



SCM Division  
Radio Park, Henley Road  
Auckland Park 2092  
Johannesburg  
Private Bag X1  
Auckland Park 2006  
Tel. +11 714-4764  
Fax + 11 714-4000  
URL [www.sabc.co.za](http://www.sabc.co.za)  
E-mail: [NemukulaN@sabc.co.za](mailto:NemukulaN@sabc.co.za)

### REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/FIN/2022/108
RFQ ISSUE DATE	17 AUGUST 2022
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO DO AN ASSESSMENT OF THE SABC'S CURRENT SAP ERP ENVIRONMENT AND TO PROVIDE A RECOMMENDATION ON THE MOST SUITABLE TRANSITION PATH FOR ITS SAP UPGRADE <b>AS A ONCE OFF PROJECT.</b>
BRIEFING SESSION	N/A
CLOSING DATE & TIME	09 SEPTEMBER 2022 AT 12H00

**Submissions must be electronically submitted to [RFQSubmissions@sabc.co.za](mailto:RFQSubmissions@sabc.co.za) on or before the closing date of this RFQ,**

For queries, please contact **Nyandano Nemukula** on this email [tenderenquiries@sabc.co.za](mailto:tenderenquiries@sabc.co.za)  
The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO. : \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

**South South African Broadcasting Corporation SOC Limited:** Registration Number: 2003/023915/30  
**Non-Executive Directors:** Mr B E Makhathini (Chairperson); Ms M Mohlala-Mulaudzi (Deputy Chairperson); Prof S Cooper; Dr R K C Horne; Adv M B B Lekalakala; Mr D M Maimela; Mr M G Markovitz; Mr D K Mohuba; Ms J Patel; Mr J H Phalane; Ms M B Papayya; Dr M Socikwa  
**Executive Directors:** Mr M T Mxakwe (Group Chief Executive Officer); Mr I C Plaatjes (Chief Operations Officer); Ms Y van Biljon (Chief Financial Officer); **Company Secretary:** L V Bayi

## **NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION**

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
  2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
  3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
  4. All submissions should be prominently marked with the following details in the email subject line:
    - **RFQ Number and bidders' name.**
  5. 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
  6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
  7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
    - receipt of incomplete bid
    - file size
    - delay in transmission receipt of the bid
    - failure of the Bidder to properly identify the bid
    - illegibility of the bid; or
    - Security of the bid data.
- **NB: THE BIDDER SHOULD ENSURE THAT LINKS FOR WETRANSFER AND GOOGLE DROP BOX EXPIRE AFTER 30 DAYS OF THEIR SUBMISSIONS INSTEAD OF 7 DAYS.**

## REQUIRED DOCUMENTS

- 1.1 Submit proof CSD registration
- 1.2 Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses.  
(Verification will also be done by the SABC internally).
- 1.3 Valid Tax Clearance Certificate or SARS "Pin" to validate supplier's tax matters
- 1.4 Original or Certified copy of Valid BBEE Certificate (from SANAS accredited Verification Agency)
- 1.5 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
  - 1.4.1 Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
  - 1.4.2 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.**

- 1.6 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.7 Certified copy of Shareholders' certificates.
- 1.8 Certified copy of ID documents of the Directors or Members.

**NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO'S TAX MATTERS ARE NOT IN ORDER.**

**NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO'S TV LICENCE STATEMENT ACCOUNT IS NOT VALID.**

**1. PRE-QUALIFICATION**

<b>CRITERIA</b>	<b>COMPLY/ NOT COMPLY</b>
The bidder must be: <ul style="list-style-type: none"> <li>• SAP Direct (OEM); <b>OR</b></li> <li>• SAP Partner Edge Gold/Platinum Partner with PE Service accreditation. <i>Please provide proof.</i></li> </ul>	
Must have successfully completed one SAP upgrade in a company with more than 2000 employees in the last five years. Provide reference letter from client on the company letterhead.	

