

## REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	To appoint a service provider to design and publish 12 SENTECH's Quarterly email newsletters. The newsletters will be disseminated internally by email.		
Quotation or Proposal no:	RFX 6000003001		
RFQ Issue date:	04 September 2025		
Closing date:	11 September 2025		
Closing time:	12h00	Validity period:	90 days

You are invited to provide a quote to deliver the goods, services or works defined in the Scope of Work.

### QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

Quotations Administrator	Nosipho Lembethe
Telephone no:	067 416 4720
E-mail:	<a href="mailto:Quotations4@sentech.co.za">Quotations4@sentech.co.za</a>

### Form of Offer and Acceptance

#### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

### THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in ..... words)

.....

.....Rand;

R.....(in figures)

**THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE**

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s)

Capacity

**For the  
tenderer:**

Name &  
signature of  
witness

*(Insert name and address of  
organisation)*

Date

**Acceptance**

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the  
Employer**

*(Insert name and address of  
organisation)*

Date

Name &  
signature of  
witness

.....

## **RFQ Data**

### **1. ADMINISTRATIVE RESPONSIVENESS CRITERIA**

1.1. Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that they are tax compliant and that all required information is submitted to Sentech. Supplier's providing quotations must be registered on the Sentech Supplier Database.

#### **1.2. Quotations must be in a Company Letterhead.**

1.3. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.

1.4. Quotations or Proposals must be fully completed and signed in BLACK ink.

1.5. Quotations must be submitted via Email.

1.6. The Tenderer undertakes to the Purchaser that it will treat as confidential the terms of this RFQ together with all the Purchaser's confidential information and will not disclose such confidential information to any person, firm or company (other than to its auditors and other professional advisers) or to the media, and will not use such confidential information other than for the purposes of this RFQ, subject always to any prior specific authorisation in writing by the Purchaser to such disclosure or use."

### **2. AWARD OF RFQ's**

Sentech may appoint one or more suppliers, in whole or in part, or not appoint any supplier/s at all, and/or cancel the bid in its entirety, at Sentech's sole and exclusive discretion, in order to satisfy various needs which may be identified, and to manage certain risks associated with the supply of goods or services specified in respect of the Bid.

### **3. RATE OF EXCHANGE, CURRENCY FLUCTUATIONS AND CURRENCY**

All bid prices quoted shall be in South African Rands (ZAR). If prices are in a foreign currency, the rate of exchange quoted shall remain fixed throughout the term of the agreement. Bidders will bear the risk of and all cost/s associated with currency fluctuations, therefore Bidders shall be required to manage such risk in their bid price.

### **4. GENERAL - PRICES**

All prices shall be quoted in ZAR.

Unless written approval has been obtained from Sentech, no adjustment in contract prices will be made. Applications for price adjustment must be accompanied by documentary evidence in support of any adjustment.

### **5. PRICE NEGOTIATIONS**

Sentech reserves the right to negotiate market related prices and discounts. If market-related prices are not agreed to, Sentech reserves the right to cancel the Bid.

## 6. EVALUATION CRITERIA

The evaluation criteria are stipulated in 7 below. It is the Bidder's responsibility to ensure that they have responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid

## 7. RFQ EVALUATION METHOD

This RFQ will be evaluated as described in the table below.

<b>Evaluation Method</b>	<ol style="list-style-type: none"> <li><b>Stage 1 – Administrative Responsiveness Evaluation</b> All the Quotations will be evaluated against the <b>Administrative responsiveness requirements</b> as set out in section 2 of the RFQ Data.</li> <li><b>Stage 2 – Functional Evaluation Criteria</b> The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further.</li> <li><b>Stage 3 – Price and Preference</b> Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20 Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.</li> </ol>
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### 7.1. Functional Evaluation Criteria

Functionality criteria	Proof Required	Points
<p><b>1. Experience in creative design and layout of a digital/email newsletter.</b> The supplier must provide <b>creative designs and layouts</b> of digital and/or email newsletters produced or designed <b>within the last five years</b>. These samples (links or digital files) must be accompanied by a <b>dated reference letter</b> on the company's letterhead, confirming the work completed.</p> <p>NB: No reference letter no point allocation</p> <ol style="list-style-type: none"> <li>0-2 digital/email newsletter(s) accompanied by reference letter = 0</li> <li>3-4 digital/email newsletters accompanied by reference letter = 10</li> <li>5 or more digital/email newsletters accompanied by reference letter = 20</li> </ol>	<p><b>Dated reference letter</b> on the company's letterhead and digital newsletters</p>	<p><b>20</b></p>

