL.			
<b>6.25. SharePoint &amp; 365 Dynamics</b>				
	The SharePoint & 365 Dynamics is used by the SABC for shared Auditing, logging, Reporting and Administration.			
6.25.1	All systems need to integrate with SharePoint (preferably SharePoint Online) & 365 Dynamics via Microsoft Graph REST API, link all available data fields and establish a sharing of media content.			
6.25.2	The Bidder will need to carry the cost to enable the required API integration and will need to add it as a separate line item in the bill of material costing.			
<b>6.26. Operations Accessibility integration</b>				
	The SABC needs to accommodate accessibility for its disabled employees. Visually impaired software (JAWS) <b>The solution provided by the bidder needs to allow:</b>			
6.26.1	Visually impaired users to work on the proposed system (the SABC is currently uses JAWS).  Bidder to ensure with a statement to confirm integration with JAWS can be done. Alternatively propose their solution with relevant costing.			
6.26.2	The visually impaired basic requirements: <ul style="list-style-type: none"> <li>• Computer reads screen program needs to be functional.</li> <li>• Talk back or text to voice enablement.</li> </ul>			



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	<ul style="list-style-type: none"> <li>For ease of use, Short-cut keys must be programmable to navigate between tabs (Different parts of the screen).</li> </ul>			
6.26.3	Bidder to indicate other Accessibility tools and their enablement as option on their BOM.	Answer in Phase 1B Evaluation		

## 6.27. Email Integration (Office 365 Outlook - Active Directory)

	<p>The SABC needs EDL email integration to communicate the functional requirements as stipulated in this document to communicate with the relevant responsible staff.</p> <p>The solution provided by the bidder needs to allow:</p>			
6.27.1	Solution needs to generate a LDAP query link to the SABC's Active Directory.			
6.27.2	Integrate with SABC's Office 365 Outlook email infrastructure for all notifications.			

## 6.28. Hardware integrations

	<p><b>The SABC is required to control live content ingests via manual or scheduled interventions, as such requires automation to control the external devices for automated switch and cueing of the content.</b></p> <p>The existing system is a Cygnus Snell Router but it will be replaced in 2022 by an IP Broadcast Router infrastructure (ST2110) with an RFP.</p> <p>The solution provided by the bidder needs to allow:</p>			
6.28.1	Allow Video and Audio Baseband Router integration to enable the EDL to control the switching of the Router via it's scheduling ingest system.			
6.28.2	The EDL is required to remotely control at least 10x external devices using RS-422/RS-232 to assist with automated schedule ingests, e.g. scheduling VTR auto ingests.			
6.28.3	<p>The Solution needs to accommodate ingests for the following SABC systems, i.e. continued digitization from the existing SABC infrastructure is required as listed below:</p> <ul style="list-style-type: none"> <li>Video Tape formats: DV/ DVCam/ DVC Pro, Betacam SP</li> <li>Video Disk/Card: XDCam HD, DVD, BlueRay &amp; P2</li> <li>Audio Tape: Audio ¼ tape, DAT,</li> <li>Audio Disk: LP, Acetate transcriptions,</li> <li>Audio Optical: MiniDisk, CD, DVD, BlueRay</li> </ul> <p>Remote Control integration. Auto Ingest or Record</p>			

## 7. CONSULTATION



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<p>Consultation is required to establish the necessary effectivity of the solution and as such rollout the design and workflows.</p> <p>The bidder needs to assist the SABC, as part of the consultation, with the design and adaptation of workflows and their implementations for the system to function optimally.</p> <p>The SABC requires bidder/s to deliver the solution with the relevant costing in the Bill of Materials for the below services:</p> <p><b>The SABC requires bidder/s to deliver the solution with the relevant costing in the Bill of Materials for the below services:</b></p>				
7.1.	Map the current workflows for: <ul style="list-style-type: none"> <li>TV, Radio, News, Digital (OTT), Provinces and Sales and Marketing               <ul style="list-style-type: none"> <li>Production</li> <li>Media library</li> <li>Archives</li> </ul> </li> </ul>			
7.2.	Design and propose new efficient and effective workflows			
7.3.	Integrate and configure the functional system			
7.4.	Based on the workflows the service provider will be required to compile detailed SOP's that will be used during training in order to streamline workflows with broadcast best practises.			
7.5.	Consultations required regarding Data Migrations			
<b>8. SYSTEM DESIGN</b>				
<p>The high-level system design will be generated in more detail after consultation between the recommended bidder and the SABC to finalise the contracting.</p> <p><b>Bidder to provide costing in the bill of materials for the below:</b></p>				
8.1.	Solution Diagram			
8.2.	High-level technical system design drawing.			
8.3.	Comprehensive Technical Concept Design document to be supplied for the team to understand the delivery			
<b>9. INSTALLATION AND CONFIGURATION</b>				
<p>All core interconnections will be done through the Radio Park IT Server Room (DMZ) on K1 floor and IT Datacentre based on the B1 floor (if available) or the Henley building 2<sup>nd</sup> floor Server room for the proposed full functional resilience. The regional offices will also be installed and</p>				

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	<p>commissioned to link back to the Johannesburg headquarters systems.</p> <p>The briefing session will elaborate and provide information of the SABC's connectivity and regional infrastructure.</p> <p>Electrical standards for electrical works in the racks must conform to the ISO9000 specifications.</p> <p>All electrical equipment supplied operate at voltages ranging from 220V to 240V, 50Hz.</p> <p>The bidder will be responsible for the complete installation package and quality standards.</p> <p><b>The Bidder to supply the following:</b></p>			
9.1.	<p>The bidder must commit to comply with the SABC installation and quality standards.</p> <p>These can be requested from the SABC if and as required.</p>			
9.2.	<p>The bidder will be responsible for the complete installation package and quality standards.</p>			
9.3.	<b>Project implementation plan;</b>			
9.3.1.	<p>The Bidder to supply the Project implementation plan which must include the following:</p> <p>Detailing "how" the project will be implemented and managed during its lifecycle and a schedule (time vs activities) including milestones.</p> <p>Note that this schedule will form part of the contract documentation and performance measurement of the successful vendor.</p> <p>Typical information will include:</p> <ul style="list-style-type: none"> <li>• workflow workshops and solution definition process,</li> <li>• Identity of project team and competencies,</li> <li>• marketing and promotional campaigning</li> <li>• high-level cash flow in conjunction with the project schedule,</li> <li>• UAT process and acceptance criteria,</li> <li>• Change Management Plan (refer to section 11 below)</li> <li>• Training (refer to section 11.6 below)</li> <li>• hand holding and support mechanisms</li> <li>• and SLA information.</li> </ul>			
9.4.	<b>Project Schedule</b>			
9.4.1	<p>Softcopy in MS Projects format with milestones to be measured against 9.3.1 above.</p>			
9.5.	<b>SABC Compliant drawing formats</b>			
9.5.1	<p>Bidder commitment to provide drawings and cable numbering to the SABC (.dwg format to the SABC as part of the installation submission and as implemented)</p>			