**BIDDERS WHO DO NOT MEET THE ABOVE CRITERIA WILL RESULT IN AUTOMATIC DISQUALIFICATION. BIDDERS WHO SUBMIT INCOMPLETE OR INVALID SWORN AFFIDAVIT WILL ALSO BE DISQUALIFIED. VERIFICATION OF THE EME OE QSE STATUS WILL BE DONE BASED ON THE BIDDERS FINANCIAL STATEMENTS OR MANAGEMENT ACCOUNTS.**

## **1. BACKGROUND**

The SABC implemented the SAP ERP solution in 2007. The system supports various key business processes including finance, human resources, procurement, travel, sales, etc. and has been configured and enhanced over the years to ensure that it is aligned to changing business requirements, relevant legislation as well as SABC policies and procedures.

## **2. SCOPE OF WORK**

The SABC requires the services of an experienced service provider to do an assessment of the SABC's current SAP ERP environment and to provide a recommendation on the most suitable transition path for its SAP upgrade.

**The following SAP systems are currently deployed at the SABC:**

- SAP ERP Central Component (list of modules below)
- SAP Success Factors Recruiting
- SAP Success Factors Performance Management
- SAP Success Factors Succession & Development
- SAP Success Factors Learning
- SAP Cloud for Customer (C4C)
- SAP Governance, Risk and Compliance (Access & Process Control)
- SAP Business Warehouse
- SAP Solution Manager

### **2.1 SAP modules/functions currently used by the SABC include the following:**

#### **Finance**

- General Ledger
- Document Splitting (New-GL)
- Bank Accounting
- Asset Accounting
- Travel Management
- Controlling and Profit Centre Accounting
- Project Systems (including Capital Expenditure Projects)
- Plant Maintenance
- Investment Management
- Funds Management
- Budgeting and Consolidation
- Accounts Receivable

- Accounts Payable

### **Sales**

- Sales and Distribution
- Sales-to-Cash
- Sales Cloud (C4C)

### **Procurement**

- Material Management (including inventory management)
- Procure-to-Pay
- Contract Management

### **Human Capital Management**

- Organisational Management
- Personnel Administration
- Personnel Cost Planning
- Payroll
- Time Management
- SuccessFactors Recruitment Management
- Employee Self-Service
- Manager Self-Service
- Learner Management System
- Compensation Management
- Service Cloud (C4C)

### **Cross Applications**

- Document Management System
- Workflow
- Authorisations (system permissions)
- Business Partner (Customer and Vendor Management)

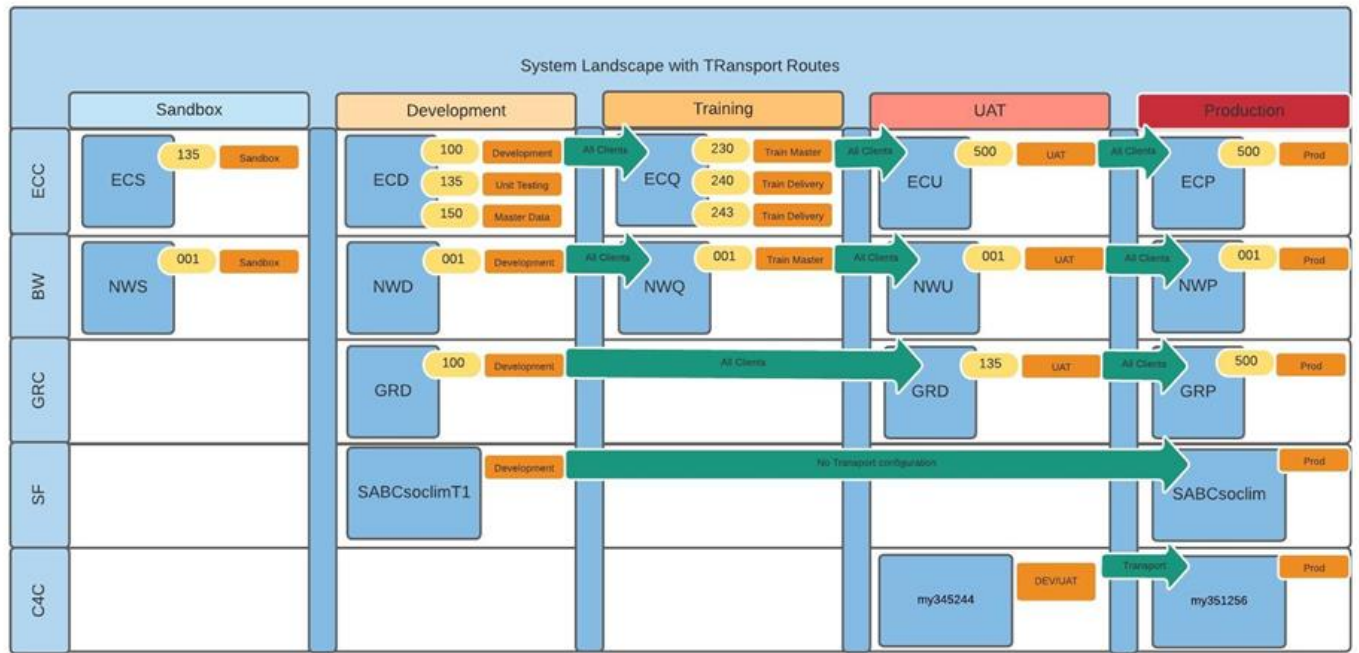
**There are also a number of custom developments implemented within the SAP landscape:**

