



REQUEST FOR EXPRESION OF INTEREST (EOI)

EOI NO: RFI/LOG/2022/1

EOI TITLE: Available Office space for rental with an option to purchase to accommodate Broadcasting Centre in Mbombela.

This EOI calls for information on available offices for rental with an option to purchase for accommodating the regional offices of the South African Broadcasting Corporation in Mbombela. The SABC is a national public broadcaster and has been declared a National Key Point area.

EOI documents are obtainable from the following websites:

- **SABC Website** <http://www.sabc.co.za/sabc/tenders>

Closing Date: 27th May 2022 at 12:00.

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

NB: PLEASE NOTE THAT AN RFP WILL ONLY BE ISSUED TO COMPANIES THAT SHOWED INTEREST TO THIS REQUEST BY RESPONDING TO THIS REQUEST AND HAVE MET THE MINIMUM QUALIFYING CRITERIA STIPULATED UNDER ITEM NUMBER 6 OF THIS DOCUMENT.



SOUTH AFRICAN BROADCASTING SABC SOC LIMITED
(“The SABC”)

REQUEST FOR EXPRESSION OF INTEREST (EOI)

EOI NUMBER : RFI/LOG/2022/1

EOI TITLE : IOE on available office space for rental with an option to purchase to accommodate the Mbombela Broadcasting Centre.

EXPECTED TIMEFRAME

RFI PROCESS	EXPECTED DATES
EOI Advertisement Date	29 April 2022
EOI Available from	29 April 2022
Briefing Session	None
EOI Closing Date and Time	27th May 2022 and Time: 12:00
Contact details	Rose Mahlaule MahlauleHR@sabc.co.za Nombulelo Ntozini NtoziniN@sabc.co.za

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

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

OR

Respondents interested in participating can register their interest by providing company name, contact person, telephone, cell number and email address to RFPSubmissions@sabc.co.za indicate EOI number on the subject line. This will ensure that any addenda and clarification to this EOI are communicated to all participants.

PDF Documents will be available on the SABC Website.

Please note that this invitation to submit expression of interest does not constitute a formal request for quotation or proposal, nor is it intended to create any expectations regarding future business dealings between SABC and recipient. All EOI documents will become and remain SABC's property. SABC shall not be liable in any respect for any costs, damages, charges or expenses incurred by the respondent in relation to preparing or submitting this EOI response.

EXPRESSION OF INTEREST:

1. DEFINITIONS

- 1.1** “**EOI**” – a request from the SABC to suppliers to test their interest in the service/s required by the Corporation.
- 1.2** “**EOI response**” - a written response in a prescribed form in response to an EOI.
- 1.3** “**Respondent**” – any person (natural or juristic) who forwards an acceptable RFI in response to this EOI.

2. CONFIDENTIALITY

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

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

NAME OF Respondent: _____

PHYSICAL ADDRESS: _____

Respondent's contact person: Name : _____

Telephone : _____

Mobile : _____

Fax.: _____

E-mail address : _____

3. BACKGROUND

The SABC has been leasing property in Mbombela for the accommodation of its regional offices during the past nine years. Currently, the organisation is leasing offices at the Mbombela City Centre for a five-year period to have sufficient time to identifying suitable offices for rental with an option to purchase as a permanent arrangement. The lease period which has commenced on the 01 April 2022, will also allow time to modify the available offices to meet the specifications of a national public broadcaster. The SABC has been declared a National Key point in terms of the National Key Point 102 of 1980 on 24 of August 2008.

The building for rental which will accommodate a total of 142 employees, should amount to a total office space area of 1897m² for both the offices and the broadcast studios. A flexible work arrangement for the employees will be applied involving hot desking area for employees to plug in their computers and leave when they are done working, allowing the same workstations to be utilised by other employees

4. SCOPE

4.1. Building

The SABC requires a building with a total area of 1897m², to be leased for a period of five years with an option to buy. The buildings should comprise of the following items:

4.2. Office space, studio, and other space requirements

The boardrooms should be 25m² except the main boardroom which is specified below:

Department	Office sizes 15/20/25m ²	hot desk provision	Boardroom	Workshop	Storage	TOTALS IN M ²
News	2	14	1			205m ²
Ligwalagwala FM	7	12	1		1	275m ²
Logistics	3			1	1	50m ²
Finance	2					30m ²
HR	1					25m ²
Wellness (clinic)	1					15m ²
ROM	4					70m ²
Sales	1					15m ²
RTTO	4	3				125m ²
Security Office	1					15m ²