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	DWG format or other importable CAD formats			
<b>9.6.</b>	<b>Costing</b>			
<b>9.6.1</b>	Bidder to provide costing for the above services			
<b>10. COMMISSIONING</b>				
<p>The RFQ requires commissioning documentation it will be a great help for each unit/device or system that is implemented to include its function in the facility as a whole with the costing and time required.</p> <p>Comprehensive commissioning and test documentation will need to be provided as part of the project delivery according to the Studio Technology Installation Standards.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>The final acceptance will be concluded 21 days after the handholding and go-live process.</li> <li>The Enterprise Digital Library System will integrate with several live systems therefore any migration and change-over is required to run in parallel with the old existing system to avoid any on-air disruptions.</li> </ul>				
<b>10.1.</b>	<b>System configurations testing</b>			
<b>10.1.1</b>	<p>System configurations testing to support the new proposed functional workflows are required (must be included as part of project schedule). Commissioning</p> <ul style="list-style-type: none"> <li>Quality acceptance; for the installation of the solution,</li> <li>User acceptance testing (UAT)</li> <li>Commissioning documentations from the bidder to comply with the offered system.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>The final acceptance will be concluded 21 days after the handholding and go-live process.</li> </ul> <p><b>Bidder to commit to these requirements.</b></p>			
<b>10.2.</b>	<b>Live Migrations to avoid any on-air disruptions.</b>			
<b>10.2.1</b>	<p>The Enterprise Digital Library System will integrate with several live systems therefore any migration and change-over is required to run in parallel with the old existing system to avoid any on-air disruptions.</p> <p>Bidder to commit to these requirements.</p>			
<b>11. CHANGE MANAGEMENT</b>				
SABC will need to implement the proposed system in several phases with accompanying training,				

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	<p>change management and handholding. The operational migrations proposed need to progressively grow onto the new workflows/systems with consultation and mediation to avoid on-air interruptions.</p> <p>The change management needs change of workflows. This will require the expertise of the vendor to progressively assist with the change-over onto the new system to achieve the efficiency and results proposed. Growing the system and at the same time grow the staff skills. Although the final details regarding the roll-out will be considered with the final design and project plan it is necessary to determine possible skill sets for differing disciplines and requirements prior to training.</p> <p>Bidder to include the following in the "change management plan":</p>			
<b>11.1.</b>	<b>System Overview Orientation and Training</b>			
<b>11.1.1</b>	Initial <b>System Overview</b> training for both technical and super users to understand the system. <b>(Bidder to include in plan)</b>			
<b>11.2.</b>	<b>System Workflow Development</b>			
<b>11.2.1</b>	Both technical and super users assist in <b>developing workflows</b> . <b>(Bidder to include in plan)</b>			
<b>11.3.</b>	<b>System Implementation</b>			
<b>11.3.1</b>	Technical implementation will include setting up the system after the above processes are completed. <b>(Bidder to include in plan)</b>			
<b>11.4.</b>	<b>System Finalisation of Workflows and Training</b>			
<b>11.4.1</b>	Completion of the improved workflows will give rise to detailed <b>super user and technical</b> training. <b>(Bidder to include in plan)</b>			
<b>11.5.</b>	<b>System Migration Process and Change Management</b>			
	<b>The migration of the end user will require:</b>			
<b>11.5.1</b>	<b>Marketing and creating awareness</b> of the user changes and migrations <b>(Bidder to include in plan)</b>			
<b>11.5.2</b>	<b>Operational training</b> <b>(Bidder to include in plan)</b>			
<b>11.5.3</b>	Operational training will identify the champions that will require additional <b>train the trainer course</b> <b>(Bidder to include in plan)</b>			
<b>11.5.4</b>	Adaptation to the <b>new workflows</b> and setting up Standard			

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	operations Procedures (SOPs) <b>(Bidder to include in plan)</b>			
11.5.5	<b>Handholding</b> The systematic assistance provided by the implementation team is core to establish confident operational usage of the system, with dry-runs and establishing functional workflows. <b>(Bidder to include in plan)</b>			
11.5.6	<b>Go-LIVE</b> 28 consecutive days of fault free system live usage to establish the full system functionality and workflows. <b>(Bidder to include in plan)</b>			
11.6.	<b>Levels of training required:</b>			
<p>Although the final details regarding the roll-out will be considered with the final design and project plan, it is necessary to determine possible skill sets for differing disciplines and requirements prior to training; i.e. the experience of previous system roll-outs and staff migrations to explore and adjust effective workflows and system design modifications for implementation will be core</p> <p>Operational and technical (System Administration) training needs to be provided for each product and or function</p> <ul style="list-style-type: none"><li>Operational training needs to be included with the relevant budget costings</li><li>System Administrator and Technical training needs to be included with the relevant budget costings.</li></ul> <p>Technical staff must be sufficiently trained in order to be able to support all users, troubleshoot and solve technical queries, adjust and streamline the processes and workflow requirements.</p> <p>Provide relevant costing for training of the number of staff below:</p>				

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11.6.1	Bidder to provide overview document of their training approach as part of project deployment			
11.6.2	<b>Systems Administration</b> (Software) expertise and support of the system 20x minimum, <ul style="list-style-type: none"> <li>bidder to also add the following options to train additional staff as below as a separate line item in the costing: <ul style="list-style-type: none"> <li>training 20 staff (Minimum required)</li> <li>training 20 – 40 staff</li> </ul> </li> </ul>			
11.6.3	<b>Technical Support</b> (Hardware & Software) expertise and support of the system 20x <ul style="list-style-type: none"> <li>bidder to also add the following options to train additional staff as below as a separate line item in the costing: <ul style="list-style-type: none"> <li>training 20 staff (Minimum required)</li> <li>training 20 – 40 staff</li> </ul> </li> </ul>			
11.6.4	<b>Super user training</b> i.e. User support (Operational Support) (x40). This team will train users nationally they are the operational <b>Train-the-trainers</b> . (Provinces Operations x 30) <ul style="list-style-type: none"> <li>bidder to also add the following options to train additional staff as below as a separate line item in the costing: <ul style="list-style-type: none"> <li>training 70 staff (Minimum required)</li> <li>training 70 – 100 staff</li> <li>training 100 – 150 staff</li> </ul> </li> </ul>			
11.6.5	<b>The solution requires User Operational training</b> <ul style="list-style-type: none"> <li>bidder to also add the following options to train additional staff as below as a separate line item in the costing: <ul style="list-style-type: none"> <li>A minimum of 500 users need to be trained</li> <li>training 500 – 800 staff</li> <li>training 800 – 1100 staff</li> <li>training 1100 – 1500 staff</li> </ul> </li> </ul>			
11.6.6	<b>User Operational training</b> <ul style="list-style-type: none"> <li>Include 3x Visually-impaired users who must be able to work on the system using their software tools.</li> <li>bidder to also add the options to train additional staff as Bidder to include in costing</li> </ul>			
11.6.7	<ul style="list-style-type: none"> <li>Bidder must commit to provide <b>media clips and manuals</b> (hardcopy and pdf copies) for technical and user training.</li> </ul>			
11.6.8	<ul style="list-style-type: none"> <li>Bidder must commit to provide <b>access to on-line</b> technical and user training and subsequent material, with access to the systems knowledgebase and online video training sessions.</li> </ul> Bidder to include in costs or stipulate if the SLA covers the cost.			
11.6.9	<ul style="list-style-type: none"> <li>All proposed training needs to be defined in the BOM to include the proposed expenses (Travelling, accommodation and subsistence).</li> </ul>			
<b>Bidders who score a Non-Compliant on any of the above requirements will be declared non-</b>				

	<b>A “Partially Comply” statement, non-response, or response without detail will be seen as “Non-Compliant”. Share proof of compliance in the last column i.e. page number or document number of proposal.</b>	<b>Bidders to indicate compliance</b>	<b>Bidders to indicate Non-compliance</b>	Compliance response with Vendor commitment and or page reference for provided supporting information
<b>responsive and will be eliminated from further evaluation.</b>				

## Phase 1B Evaluation

	<p>Share proof of submission in the last column i.e. page number or document number of proposal.</p> <p>The Bidder is expected to answer where applicable and as such add the additional information where necessary.</p> <p>Please note there are only 9 questions in this phase where the bidder is expected to provide information for at least 3. Each question scores 5 points and is required to be responded to with some clear details. The total score is 45 points with the minimum total threshold of 15 points. The Bidder that does not score at least 15 points will be disqualified.</p>	<p>Clear Bidder response (5 points)</p>	<p>No Clear response (0 points)</p>	<p>Supporting information with page reference</p>
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## 4. FUNCTIONAL REQUIREMENTS

### 4.6. Cataloguing (shot-listing) and metadata

The Metadata is the descriptive information of the content which will be added into the EDL. It comprises of different fields, which can also be viewed as tags to assist with the information cataloguing and eventual search and retrieval processes.