- Device Management
- Disclosure of Interests Management
- Forensic Audit Management
- Independent Contractors Management
- Insurance Claims Management
- Parking Management
- Fleet Management
- Deals Management

- Audit Tracking
- Irregular Expenditure Management
- Portfolio Management
- Tender Register
- Vendor Reconciliation Management

## 2.2 The SABC's current SAP system landscape is as follows:

System	Current Version / Release	Additional Comments
ECC	6.0 EhP 7	No split between HR and Finance (one system)
SuccessFactors		Recruitment Management Performance Management Succession & Development Learning
Sales Cloud (C4C)		Sales Service
Netweaver	7 EhP 2	Portal
Business Warehouse	7.4 EhP 2	
GRC Access Control	10.1	<ul style="list-style-type: none"> <li>• Access Risk Analysis (ARA)</li> <li>• Emergency Access Management (EAM)</li> <li>• Business Role Management (BRM)</li> <li>• Access Request Management (ARM)</li> </ul>
GRC Process Control	10.1	
SAP JVM	6	
Solution Manager	702	
SAP Content Server	4.7	
Oracle	11g	
Red Hat Enterprise Linux	6.10	



### Key Statistics:

- Number of End Users: 3 000
- Number of ESS End Users: 2 500
- Number of MSS End Users: 500
- Number of Professional Users: 1000

### Non-SAP applications currently used at the SABC

- Landmark: Advertising Management System
- IBMS: Content Scheduling System
- ScheduALL: ERM system
- Microsoft SharePoint
- Microsoft Dynamics CRM
- Microsoft Teams
- Power BI
- SigniFlow
- Paylink host-to-host banking application (using Connect:Direct)
- Amadeus: Travel Booking System
- QuickTrav: Travel Vendor Invoice System
- Softcon: Biometric Access system
- CURA: Risk Management System
- Teammate: Audit System
- FTI-STAR: Treasury Management
- Exclaim: Compliance Management System



- TVDP: Television Licence Debtor System (Natural Adabas)

**Future SAP ERP functionality should include, but not be limited, to the following:**

## **2.3 FUNCTIONAL REQUIREMENTS**

### **1. FINANCE**

- Financial Planning & Analysis
  - Planning, Budgeting, Forecasting and Funds Management
  - Profitability and Cost Management
- Accounting & Financial Close
  - Financial Accounting/Central Finance
  - Financial & Management Reporting
    - Group Reporting
    - Intercompany Reporting
    - External Reporting
  - Tax Management
  - Financial Close Governance
- Finance Operations
  - Record to Report
  - Accounts Payable
  - Compliance Reporting
  - Financial Shared Service Management
  - Financial Process Governance
  - Automation of Reconciliations (Vendor, Customer, Bank and GL accounts)
- Treasury Management
  - Payments & Bank Communications
  - Cash & Liquidity Management
  - Debt & Investment Management
  - Financial Risk Management
  - Risk Management for Commodities
  - Treasury Governance
- Receivables Management
  - Credit Evaluation & Management
  - Streamlined Billing
  - Customer Self-Service
  - Collections Management
  - Dispute Resolution