CCTV						
Document storeroom					1	15m ²
Cleaning storeroom					1	15m ²
Carwash	1					15m ²
Passages						220m ²
TOTAL OFFICE SPACE						1090m²

4.3 Offices that can be customised into Broadcast Studios and common areas:

Facility name	Studio sizes in m ²
RS1	30
Green room	10
RS2	23
RS3	23
Drama	55
Edit 1	12
Edit 2	10
DS1	10
DS2	10
DS3	3
DS4	3
Archive Studio	15
Media Library	50
Electronic Workshop	30
Server Room	20
TV Studio	70
Tv Green room	12
TV Edit 1	21
TV Edit 2	22
TV Archive	18
TV Camera 1	13
TV Camera 2	12
Main Control	30

OB Stores	14
Reception	100
Toilets – Front	30
Toilets – Rear	34
Board Room (Main Boardroom)	72
UPS room	16
Security Office	15
Kitchen	10
Strong room: Station	14
TOTAL IN M²	807

NB: A total area of 173.2m² should be provided for the plant room outside the offices.

4.4. Parking bays for staff and SABC fleet including OB vehicles:

Covered parking for employees and visitors [Covered & open]	50
SABC Fleet Covered parking bays	20
Covered Production vehicles parking (height with a limit of 3 meters)	5
Total number of parking bays	75

4.5. Other general requirements

- 4.5.1. The building must be situated in such a way that it complies with the **Critical Infrastructure Protection Act 8 of 2019 - NKP area which will among other things** require a perimeter fence.
- 4.5.2. Visibility of the building very critical.
- 4.5.3. Building to be accessible by public transport.
- 4.5.4. Chiller plant for centralised air-conditioning.
- 4.5.5. Building leaning towards broadcasting and possible to be equipped and fitted with studio and other broadcast infrastructure.
- 4.5.6. Generators to support the operations.
- 4.5.7. Building should comply with all applicable building regulations in South Africa.
- 4.5.8. Studio area's ceiling to be longer than a meter above the normal ceiling.
- 4.5.9. Building should also have good acoustics in the studio areas.

5. FUNCTIONAL EVALUATION CRITERIA

There will no functional evaluation for this EOI.

6. TECHNICAL EVALUATION

Service providers must meet 80% of the SABC needs.

- Extended ceiling heights
- Cable duct and trays
- Layout that is conducive for Broadcast
- Environment that is conducive for Broadcast acoustically
- A team will conduct site visits to evaluate the suitability of the potential buildings.

7. ELIMINATION CRITERIA

Expression of Interest will be eliminated under the following conditions:

- Failing to meet the minimum qualifying criteria stipulated under item 6 above.
- Submission after the deadline.
- Responses submitted at incorrect location.
- Submissions from restricted suppliers in line with Treasury Regulations.
- Submission of incomplete documentation.

8. SUBMISSION OF RESPONSES

All expressions of interest are to be submitted as follows:

- Mail size is 25MB, please send multiple emails if exceeded.
- All expressions of interest are to be clearly marked with the EOI number on the subject line.
- Responses submitted by companies must be signed by a person or persons duly authorised.
- Respondent shall submit an EOI response in accordance with the prescribed manner of submissions as specified below.
- Respondent shall submit one (1) electronic copy. Electronic copies may be e-mailed to: tenderqueries@sabc.co.za.
- All additions to the information documents i.e., appendices, supporting documentation, photographs, technical specifications, and other support documentation covering suggested solutions etc. shall be neatly bound as part of the schedule concerned.

9. DEADLINE FOR SUBMISSIONS

Expression of Interest shall be submitted at the email address mentioned under submission details by no later than the closing date of 20 May 2022 at 12H00. Where an EOI is not received by the SABC by the due date and stipulated place, it will be regarded as a late EOI, and it will not be considered

10. GENERAL INFORMATION

Contact Persons for Queries

Enquiries in respect of this EOI should be addressed to:

SCM Division

E-mail: tenderqueries@sabc.co.za

All queries to be e-mailed

11. SUBMISSION OF INFORMATION

SUBMISSION DETAILS OF

EOI responses may be submitted to the below address at the tender box situated at the reception clearly marked:

Tender office

SCM Division

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

OR

Electronic copies may be e-mailed to: RFPSubmissions@sabc.co.za