Metadata (information about content and within content with their relevant links to the media) The Solution needs to provide:

#### 4.6.18. Content Intelligence & Identification Cataloguing

The bidder is required to provide a solution for each of the following and identify how best the below can be achieved with the relevant costing options:

The EDL is required to incorporate the use of technologies that embody artificial intelligence (AI) including but not limited to:

4.6.18.1.	<ul style="list-style-type: none"> <li>Speech to Text functionality (Which will be beneficial for hearing-impaired users and audio clip metadata identifications);</li> </ul>			
4.6.18.2.	<ul style="list-style-type: none"> <li>Face or picture pattern recognition;</li> </ul>			
4.6.18.3.	<ul style="list-style-type: none"> <li>Artificial intelligence (AI) can be used in the moderation of content, such as identifying coarse/vulgar language that needs to be beeped out or the blurring of certain visual frames, using advanced transcoding or editing system functions;</li> </ul>			
4.6.18.4.	<ul style="list-style-type: none"> <li>AI symbolic learning can help to quickly identify the key content highlights (i.e. especially sports events, political events, service delivery protests, among others) by using advanced transcoding and editing; e.g. classify the genre /classification;</li> </ul>			

## 5. TECHNICAL INFORMATION

### 5.1. General

All core interconnections will be done through the Radio Park IT Server Room (DMZ) on K1 floor and IT Datacentre based on the B1 floor (if available) or the Henley building 2nd floor Server room for the proposed full functional resilience. The regional offices will also be installed and commissioned to link back to the Johannesburg systems.

5.1.1.	The solution is required to be an open system and not proprietary system, i.e. hardware agnostic COTS (Common-off-the-shelf) on SABC site solution.	Answered in Phase 1A Mandatory
5.1.2.	The core solution must be scalable (ability to expand when required).	Answered in Phase 1A Mandatory



	<p>Share proof of submission in the last column i.e. page number or document number of proposal.</p> <p>The Bidder is expected to answer where applicable and as such add the additional information where necessary.</p> <p>Please note there are only 9 questions in this phase where the bidder is expected to provide information for at least 3. Each question scores 5 points and is required to be responded to with some clear details. The total score is 45 points with the minimum total threshold of 15 points. The Bidder that does not score at least 15 points will be disqualified.</p>	Clear Bidder response (5 points)	No Clear response (0 points)	Supporting information with page reference
	The EDL must be built in such a way that additional components and sections can be expanded during subsequent project phases. This includes the customization of workflows.			
5.1.3	Indicate any additional operational, data, content and services that can be offered to enhance the system. Bidder to supply these as costing options with their benefits.			
5.6.	<b>Digital Media Asset Management</b>			
	The solution requires the following functionality to aid system searches, user, media, process, system, workflow and rights management, access control, workflow orchestration, housekeeping; monitoring warning alert and escalations.			
5.6.3	<b>Rights Management</b>			
5.6.3.2	The solution must provide copyright control for SABC Content:			
5.6.3.2.1	<ul style="list-style-type: none"> <li>Content outgast/ export - Encrypted Content rights access code must be used to open SABC Content; Content that has been purchased on file formats will receive the open code once payment is received. Provide a tool to enable this requirement.</li> </ul>	Answered in Phase 1A Mandatory		
5.6.3.2.2	<ul style="list-style-type: none"> <li>Content source identification code (Content pattern fingerprinting, i.e. an invisible patterning hidden inside the content) to assist in tracing SABC content when the content is utilised illegally or passed to third party without permission. Provide a tool to enable this requirement.</li> </ul>			
5.12	<b>IT Systems (Hardware &amp; Software)</b>			
5.12.9	<b>Virtualised and hosted private cloud</b>			
5.12.9.1	<p>Bidder to indicate how the system can be setup virtualised on a private cloud for the SABC, i.e. decentralised as a cloud setup and hosted (hardware, software, infrastructure and services) at and by the SABC with an OEM SLA for operational and technical support with software updates annually (non-subscription based).</p> <p>Bidder to provide this as an option.</p>			
<b>6. INTEGRATION</b>				
	The SABC value chain includes the following systems that need to integrate to ensure seamless workflows with the existing SABC media production storage server systems and the SABC Business Systems referred to below, the following is not limited to these only:			
	<b><u>Compliance systems integration</u></b>	6.23. Radio & TV Compliance system – MediaProxy		
	<b><u>Operations Accessibility integration</u></b>	6.26. Operations Accessibility integration		

	<p>Share proof of submission in the last column i.e. page number or document number of proposal.</p> <p>The Bidder is expected to answer where applicable and as such add the additional information where necessary.</p> <p>Please note there are only 9 questions in this phase where the bidder is expected to provide information for at least 3. Each question scores 5 points and is required to be responded to with some clear details. The total score is 45 points with the minimum total threshold of 15 points. The Bidder that does not score at least 15 points will be disqualified.</p>	Clear Bidder response (5 points)	No Clear response (0 points)	Supporting information with page reference
<b>6.23</b>	<b>Radio &amp; TV Compliance system</b>			
	<p>The SABC currently uses Compliance Systems to record their broadcasts and as such keep records for a predefined period.</p> <p><b>The new TV Compliance system - Mediaproxy</b></p> <p>The SABC TV has Compliance Recording (MediaProxy and Actus 3-4 months of storage) recordings need to be stored longer than 3 years. EDL must extend the retention period of the recorded compliance media to an agreed number of years, and keep accurate catalogue of stored media.</p>			
<b>6.23.1</b>	The ability to save and push content and MediaProxy projects with the linked elements and the associated metadata to the EDL for cataloguing and archival purposes	Answered in Phase 1A Mandatory		
<b>6.23.2</b>	The ability to pull content and or projects with the linked elements and the associated metadata and media from the EDL for Content usage	Answered in Phase 1A Mandatory		
<b>6.23.3</b>	The Bidder will need to carry the cost to enable the required API or similar integration and will need to add it as a separate line item in the bill of material costing.			
<b>6.26</b>	<b>Operations Accessibility integration</b>			
	<p>The SABC needs to accommodate accessibility for its disabled employees.</p> <p>Visually impaired software (JAWS)</p> <p><b>The solution provided by the bidder needs to allow:</b></p>			
<b>6.26.1</b>	Visually impaired users to work on the proposed system (the SABC is currently uses JAWS). Bidder to ensure with a statement to confirm integration with JAWS can be done. Alternatively propose their solution with relevant costing.	Answered in Phase 1A Mandatory		
<b>6.26.2</b>	<p>The visually impaired basic requirements:</p> <ul style="list-style-type: none"> <li>Computer reads screen program needs to be functional.</li> <li>Talk back or text to voice enablement.</li> <li>For ease of use, Short-cut keys must be programmable to navigate between tabs (Different parts of the screen).</li> </ul>	Answered in Phase 1A Mandatory		
<b>6.26.3</b>	Bidder to indicate other Accessibility tools and their enablement as option on their BOM.			
<b>TOTAL (The total score is 45 points with the minimum total threshold of 15)</b>				