- Fixed Assets Management
  - Tagging
  - Scanning
  - Verification
  - Reporting
  - Valuation
  - Management of tangible and intangible assets
  - Device Management
  - Media Asset Management
- Manage Royalties and Repeat Fees
- Manage Insurance Claims

## **2. TELEVISION LICENCES**

- Maintain TV Licence account holder database ( $\pm 10$ m accounts)
- Segmentation of Accounts
- Manage TV licence invoicing
- Manage electronic distribution of licence holder invoices, statements, confirmation
- Manage TV licence customer interactions
  - Record history
  - Automate responses
  - Track status
- Enable licence holder self service capabilities
- Real-time licence payment allocation and validation
- Predictive Analytics

## **3. HUMAN RESOURCES**

- Personnel Administration
- Payroll Accounting
- Compensation Management
- Personnel Cost Planning
- Organisational Management
- Talent Management
  - Recruiting
  - On boarding
  - Learning
  - Succession & Development

- Performance & Goals

- Employee Self Service
- Manager Self Service
- Time & Attendance
- HR Shared Service Centre
- HR Document Management
- Contingent Workforce Management
- Employee Wellness Management
- Employee Relations

#### **4. TRAVEL MANAGEMENT**

- Travel Requests Management
- Expense Management
- Fleet Management
  - Vehicle Bookings
  - Chauffeur Services
  - Vehicle and Driver Management
- Travel Vendor Management
- Forex Management
- Administer IATA compliance requirements
- Traveller Self Service

#### **5. SALES**

- Customer Data Management
- Materials (Products) Management
- Manage Pre-Sales Activities
- Manage Sales Order Processing
- Manage Order Fulfilment
- Pricing Conditions
- E-Commerce
  - Merchandise
  - Subscription Services
  - Pay Per View (video-on-demand, audio-on-demand)
  - Ticket Sales
  - Advertising Sales (B2B)
  - TV Licence Payments
  - Donations, Pledges
  - Digital Rights Management

- Foreign Sales Transaction Management
- Billing Management
- Portfolio Management
- Sales Commission Management
- Sales Contract Management
- Customer Relationship Management (Sales Support)
  - Unified View of Customers
  - Sales Activity Guidance
  - Sales Team Process Automation
  - Sales Collaboration
  - Sales Enablement
  - Predictive Analytics
  - Seamless Offline and Online Experience
- Customer Self Service

## **6. SUPPLY CHAIN MANAGEMENT**

- Supplier Relationship Management
- Procurement Portal
- Demand Management
- Inventory Management
- Strategic Sourcing
- Procure-to-Pay
- Contract Management
- Supplier Performance Management
- Management and Reporting of Irregular, Fruitless & Wasteful Expenditure
- BBBEE Reporting
- SCM Shared Services

## **7. REAL ESTATE MANAGEMENT**

- Property Register
- Contract Management
- Space Management & Optimisation
- Lease Administration
- Facility Management
- Parking Management

## **8. PLANT MAINTENANCE**

- Manage Inspections

- Manage Repairs
- Manage Preventative, Scheduled and Corrective Maintenance

## **9. PROJECTS & INVESTMENT MANAGEMENT**

- Project Portfolio Management
- Project Management
- Project Resource Management
- Tracking
- Manage Project Revenue and Costs
- Manage Capex Projects

## **10. ENTERPRISE RESOURCE MANAGEMENT**

- Management of Resources (Equipment, Facilities and Staff)
- Scheduling of Resources (Equipment, Facilities and Staff)

## **11. GOVERNANCE, RISK & COMPLIANCE**

- Application Access Control
- Process Control (Internal Control Management)
- Risk Management
- Audit Management
- Fraud Management / Transaction Screening
- Forensic Case Management
- Business Continuity Management
- Legal
- Regulatory Affairs

