

## TENDER DATA

<b>Project title:</b>	<b>Appointment of a panel of Installers or Installation Companies for the installation of domestic Digital Terrestrial Television (DTT) STB's, Direct to Home (DTH) STBs and Integrated Digital Television Receive System in South Africa (in all nine provinces) for a period of 1year</b>
<b>Bid no:</b>	<b>SENT/001/2022-23</b>

### 1. BACKGROUND

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.

Sentech SOE is currently looking to appointing accredited installers and installation companies to a panel to provide domestic DTT, DTH and ID TV installations in all South African provinces, namely, Eastern Cape, Western Cape, Limpopo, Mpumalanga, KwaZulu Natal, Free State, North West, Northern Cape and Gauteng. The invitation of bids is limited to bidders which currently operate in their respective provinces. The successful bidder will be required to install, test and commission each installation as per the specification provided in this tender.

### 2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg. Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile or e-mail.

This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

**Envelope One** "Original Technical Proposal" and one "Copy of Technical Proposal" together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

Bidders are required to place the sealed **Envelope 1** together **with** the sealed **Envelope 2** into one sealed envelope or container. The sealed envelope or container must be marked with the following information.

#### For Attention

- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO: SENT/001.2022-23**
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER'S NAME AND ADDRESS**

Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.

The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

### **3. SIGN AND INITIAL**

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

### **4. COMPLETION OF BID DOCUMENTS**

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

### **5. COSTS OF PREPARING THE BID SUBMISSION**

Bidders shall bear all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

### **6. ADMINISTRATIVE RESPONSIVENESS CRITERIA**

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

### **7. BBBEE CODES AT SENTECH**

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

### **8. PRE-QUALIFICATION CRITERIA**

With the objective of advancing designated groups, the Bidding condition applicable to this Bid is \_\_\_\_\_N/A\_\_\_\_\_ (Specify targeted companies (EME / QSE) or minimum B-BBEE status level of contributor) as contemplated in PPPFA regulations, 2017 sub regulation 4(1). A Bidder must provide documentary evidence to support their compliance with this prequalification criteria. A Bidder that fails to meet any pre-qualifying criteria stipulated in this Bid document is an unacceptable Bid.

### **9. SUBCONTRACTING AS A CONDITION**

The successful Bidder must subcontract a minimum of \_\_\_\_\_N/A\_\_\_\_\_ % of the value of the contract to \_\_\_\_\_N/A\_\_\_\_\_ (specify the designated group targeted) as contemplated in the PPPFA regulations, 2017 sub regulation 9(1)

### **10. TRANSFORMATION PLAN**

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

**11. LOCAL PRODUCTION AND CONTENT**

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?	N/A	N/A
If yes, specify the sector	N/A	N/A
Specify minimum threshold applicable	N/A	N/A

**\*Bidders must fill in the SBD6.2 for Local Content and Production**

**12. EVALUATION CRITERIA**

The evaluation criteria are stipulated in 17 below. It is the Bidder’s responsibility to ensure that it has 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.

**13. BRIEFING SESSION**

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

**14. CLARIFICATION**

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

**15. BID EVALUATION METHOD**

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

<b>90/10</b> system will be followed for Technical and Price offer	<p><b>1. Stage 1 – Administrative Responsiveness Evaluation</b> All the Technical Proposals will be evaluated against the <b>Administrative responsiveness requirements</b> as set out in the list of returnable documents.</p> <p><b>2. Stage 2 – Technical Evaluation</b> <b>Mandatory: all criteria</b></p>
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**16. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS**

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6,1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders **MUST** separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

### 16.1. AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

## 17. TECHNICAL EVALUATION CRITERIA

### 17.1. Mandatory Eligibility Criteria

The following criterion is mandatory to all bidders (Installers or Installation Company) participating in the DTT STB, DTH STB and ID TV installation. **Bidder must indicate in which province they have presence by completing the table below. Bidders must provide proof of each municipal area they have presence in.**

Province	Yes	No
Eastern Cape		
Western Cape		
Kwa-Zulu Natal		
Gauteng		
Limpopo		
Mpumalanga		
Free State		
Northern Cape		
North West		

**Table 1, Province Selection**

### 17.2. Mandatory Evaluation Criteria

Mandatory Criteria	Proof Required	Compliance (Yes/No)
1. A bidder must have physical presence in at least one of the towns in South Africa. However, should a bidder be able to operate in numerous towns in the province then they must provide evidence of physical presence in each of their local municipalities they have chosen. Either of themselves or of their contracted employees/Installers	A Letter signed by the ward councillor from a specific municipality or proof of address in the form of a municipal account, lease agreement, CIPC forms, CSD, Tax Clearance form, etc.	
2. A bidder must provide proof that they as an Installer, or as an Installation Company whose employed installers, are accredited by a reputable and recognized installation training institution to conduct DTT and DTH installations	Proof of accreditation from a reputable training provider recognized by Sentech for the installer or for employed installers of an installation company. Sentech recognizes the following accreditation i.e. Ellies, Space TV, Satellite Solutions, Multichoice, OVHD, Starsat, Department of Communications and Digital Technology, Department of Public works or a police affidavit that confirms that the bidder has successfully completed 20 DTH installations etc.	

**Table 2, Mandatory criteria**

## 18. Declaration of Authority

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

**TABLE 5: REFERENCES FOR DTT/DTH**

Please complete the customer reference table and relevant Contact telephone number and attach reference letters.

Customer	Service Provided	Contact Person	Contact no.	tel.	Contractual commencement date	Contractual completion date
1						
2						
3						
4						
5						

<b>Name of Tenderer</b>	<b>Signature</b>	<b>Date</b>