## 12 EVALUATION CRITERIA CONTINUATION

### 12.1 PHASE 2: FUNCTIONALITY EVALUATION CRITERIA:

Evaluation Area	Evaluation Criteria	Threshold	Vendor page reference for provided supporting information
<b>12.1.1. Maintenance and support</b>			
	<p>To note: Technical Support is critical and the SABC define it as follows:</p> <ul style="list-style-type: none"> <li>1<sup>st</sup> line support SABC Technical Team and Operation Super Users to be trained to provide the first-line support directly to the Users - SABC staff.</li> <li>2<sup>nd</sup> line support by the vendor, service provider and or OEM(s) selected.</li> </ul> <p>Bidders will be evaluated on their ability to provide a meaningful technical support plan for the system offered:</p>		
<b>12.1.1.1</b>	<b>For software applications and services:</b>		
<b>12.1.1.1.1</b>	<ul style="list-style-type: none"> <li>All application upgrades (including application training on updates), patch releases, configuration, for the duration of the contract, must be included in the SLA at no additional cost = <b>10 points</b></li> <li>If the solution upgrades, patch releases, for the duration of the contract, are at an additional costs to the SABC outside the SLA = <b>0 points</b></li> </ul>	<b>10</b>	
<b>12.1.1.1.2</b>	<ul style="list-style-type: none"> <li>Allow for system customisation and consultation to be done during the course of the SLA contract = <b>10 points</b></li> </ul>	<b>10</b>	
<b>12.1.1.1.3</b>	<ul style="list-style-type: none"> <li>Online operational support directly with the OEM (Original Equipment Manufacturer) = <b>10 points</b></li> </ul>	<b>10</b>	
<b>12.1.1.2</b>	<b>For hardware and software</b>		
<b>12.1.1.2.1</b>	<ul style="list-style-type: none"> <li>A 24/7 direct contact (telephonic) support from the bidder/OEM = <b>10 points</b></li> </ul>	<b>10</b>	
<b>12.1.1.2.2</b>	<ul style="list-style-type: none"> <li>Provide ticketing solution for logging procedures, fault resolutions and escalation = <b>10 points</b></li> </ul>	<b>10</b>	
<b>12.1.1.2.3</b>	<ul style="list-style-type: none"> <li>Local presence - provide evidence of at least 2x locally trained system technicians working for or contracted to the solutions provider which will be part of supporting the dedicated SABC maintenance and support team = <b>10 points</b></li> </ul>	<b>10</b>	

Evaluation Area	Evaluation Criteria	Threshold	Vendor page reference for provided supporting information
12.1.1.2.4	<ul style="list-style-type: none"> <li>Commitment to supply spares and spares exchange by the local bidder within 24 hours = <b>10 points</b></li> </ul>	<b>10</b>	
12.1.1.2.5	<ul style="list-style-type: none"> <li>The first-year maintenance and support with equipment warranty must be embedded as part of the project's deliverable = <b>10 points</b></li> </ul>	<b>10</b>	
12.1.1.2.6	<ul style="list-style-type: none"> <li>Subsequently a SLA for 10 years (year 2 to year 11) maintenance, support and upgrades with all parties (Awarded bidder, OEM(s) and SABC) needs to be supplied with the required costing = <b>10 points</b></li> </ul> <p>Mandatory SLA = <b>0 points</b> (SABC will not enter into mandatory SLA's)</p>	<b>10</b>	
12.1.1.2.7	<ul style="list-style-type: none"> <li>At least 1 free response (visit) by an OEM certified engineer annually as part of the SLA = <b>10 points</b></li> </ul>	<b>10</b>	
12.1.1.2.8	<ul style="list-style-type: none"> <li>Indicate the option to repair and support the system outside an SLA, i.e. time and material costing of work possibility = <b>10 points</b></li> </ul>	<b>10</b>	
<b>12.1.2 Project Implementation and commissioning</b>			
12.1.2	<p>Provide a project plan detailing the approach to be used in delivering the solution as per requirement.</p> <p>Include anticipated timelines and project duration (from time of contract approval)</p> <ul style="list-style-type: none"> <li>below 9 months = <b>10 points</b></li> <li>more than 9 months = <b>0 points</b></li> </ul>	<b>10</b>	
<b>12.1.3 Equipment delivery time frame</b>			
12.1.3	<p>Clearly indicate the expected equipment delivery to the SABC from date of purchase order:</p> <ul style="list-style-type: none"> <li>&gt; 12 weeks delivery = <b>0 points</b></li> <li>&lt; 12 weeks delivery = <b>10 points</b></li> </ul>	<b>10</b>	
<b>Minimum threshold of 130 points</b>		<b>130</b>	
<b>Total</b>		<b>130</b>	

Bidders who obtain less than the set minimum threshold of **130 points** will be declared non-responsive and will be eliminated from further evaluation.

## 12.2 PHASE 3 – DEMONSTRATION OF PRODUCT SOLUTION

**NB: Shortlisted bidders will be required to bring their product to the SABC for demonstration and/or through online demonstration of product solution.**

Once the shortlisted Bidders have been notified the Bidders will be expected to arrange the demonstration within 14 days and as such confirm their availability with the SABC to schedule their demonstration date and time.

Bidders need to demonstrate their product solutions for the following:

The main objective of the practical evaluation is to be given the opportunity to demonstrate the system, its operational simplistic or complex workflows, functions and user interface controls for the experts and operational teams.

The following needs to be show cased to demonstrate the listed evaluation points:

Demonstration must be in line with Document E – Section 4 - 11 of the detailed technical specification document.

### PHASE 3: DEMONSTRATION OF PRODUCT SOLUTION:

	<b>Evaluation Criteria</b> <ul style="list-style-type: none"> <li>• Demonstrated meets criteria (Compliant)</li> <li>• Not demonstrated at all (Non compliant)</li> </ul>	Compliant/ Non-Compliant	Practical function Comment
12.2.1.	Demonstrate how the solution allows digitised material to be uploaded into the digital library and follow the ingest and QC processes.		
12.2.2.	Demonstrate how to save different types of material like documents into EDL and be link to the main content.		
12.2.3.	Demonstrate how to define different metadata fields to save different types of material like documents linked to the main content.		
12.2.4.	Demonstrate how to allow for exporting of material to different formats and different destinations.		
12.2.5.	Demonstrate how Content is DPP shim (hosted by AMWA for TV and Dublin Core for TV & Radio) metadata wrapped with it on delivery and allow SABC to extract, view and update where need be. <ul style="list-style-type: none"> <li>○ DPP shim metadata must be retained from receipt right through to Archives for repurposing reasons</li> </ul>		
12.2.6.	Demonstrate how Placeholder information is made available before uploading content, for automated media and Placeholder linking		
12.2.7.	Demonstrate how customisable mandatory metadata field are setups to allow minimum required info population to be captured.		