<p><b>2. Samples of both digital and email newsletters done in PDF, Flipbook, HTML format, and years.</b> Live links or in downloadable formats (e.g., PDF or flipbook), option of a flipbook format or suggest that the newsletter must be adaptable to 3 different formats or so including the flipbook, PDF, and HTML</p> <p>i. 0-2 newsletter = 0 ii. 3-4 newsletters =10 iii. 5 or more newsletters = 20</p>	<p><b>Samples of both digital and email newsletters done in PDF, Flipbook, HTML format, not older than 3 years'.</b></p>	<p><b>20</b></p>
<p><b>3. Copy editing and proofreading of newsletters.</b> Service provider to submit copies of news articles edited and proofread for business newsletters, accompanied by reference letter on company letterhead confirming the editing &amp; proofreading (same client acceptable)</p> <p>NB: No copies of digital news articles submitted no point allocation. No reference letter confirming the editing and proofreading of the news articles submitted no point allocation</p> <p>i. 0-4 news articles edited and proofread with reference letters = 0 ii. 5-6 news articles edited and proofread with reference letters = 10 iii. 7 and more news articles edited and proofread with reference letters = 20</p>	<p><b>20</b></p>	
<p><b>4. Proofreading and copy editing</b> CVs of the person(s) who will be responsible for proofreading and copy editing, indicating their years of experience, along with samples of previous work.</p> <p>i. 0-1 CVs along with samples of previous work done, 2 years of experience = 0 ii. 1-2 CVs along with samples of previous work done, 4 years of experience = 5 iii. 2-3 CVs along with samples of previous work done, 5+ years of experience = 10</p>	<p>CVs detailing the number of years' experience in proofreading and copy editing, along with samples of previously edited work.</p>	<p><b>10</b></p>
<p><b>5. Graphic Designer CV</b> CV's of the person(s) with graphic design experience, indicating their years of experience, and samples of previous digital/email newsletters work done.</p> <p>i. 0-1 CV's provided with samples of previous work done, 2 years of experience = 0 ii. 1-2 CV's provided with samples of previous work done, 4 years of experience =5 iii. 2-3 CV's provided with samples of previous work done, 5+ years of experience = 10</p>	<p>CVs detailing the number of years' experience in graphic design, along with samples of previous digital/email newsletters designed</p>	<p><b>10</b></p>

<b>Total Points: 80</b>	<b>80</b>	
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Total minimum qualifying functional score **50** points.

## 8. Preference Point allocation – 80/20

Sentech's Specific goals emanate from the section 2(1)d of the Preferential Procurement Policy Act which may include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability. The Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	A valid BBEE Certificate showing at least 51% black ownership
	5	A valid BBEE Certificate showing at least 25.1 – 50% black ownership
	3	Black owned company showing at least 5 – 25% black ownership
	0	Below 5%
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBEE Certificate showing at least 51% women ownership
	4	A valid BBEE Certificate showing at least 25.1 – 50% women ownership
	2	A valid BBEE Certificate showing at least 5-25% women ownership
	0	A valid BBEE Certificate showing at less than 5% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability, confirmation of disability from the Department of Labour, BEE certificate or equivalent confirmation.
<b>Total Points</b>	<b>20</b>	

## 9. Price Calculation 80/20

The following formula will be used to calculate the points for price.

$$P_s = 80 \left[ 1 - \frac{(P_t - P_{min})}{P_{min}} \right]$$

Where:

$P_s$	=	Points scored for price of bid under consideration
$P_t$	=	Rand value of bid under consideration
$P_{min}$	=	Rand value of lowest acceptable bid

## **ANNEXURE1: SCOPE OF WORKS**

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

### **BACKGROUND**

Sentech is looking to appoint a service provider to design and publish 12 SENTECH's Quarterly email newsletters. The newsletters will be disseminated internally by email.

### **SCOPE**

- Design and layout of the emailer with different themes for each edition
- Design and layout of 12 themed articles per publication
- Source the relevant images for the articles
- Load the articles on Sentech website and intranet on HTML format in slides
- Publish the newsletter to Sentech staff email addresses
- Provide a PDF version of the newsletter for posting on intranet
- Provide a report on the readership of each edition
- Submit 5 designs, layout and typesetting concepts
- Content/Copy editing and proofreading
- Width: 500 to 600px
- File weight 20MB max
- Header to include the SENTECH logo, etc.
- Height: enough to display about 10 blocks/stories on the main part of the newsletter (supplier to advise)
- Add SENTECH social media links at the footer
- Convert videos into links and embed on the newsletter

END.