## **12. MARKETING**

- Management of marketing campaigns
  - Campaign creation
  - Campaign tracking
  - Onboarding
- A post-mortem function must be available for campaign management
- Ability to create dashboards with drilldown functionality
- System must integrate with 3rd party applications, e.g. Sprout Social, listening, publishing & engagement tools, Market Intelligence Systems
- System must allow for bulk uploading of data
- System must allow for the creation and maintenance of customer profiles

- Management and recording of customer interactions across platforms
- Include forms for work requests and briefing templates
- Include project tracker
- Include calendar function
- Enable sending of bulk emails and SMS messages

## **A. REPORTING**

- Data Warehousing
- Operational and Analytical Reporting
- A user interface to enable users to build their own reports
- Automate Annual Reporting (e.g., Annual Financial Statements)
- A converged database that simplifies management of all data types and provides different ways to use data
- High-volume, real-time data processing
- Management dashboards
- User friendly interface
- Self-service data ingestion and transformation services
- Support machine learning (predictive analytics), graphs, and geo-spatial processing
- Multiple analytics options that make it easy to use data without moving it
- Advanced data presentation capabilities across multiple devices

## **B. WORKFLOW**

- Automate Business Process Workflows
- Control Multiple Approval Levels
- Deadline Monitoring
- Notifications
- Workflow SLA indicators
- Prebuilt workflow library
- Enhancement capabilities
- Actions to be allowed via mobile devices

## **C. AUTOMATION & DOCUMENT MANAGEMENT**

- Robotic Process Automation capabilities
- Machine Learning & AI capabilities
- Event-driven automation capabilities
- Intelligent Document Processing capabilities
- Electronic storage and indexing of all documents

#### **D. APPLICATION MANAGEMENT**

- Central Monitoring, Alerting, Analytics and Administration of solution
- Tools and Functions to support core business processes
- Data volume monitoring
- Change control management
- Custom code management
- Application landscape management
- Functionality to copy and scramble data between environments
- Functionality to compare key data between environments across periods
- Functionality to generate training simulations, system demos and manuals
- Functionality to generate test cases
- Access to support knowledge database (with symptoms and resolutions)
- Maintenance Planner (identify upgrade paths)
- Audit trail of data changes and system access
- Enable batch data uploads & management of batch jobs
- Enable development of smart forms

#### **E. INTEGRATION REQUIREMENTS**

- Full integration of all modules in the proposed solution
- Integration to existing systems (where not replaced by ERP)
- TV Licence Debt Collection Agencies using Connect:Direct/web services
- Retailers using web services
- Import/Export files from external parties/systems in various formats
- Ability to integrate with multiple platforms and technologies

#### **F. SUPPORT REQUIREMENTS (5 YEAR SUPPORT CONTRACT)**

- Include 24/7 remote support
- Immediate response to critical issues logged
- SLA to provide for a maximum of 2-hour resolution time for Priority One incidents (affecting production systems)
- Include regular software upgrades (at least one per annum)
- Account Manager to be assigned to the SABC
- Online call logging facility

## **G. HARDWARE & SOFTWARE**

- Include detailed hardware and software (incl. operating systems and database) specifications
- Solution should as a minimum have development, test, and production environments
- Include details of licensing model
- Key functionalities should be available on mobile devices
- Solution should preferably be device independent and have online and offline capabilities
- Include failover capabilities

## **H. CYBERSECURITY AND DATA PROTECTION**

- Access Governance & Identity Management
- Single Sign On
- Access Monitoring
- Data Loss Prevention
- Compliance to all relevant legislative requirements
- Ongoing security patches related to vulnerabilities and threats



## 2.4 SCOPE OF WORK:

1. Analyse the SABC's current SAP environment and business strategies
2. Analyse the SABC's ERP requirements aligned to best practices
3. Recommend the best SAP upgrade option for the SABC that will support the organisation's current and future business requirements and assist the SABC to optimise business processes in order to achieve its digital transformation objectives. The recommendation should include:
  - A full motivation with supporting documents including technical assessment of SAP hardware & software, commercial assessment of upgrade costs, recommendation for upgrade path.
  - A proposed system architecture with relevant interfaces
  - Identify high-level customisations that would be required for the system to support SABC requirements. Considering SAP product roadmaps.
  - Estimated costs for:
    - i. All required licences (incl. application, database, operating system)
    - ii. Full implementation (incl. integration, data migration, project management)
    - iii. Identified customisation requirements
    - iv. Hardware
    - v. Hosting
    - vi. Maintenance (5 years)
    - vii. Training (incl. all training material and train-the-trainer sessions)
  - Estimated implementation timelines
4. Provide SAP's product roadmap of the proposed solutions.
5. Propose an SAP ERP roadmap for the SABC for the next 10-20 years.