	<b>Evaluation Criteria</b> <ul style="list-style-type: none"> <li>• Demonstrated meets criteria (Compliant)</li> <li>• Not demonstrated at all (Non compliant)</li> </ul>	Compliant/ Non-Compliant	Practical function Comment
12.2.8.	Demonstrate how to contribute (import) and distribute (export) files; Transfer files, rewrap files and transcode file to and from the house style format.		
12.2.9.	Demonstrate services need to control and manage the transfer, wrapping and transcode processes.		
12.2.10.	Demonstrate the cataloguing system for content.		
12.2.11.	Demonstrate that the cataloguing system can accommodate the special characters used in South African languages		
12.2.12.	Demonstrate the how the system prevents metadata form 'save' unless all relevant fields in metadata template have been completed (compulsory/ mandatory fields)		
12.2.13.	Demonstrate the ability to wrap metadata to the media for deep archive storage		
12.2.14.	Demonstrate the spell checker - the functionality to perform an English (UK) spell check when cataloguing and searching.		
12.2.15.	Demonstrate the ability to provide capability to perform automated technical QC process for the fault detection on all ingested media		
12.2.16.	Demonstrate the ability to provide reports of QC checks of the detected technical faults which is recorded in the digital Archive as metadata		
12.2.17.	Demonstrate the ability to provide administrative audit trails of all archival workflows, MAM activities and processes and produce audit reports		
12.2.18.	Demonstrate the ability to provide the ability to compile reports on statistical information:		
12.2.18.1.	<ul style="list-style-type: none"> <li>• Information of content usage; so as to prevent over usage and determine the overall usage of archive content</li> </ul>		
12.2.18.2.	<ul style="list-style-type: none"> <li>• Information of system and process usage</li> </ul>		
12.2.18.3.	<ul style="list-style-type: none"> <li>• Provide the ability to compile reports on statistical information allowing CSV and pdf format</li> </ul>		
12.2.19.	Delivery/ Publish/ Repurpose (Outgest) Demonstrate how the user can export content to multiple desired formats in accordance to the platform delivery or required file format		
12.2.20.	Demonstrate that all user interfaces is synchronise to the station time code, to give time (HH:MM:SS:FF) and date(YYyy/MM/dd) Scheduled and manual ingests, editing, media and systems		

	<b>Evaluation Criteria</b> <ul style="list-style-type: none"> <li>• Demonstrated meets criteria (Compliant)</li> <li>• Not demonstrated at all (Non compliant)</li> </ul>	Compliant/ Non-Compliant	Practical function Comment
	management		
<b>12.2.21.</b>	<b>Demonstrate the tool to do Manual Recordings</b>		
12.2.21.1.	• Ability to allocate and extend record duration.		
12.2.21.2.	• Ability to instantaneously do a crash record whenever required before filling in the essential parameters.		
12.2.21.3.	• Ability to modify ingest parameters while recording.		
12.2.21.4.	• Ability to insert the following parameters (but not limited to): Name, Date, Type, Duration, Creator, Category & Comment.		
12.2.21.5.	• Ability to monitor ingests via a confidence preview (both audio and video - monitoring Hi resolution).		
12.2.21.6.	• Ability to Edit (top and tail) recordings.		
<b>12.2.22.</b>	<b>Demonstrate the tool to do Scheduled recordings</b>		
12.2.22.1.	• Ability to allocate and extend duration as scheduled		
12.2.22.2.	• Ability to modify ingest parameters while recording		
12.2.22.3.	• Ability to insert the following parameters (but not limited to): Name, Date, Type, Duration, Creator, Category and Comment.		
12.2.22.4.	• The system must be able to control the video router to allocate sources for scheduled recordings.		
12.2.22.5.	• Ability to lock down router control when recording to avoid source changes (with force override alert/pop-up) (refer to integration for Router details).		
12.2.22.6.	• Ability to monitor ingests via a confidence preview (both audio and video- monitoring Hi resolution).		
12.2.22.7.	• Ability to Edit (top and tail) recordings.		
12.2.22.8.	• User interface needs to allow the ability to schedule all recordings by using a "Calendar-Timetable" to allocate available timeslots per ingest and monitor recordings in progress.		
<b>12.2.23.</b>	Illustrate how the solution is setup to provide different media to different platforms – I.e. the capability to Publish/Repurpose multiple media files to accommodate orchestrated distribution to multi-platforms e.g. Web, VOD, Social Media, YouTube (illustrate other possibilities).		
<b>12.2.24.</b>	Demonstrate how the solution to manages file-flow, quality control, transcode system, work-load distribution, error/failure detections and alert capability is realised;		
<b>12.2.25.</b>	Demonstrate how the progress of Processes can be monitored - The system must have the ability to monitor the real-time status of file being processes. (e.g. progress status bars and flow control)		
<b>12.2.26.</b>	Illustrate how a customisable <b>quality check</b> transcoded profile for content is generated.  Illustrate how this can be shown in a report; the profile and the		



	<b>Evaluation Criteria</b> <ul style="list-style-type: none"> <li>• Demonstrated meets criteria (Compliant)</li> <li>• Not demonstrated at all (Non compliant)</li> </ul>	Compliant/ Non-Compliant	Practical function Comment
	tracked changes.		
12.2.27.	Draw a quality Control report for the system detection and correction for each MXF processed file. Also Illustrate the format of the report to be in PDF with the same name as the MXF file.		
12.2.28.	Demonstrate how the QC info will be import as metadata into system's database and editing application.		
12.2.29.	Illustrate how a customisable <b>auto-correct</b> transcoded profile for content is generated/ edited (How to build profile). Show how errors that were detected have been corrected.		
12.2.30.	Illustrate how the <b>Quality Control farm management tool</b> functions and controls work-load balancing with QC and alert escalation (pop-ups and email alerts)		
12.2.31.	Illustrate how the <b>Transcode farm management tool</b> functions and controls work-load balancing and alert escalation (pop-ups and email alerts)		
12.2.32.	Illustrate how the editor views content errors found by the QC system, enabling the editor to correct these errors.		
12.2.33.	Show the Edit solution Storyboard interfaces		
12.2.33.1.	<ul style="list-style-type: none"> <li>• Clear content search window</li> </ul>		
12.2.33.2.	<ul style="list-style-type: none"> <li>• Content Viewer (with timecode and duration)</li> </ul>		
12.2.33.3.	<ul style="list-style-type: none"> <li>• Audio monitoring with level indicator</li> </ul>		
12.2.33.4.	<ul style="list-style-type: none"> <li>• Illustrate how to setup user interfaces for both audio only and Video/Audio editing</li> </ul>		
12.2.34.	Show the Cut Edit solution interface		
12.2.34.1.	<ul style="list-style-type: none"> <li>• Content Viewer (with timecode and clip duration)</li> </ul>		
12.2.34.2.	<ul style="list-style-type: none"> <li>• Timeline Viewer (with timecode and edit duration)</li> </ul>		
12.2.34.3.	<ul style="list-style-type: none"> <li>• Edit timeline of multiple individual audio and video tracks</li> </ul>		
12.2.34.4.	<ul style="list-style-type: none"> <li>• Audio monitoring with level indicator as well as audio rubber-band following the audio level on the track similar to WavLab</li> </ul>		
12.2.34.5.	<ul style="list-style-type: none"> <li>• Audio tool with Final mix capability</li> </ul>		
12.2.34.6.	<ul style="list-style-type: none"> <li>• Video Effects tool palette, e.g. Blur, mosaic effects, captions/titles</li> </ul>		
12.2.34.7.	<ul style="list-style-type: none"> <li>• Illustrate how to setup user interfaces for both audio only and Video/Audio editing</li> </ul>		
12.2.34.8.	<ul style="list-style-type: none"> <li>• Illustrate how to setup Software to function as a desktop application and web browser</li> </ul>		



	<b>Evaluation Criteria</b> <ul style="list-style-type: none"> <li>• Demonstrated meets criteria (Compliant)</li> <li>• Not demonstrated at all (Non compliant)</li> </ul>	Compliant/ Non-Compliant	Practical function Comment
<b>12.2.35.</b>	Show the Craft Advanced Edit solution interface		
12.2.35.1.	<ul style="list-style-type: none"> <li>• Video effects (including but not limited to blurring and tracking of Images, colour correction, keying, dissolves and wipes);</li> </ul>		
12.2.35.2.	<ul style="list-style-type: none"> <li>• Change speed of clip including frame freeze., i.e. slowing down, speeding up of clips</li> </ul>		
12.2.35.3.	<ul style="list-style-type: none"> <li>• Illustrate the ability to edit Hi-res as well as low-res media</li> </ul>		
12.2.35.4.	<ul style="list-style-type: none"> <li>• Ability to edit and change aspect ratio and picture resizing</li> </ul>		
12.2.35.5.	<ul style="list-style-type: none"> <li>• Voice-over capabilities</li> </ul>		
12.2.35.6.	<ul style="list-style-type: none"> <li>• Active Mic-level monitoring;</li> </ul>		
12.2.35.7.	<ul style="list-style-type: none"> <li>• Audio final mix;</li> </ul>		
12.2.35.8.	<ul style="list-style-type: none"> <li>• Voice muffling;</li> </ul>		
12.2.35.9.	<ul style="list-style-type: none"> <li>• Splice and Ripple mode editing modes;</li> </ul>		
12.2.35.10	<ul style="list-style-type: none"> <li>• Include pictures and graphics within the edit including alpha channels, e.g. Graphic, picture sequences, motion graphics insertions, video and picture inserts with alpha</li> </ul>		
12.2.35.11	<ul style="list-style-type: none"> <li>• Sub-titling, insertion and embedding to and from files</li> </ul>		
12.2.35.12	<ul style="list-style-type: none"> <li>• Audio description insertion and embedding to and from files</li> </ul>		
12.2.35.13	<ul style="list-style-type: none"> <li>• Illustrate the means to correct for Interpolate field function for reversal of video field/frame order</li> </ul>		
<b>12.2.36.</b>	Illustrate the user interface for the <b>Video and Audio Logging Tool</b> to allow for pre-setup user interface metadata cataloguing, doing real-time video or audio logging.		
<b>12.2.37.</b>	Illustrate how the solution <b>central media management:</b>		
12.2.37.1.	<ul style="list-style-type: none"> <li>• Manages the housekeeping and sets up associated automated rules</li> </ul>		
12.2.37.2.	<ul style="list-style-type: none"> <li>• the auto purge and time to live can be setup</li> </ul>		
12.2.37.3.	<ul style="list-style-type: none"> <li>• the auto transfers can be setup</li> </ul>		
12.2.37.4.	<ul style="list-style-type: none"> <li>• accommodates the setup of workflow rules across all the storage Servers</li> </ul>		
12.2.37.5.	<ul style="list-style-type: none"> <li>• track assets within the system</li> </ul>		
<b>12.2.38.</b>	<b>Illustrate how the Media Manager tools user interface display the following abilities:</b>		
12.2.38.1.	<ul style="list-style-type: none"> <li>• Customisable dashboard for performing housekeeping tasks</li> </ul>		
12.2.38.2.	<ul style="list-style-type: none"> <li>• To do filtered searches</li> </ul>		
12.2.38.3.	<ul style="list-style-type: none"> <li>• To batch select clips for deletion</li> </ul>		
12.2.38.4.	<ul style="list-style-type: none"> <li>• Controls the media transfers and rules surrounding the processes</li> </ul>		
12.2.38.5.	<ul style="list-style-type: none"> <li>• Monitoring and alert responses to control the media flows</li> </ul>		
<b>12.2.39.</b>	<b>Rights allocation</b> <b>Illustrate how the media manager can:</b>		
12.2.39.1.	<ul style="list-style-type: none"> <li>• Setup and allocate user rights for group access, read /write, view only access</li> </ul>		

	<b>Evaluation Criteria</b> <ul style="list-style-type: none"> <li>• Demonstrated meets criteria (Compliant)</li> <li>• Not demonstrated at all (Non compliant)</li> </ul>	Compliant/ Non-Compliant	Practical function Comment
12.2.39.2.	<ul style="list-style-type: none"> <li>• Setup and allocate media rights access to control read /write, view only access</li> </ul>		
<b>12.2.40.</b>	<b>Demonstrate the Search engine</b>		
12.2.40.1.	<ul style="list-style-type: none"> <li>• Illustrate that the below parameters can be used as searches criteria:</li> </ul>		
12.2.40.1.1	<ul style="list-style-type: none"> <li>o name,</li> </ul>		
12.2.40.1.2	<ul style="list-style-type: none"> <li>o file size,</li> </ul>		
12.2.40.1.3	<ul style="list-style-type: none"> <li>o owner,</li> </ul>		
12.2.40.1.4	<ul style="list-style-type: none"> <li>o duration,</li> </ul>		
12.2.40.1.5	<ul style="list-style-type: none"> <li>o date,</li> </ul>		
12.2.40.1.6	<ul style="list-style-type: none"> <li>o time created,</li> </ul>		
12.2.40.1.7	<ul style="list-style-type: none"> <li>o category,</li> </ul>		
12.2.40.1.8	<ul style="list-style-type: none"> <li>o publisher,</li> </ul>		
12.2.40.1.9	<ul style="list-style-type: none"> <li>o last modified by and</li> </ul>		
12.2.40.1.10	<ul style="list-style-type: none"> <li>o file-type (Placeholder, source clip or edited clip)</li> </ul>		
12.2.40.2.	<ul style="list-style-type: none"> <li>• Search functionality of metadata fields:</li> </ul>		
12.2.40.2.1	<ul style="list-style-type: none"> <li>o free text searches,</li> </ul>		
12.2.40.2.2	<ul style="list-style-type: none"> <li>o titles,</li> </ul>		
12.2.40.2.3	<ul style="list-style-type: none"> <li>o language searches,</li> </ul>		
12.2.40.2.4	<ul style="list-style-type: none"> <li>o Boolean searches,</li> </ul>		
12.2.40.2.5	<ul style="list-style-type: none"> <li>o date searches,</li> </ul>		
12.2.40.2.6	<ul style="list-style-type: none"> <li>o advanced searches to narrow down search results,</li> </ul>		
12.2.40.3.	<ul style="list-style-type: none"> <li>• Illustrate how to customize searches</li> </ul>		
12.2.40.4.	<ul style="list-style-type: none"> <li>• Illustrate search history, save searches and re-use previous searches is achieved</li> </ul>		
12.2.40.5.	<ul style="list-style-type: none"> <li>• Illustrate search results displayed as text and visual based (media Thumbnails)</li> </ul>		
<b>12.2.41.</b>	<b>Illustrate the management solution for data protection / Intellectual Property / exploitation of media content:</b>		
12.2.41.1.	<ul style="list-style-type: none"> <li>• Illustrate the setting up of business rules to accommodate the rights management of the how to regulate and distribute content to different platforms. (e.g. restrict some content to void being published to social media platforms)</li> </ul>		
12.2.41.2.	<ul style="list-style-type: none"> <li>• Illustrate how the EDL must allow for proper and clear categorization of content that can be used for both commercial and non-commercial purposes;</li> </ul>		
12.2.41.3.	<ul style="list-style-type: none"> <li>• Demonstrate how the solution provides rights allocation to control content rights, permitting search criteria and restrictions</li> </ul>		
12.2.41.4.	<ul style="list-style-type: none"> <li>• Demonstrate how the solution provides branding and watermarking of assets</li> </ul>		
12.2.41.5.	<ul style="list-style-type: none"> <li>• Demonstrate how the solution caters for notifications/alerts</li> </ul>		