## 3. DURATION OF THE CONTRACT

Once-off project

## 4. EVALUATION CRITERIA

### 4.1 BBBEE and Price

- The RFQ responses will be evaluated on the **80/20**-point system

### 4.2 Technical Evaluation

- The RFQ submission will be technically evaluated out of a maximum of **70**.
- A threshold of **40** out of **70** has been set.

- Bidder who obtains less **40** that will not be considered for the next phase of evaluation.

#### 4.3 Objective Criteria

- The SABC further reserve the right not to award this RFQ to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- 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.

#### FIRST PHASE EVALUATION CRITERIA: PAPER BASED

Evaluation Area	Evaluation Criteria	Comply/not comply	Min Points	Max points
<b>Geographical Footprint Indicating Local Presence</b>	<p>The bidder should preferably have a well-established presence in South Africa.</p> <ul style="list-style-type: none"> <li>• Geographical footprint included (with local presence) = <b>10 points</b></li> <li>• Geographical footprint included (without local presence) = <b>5 points</b></li> <li>• No geographical footprint included = <b>0 points</b></li> </ul>		<b>5</b>	<b>10</b>
<b>Delivery Lead Times</b>	<p>Bidder to clearly indicate the proposed delivery lead time:</p> <ul style="list-style-type: none"> <li>• 3 - 4 months = <b>10 points</b></li> <li>• 5 - 8 months = <b>5 points</b></li> <li>• More than 8 months = <b>0 points</b></li> </ul>		<b>5</b>	<b>10</b>
<b>Detailed Project plan</b>	<p>The project plan shall be detailed and include all activities in its scope of work, highlighting milestones, deliverables, and delivery timelines:</p> <ul style="list-style-type: none"> <li>• Detailed project plan included = <b>10 points</b></li> <li>• No detailed project plan included = <b>0 points</b></li> </ul>		<b>10</b>	<b>10</b>

Evaluation Area	Evaluation Criteria	Comply/not comply	Min Points	Max points
<b>Bidder's experience and track record in SAP ERP technical upgrade/ implementation</b>	<p>The bidder to submit contactable references of successfully completed SAP upgrade/ implementation projects for companies with more than 2000 employees. Bidder to complete Annexure C.</p> <ul style="list-style-type: none"> <li>3 or more valid references = <b>10 points</b></li> <li>2 valid references = <b>5 points</b></li> <li>No valid reference = <b>0 points</b></li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>3 referenced projects implemented in the last 5 years = <b>10 points</b></li> <li>2 referenced projects implemented in the last 5 years = <b>5 points</b></li> <li>No valid reference = <b>0 points</b></li> </ul>		<b>10</b>	<b>20</b>
<b>Project Resources</b>	<p>The bidder to include details of qualified professionals that will be assigned to this project. As a minimum, the following resources would be required. Detailed CVs to be included.</p> <ul style="list-style-type: none"> <li>SAP certified professional with more than 10 years SAP technical experience, involved in at least three SAP upgrade projects = <b>20 points</b></li> <li>SAP certified professional with more than 5 years SAP technical experience, involved in at least one SAP upgrade project = <b>10 points</b></li> <li>Resources not meeting the above requirements or CVs not provided = <b>0 points</b></li> </ul>		<b>10</b>	<b>20</b>
<b>Total</b>			<b>40</b>	<b>70</b>

## 7. ADJUDICATION USING A POINT SYSTEM

7.1 The bidder obtaining the highest number of total points will be awarded the contract

7.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.