	<b>Evaluation Criteria</b> <ul style="list-style-type: none"> <li>• Demonstrated meets criteria (Compliant)</li> <li>• Not demonstrated at all (Non compliant)</li> </ul>	Compliant/ Non-Compliant	Practical function Comment
	that will alert users that the information/content they are about to view/hear has use rights restrictions		
<b>12.2.42.</b>	Illustrate how the System Administrator is to:		
<b>12.2.42.1.</b>	<ul style="list-style-type: none"> <li>• Illustrate how to manage the system, setups and configurations and maintain the databases; Database administration, maintenance &amp; backups</li> </ul>		
<b>12.2.42.2.</b>	<ul style="list-style-type: none"> <li>• Illustrate how the system provides a live dashboard monitoring and tracking – for the system administrator to diagnose and interrogate the system performance, including user activity statuses</li> </ul>		
<b>12.2.42.3.</b>	<ul style="list-style-type: none"> <li>• Illustrate how the system manages Tracking and logging of user activity</li> </ul>		
<b>12.2.43.</b>	<b>Business Rules</b> The EDL will require business and process rules to be linked as the system process orchestration is rolled out; to name a few business rules as examples: Housekeeping Rules, Naming conventions, auto purge/transfer and process with workflow rules across all the relevant integrated systems		
<b>12.2.43.1.</b>	<ul style="list-style-type: none"> <li>• Illustrate how the SABC can setup business rules and modify them as required.</li> </ul>		
<b>12.2.43.2.</b>	<ul style="list-style-type: none"> <li>• Illustrate how Business rules can be setup to be version controlled and trackable (modifying a process will save the new modification as a new version keeping the previous last good file version as a backup)</li> </ul>		
<b>12.2.44.</b>	Illustrate the following:		
<b>12.2.44.1.</b>	<ul style="list-style-type: none"> <li>• Illustrate how the system manages and monitors the real-time status of a workflow through a chain of processes, e.g. content ingested, QC'd, transcoded, transferred, published, etc. (progress status bars and alert flow control for error detection are required.)</li> </ul>		
<b>12.2.44.2.</b>	<ul style="list-style-type: none"> <li>• Illustrate how the system can be customised and thereby modify the system, workflows, user task allocations as change are required.</li> </ul>		
<b>12.2.44.3.</b>	<ul style="list-style-type: none"> <li>• Illustrate how the system provides live job/task monitoring and control for the user to track the task statuses to identify the number of tasks in the system and priorities the tasks as required</li> </ul>		
<b>12.2.44.4.</b>	<ul style="list-style-type: none"> <li>• Illustrate how the task progress monitoring with time based (or time-out) task tracking and alert triggering for escalation notifications according to predetermined business rules is achieved.</li> </ul>		
<b>12.2.45.</b>	The SABC requires the necessary tool to customise and streamline the workflows of the system operationally and technically Demonstrate the following:		
<b>12.2.45.1.</b>	<ul style="list-style-type: none"> <li>• Demonstrate the tools that will assist with Workflow graphical monitoring and modelling dashboard, with automated actions &amp; decision boxes adjusting effective workflows – for operations to control</li> </ul>		

	<b>Evaluation Criteria</b> <ul style="list-style-type: none"> <li>• Demonstrated meets criteria (Compliant)</li> <li>• Not demonstrated at all (Non compliant)</li> </ul>	Compliant/ Non-Compliant	Practical function Comment
12.2.45.2.	<ul style="list-style-type: none"> <li>• Demonstrate how Real-time task status are assigned to individuals or groups</li> </ul>		
12.2.45.3.	<ul style="list-style-type: none"> <li>• Demonstrate how the Workflow monitoring assists to reveal the system workflow processes to detect inefficiencies or errors in the workflows.</li> </ul>		
12.2.45.4.	<ul style="list-style-type: none"> <li>• Illustrate the tool or service that will enable active and passive workflow notifications including escalations and reminders within predefined time periods.</li> </ul>		
12.2.45.5.	<ul style="list-style-type: none"> <li>• Show a log file of recorded activity of changes to configuration, auditing and tracking and workflow modifications. <b>With at least the following fields:</b></li> </ul>		
12.2.45.5.1	<ul style="list-style-type: none"> <li>○ Actions/processes/transactions performed</li> </ul>		
12.2.45.5.2	<ul style="list-style-type: none"> <li>○ User that performed it</li> </ul>		
12.2.45.5.3	<ul style="list-style-type: none"> <li>○ Record of changes</li> </ul>		
12.2.45.5.4	<ul style="list-style-type: none"> <li>○ date &amp; time stamp</li> </ul>		
12.2.45.5.5	<ul style="list-style-type: none"> <li>○ metadata changes, inclusions.</li> </ul>		
12.2.45.5.6	<ul style="list-style-type: none"> <li>○ transcode/ transfers</li> </ul>		
12.2.45.5.7	<ul style="list-style-type: none"> <li>○ housekeeping management</li> </ul>		
12.2.45.5.8	<ul style="list-style-type: none"> <li>○ publishes</li> </ul>		
12.2.45.5.9	<ul style="list-style-type: none"> <li>○ playout</li> </ul>		
12.2.45.5.10	<ul style="list-style-type: none"> <li>○ front end of statuses (media status changes, e.g. placeholder empty indicates new_placeholder)</li> </ul>		
12.2.45.5.11	<ul style="list-style-type: none"> <li>○ Task analysis related to stories/content and users</li> </ul>		
12.2.45.5.12	<ul style="list-style-type: none"> <li>○ alerts/ warnings tracking and logging with escalations</li> </ul>		
12.2.46.	Demonstrate the administration tool used to customise audit trails to produce audit reports		
12.2.47.	Demonstrate an inventory tool for content usage.		
12.2.48.	Demonstrate the available tool(s) the solution has to provide the below functionality:		
12.2.48.1.	<ul style="list-style-type: none"> <li>• to indicate the number of daily users of the system,</li> </ul>		
12.2.48.2.	<ul style="list-style-type: none"> <li>• to indicate the number of concurrent traffic usage of the processes and licenses (e.g. editing)</li> </ul>		
12.2.48.3.	<ul style="list-style-type: none"> <li>• to illustrate how available tools can assist with the system monitoring performance to improve from an operational point of view in order to determine which resources are required to better service the users.</li> </ul>		
12.2.48.4.	<ul style="list-style-type: none"> <li>• to illustrate how reports on user trends can be generated.</li> </ul>		
12.2.48.5.	<ul style="list-style-type: none"> <li>• to illustrate system performance monitoring; System software and hardware analysis, e.g. storage capacity and performance</li> </ul>		