7.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

7.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality

7.5 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

## 8. POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

$$\text{Where: } P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

$P_s$  = 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

### B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

#### B-BBEE Status Level of Contributor Number of Points

B-BBEE Status level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

8.1 Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by a verification Agency accredited by SANAS for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates or DTI Affidavit.

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

8.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate

8.4 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.

8.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

8.6 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend 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 capacity and the ability to execute the sub-contract.

8.7 A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

## **9. COMMUNICATION**

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

## **10. CONDITIONS TO BE OBSERVED WHEN TENDERING**

- The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.
- No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- The Corporation reserves the right to:

**Not evaluate and award submissions that do not comply strictly with his RFQ document.**

**Make a selection solely on the information received in the submissions and**

- i. Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
- ii. 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 RFQ shall be sought, offered or permitted.
- iii. Award a contract to one or more bidder(s).
- iv. Accept any tender in part or full at its own discretion.
- v. Cancel this RFQ or any part thereof at any time.
- vi. Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BBBEE & Preference Point system.

**11. Cost of Bidding**

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation 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. PAYMENT TERMS**

SABC will effect payment sixty (60) days after the service provider has submitted an invoice.

**END OF RFQ DOCUMENT**

**Annexed to this document for completion and return with the document:**

- |            |   |   |
|------------|---|---|
| Annexure A | - | Declaration of Interest                                     |
| Annexure B | - | Consortiums, Joint Ventures and Sub-Contracting Regulations |
| Annexure C | - | Previous completed projects/Current Projects                |
| Annexure D | - | SBD Form 8 & 9  |

## ANNEXURE A

### DECLARATION OF INTEREST

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favouritism, should the resulting tender, or part thereof be awarded to-
  - (a) any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
  - (b) any person who acts on behalf of SABC; or
  - (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
  - (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The Tenderer or his/her authorised representative shall declare his/her position *vis-à-vis* SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Tenderer and a person employed by SABC in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	:	.....
POSITION	:	.....
OFFICE WHERE EMPLOYED	:	.....
TELEPHONE NUMBER	:	.....
RELATIONSHIP	:	.....

2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.
3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:
  - recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
  - cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

\_\_\_\_\_  
SIGNATURE OF DECLARANT

\_\_\_\_\_  
TENDER NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
POSITION OF DECLARANT

\_\_\_\_\_  
NAME OF COMPANY OR TENDERER



## ANNEXURE B

### CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

#### 1. CONSORTIUMS AND JOINT VENTURES

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 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 tender.

#### 2 SUB-CONTRACTING

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract 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 of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

#### 3 DECLARATION OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:
  - 3.2.1 The percentage of the contract will be sub-contracted .....%
  - 3.2.2 The name of the sub-contractor .....
  - 3.2.3 The B-BBEE status level of the sub-contractor.....
  - 3.2.4 whether the sub-contractor is an EME YES / NO

\_\_\_\_\_  
SIGNATURE OF DECLARANT

\_\_\_\_\_  
TENDER NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
POSITION OF DECLARANT

\_\_\_\_\_  
NAME OF COMPANY OR TENDERER

**ANNEXURE C**

**Previous completed projects** (*Please complete the table below – SABC SCM will contact references to verify information*)

<b>Project Description</b>	<b>Client</b>	<b>Contact Person</b>	<b>Contact Number</b>	<b>Email address</b>	<b>Company Size (Number of Employees)</b>	<b>Project Commencement date</b>	<b>Project Completion date</b>

**Current projects** (*Please complete the table below – SABC SCM will contact references to verify information*)

<b>Project Description</b>	<b>Client</b>	<b>Contact Person</b>	<b>Contact Number</b>	<b>Email address</b>	<b>Company Size (Number of Employees)</b>	<b>Project Commencement date</b>	<b>Project Completion date</b>

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 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 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 **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	<p>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?</p> <p>(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).</p> <p><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></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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>The 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"/>
4.3.1	If so, furnish particulars:		
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:		

**SBD 8**

**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**

Js365bW

**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 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 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 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 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 purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

—

(Bid Number and Description)

in response to the invitation for the bid made by:

---

---

(Name of Institution)

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

**SBD 9**

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

Js914w 2