	<b>Evaluation Criteria</b> <ul style="list-style-type: none"> <li>• Demonstrated meets criteria (Compliant)</li> <li>• Not demonstrated at all (Non compliant)</li> </ul>	Compliant/ Non-Compliant	Practical function Comment
<b>12.2.49.</b>	Illustrate how reports can be sent as below:		
<b>12.2.49.1.</b>	• Email (one must be able to have an option to email);		
<b>12.2.49.2.</b>	• Download (to a selected destination) as a file. CSV to be one of the file formats.		
<b>12.2.50.</b>	Demonstrate the Engineering Dashboard for diagnostic hardware and software as required:		
<b>12.2.50.1.</b>	• for system monitoring, health checks and Interrogation,		
<b>12.2.50.2.</b>	• For error & exception handling		
<b>12.2.50.3.</b>	• for maintenance to drill down to identify failed components of the system		
<b>12.2.50.4.</b>	• for the equipment and including SNMP for device dashboard monitoring via a LAN and web platform		
<b>12.2.50.5.</b>	• For Pop up Alerts to relevant support administrators for Core system failures and Network issues		
<b>12.2.50.6.</b>	• For Email notification to relevant user support		
<b>Bidders who score a Non-Compliant on any of the above requirements will be declared non-responsive and will be eliminated from further evaluation.</b>			

Bidders who are non-compliant will be declared non-responsive and will be eliminated from further evaluation. (BBBEE and Price)

### 12.3. PHASE 4 - PRICE AND BBBEE

The bid responses will be evaluated on the 90/10 preference point system. Bidders are to provide detailed breakdown of all direct and indirect costs associated with the contract, including licence fees if any.

### 12.4. Pricing Breakdown Model

**12.4.1.** All hardware, software and licenses, installation, integration, training and support etc. 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).

**12.4.2.** 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.

**12.4.3.** Supplier must provide the product specifications of the hardware and

software of the items priced.

- 12.4.4.** 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.

## **12.5 Financial Stability**

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

### **FINANCIAL STABILITY**

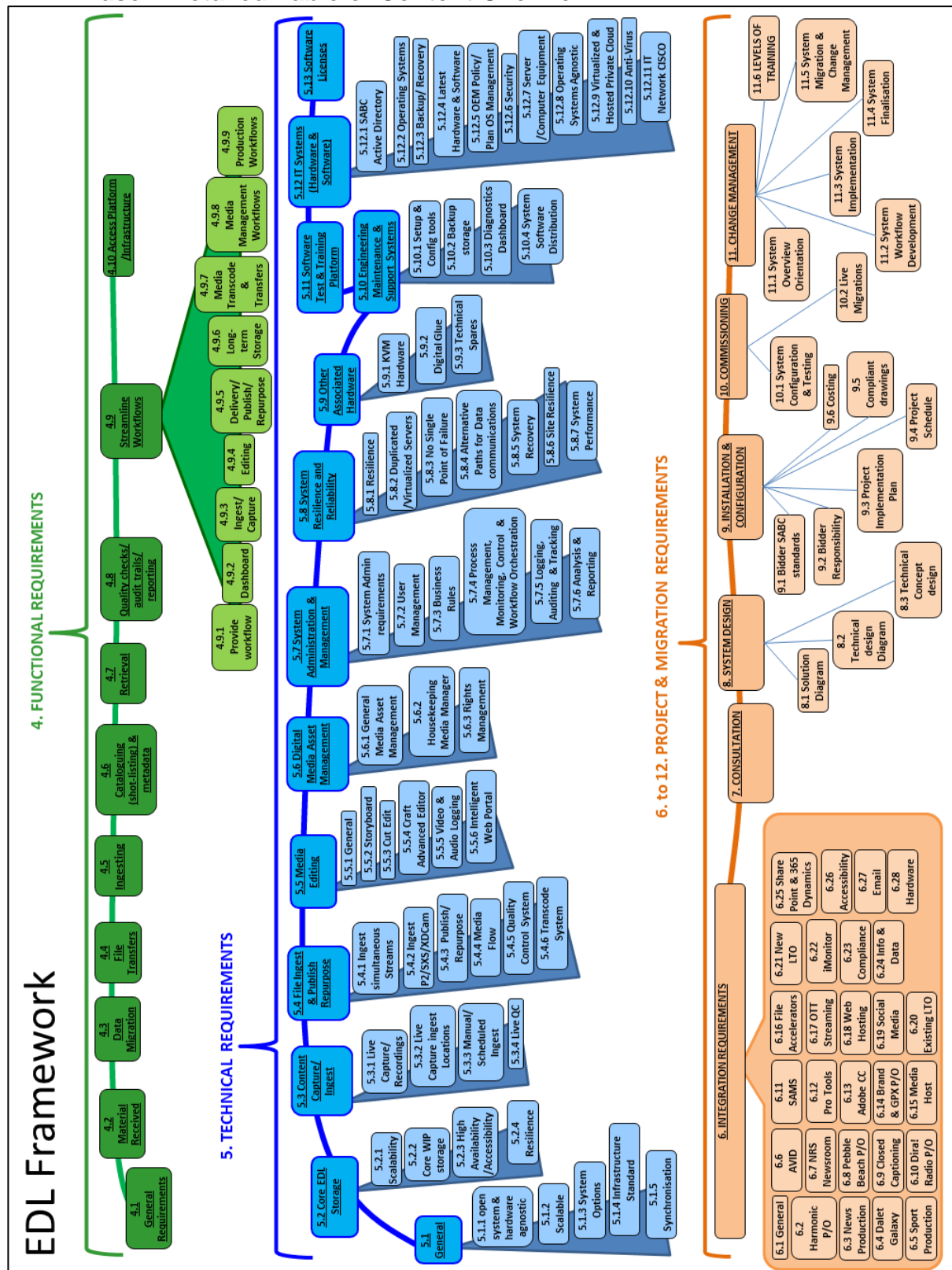
***Respondents are required to submit their audited financial statements for the past 3 years with their Proposal/Bid in order to enable the SABC to establish financial stability as follows:-***

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

## **12. 6. Objective Criteria**

- 12.6.1 The SABC reserve the right not to consider proposals from bidders who are currently in litigation with the SABC.
- 12.6.2 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.
- 12.6.3 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.

## 12.7. Phase 1 Detailed Table of Content Overview



## TABLE OF CONTENT FOR PHASE1

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 **90/10** system for requirements with a Rand value above R50 million (all applicable taxes included).

1.2 The value of this bid is estimated to be above R50 million (all applicable taxes included) and therefore the.....**90/10**.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
<b>1.3.1.1 PRICE</b>	90
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	10
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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"/>
	<b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>		
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)? <b>Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	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 bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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/2020/54**

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 consortium<sup>3</sup> 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.

**<sup>3</sup> 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 \_\_\_\_\_ 2021

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 compulsory online briefing session will be held on line via MS Teams. The link has been provided on the cover page of this RFP document.**

- 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](mailto:tenderqueries@sabc.co.za)
- The queries must be submitted at least within 10 days after the tender has been advertised on the SABC Website.
- The Bid Office will forward the queries to the Bid Specification Team for relevant response.
- 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.

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