



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

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFP/COM/2024/10243794/13

RFP TITLE: APPOINTMENT OF AN EXPERIENTIAL SERVICE PROVIDER TO ASSIST TRADE MARKETING FOR A PERIOD OF 12 MONTHS

EXPECTED TIMEFRAMES

BID PROCESS	EXPECTED DATES
Bid Advertisement Date	14 JUNE 2024
Bid Documents Available From	SABC Website (http://www.sabc.co.za/sabc/tenders/) E-Tender Portal: www.etenders.gov.za
Bid Closing Date and Time	8 JULY 2024 @ 12 noon
Contact details	tenderqueries@sabc.co.za

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

BIDS DELIVERY: Bids must be lodged in the:

Tender Office Box
SCM Division
Radio Park Office Block
Henley Road
Auckland Park
Johannesburg
South Africa

OR

ELECTRONIC SUBMISSION 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. REQUIRED DOCUMENTS

- 1.1 SARS "Pin" to validate supplier's tax matters.
- 1.2 Central Supplier Database (CSD) Registration details.
- 1.3 Original or Certified copy of Valid BBEE Certificate (from SANAS accredited Verification Agency).
- 1.4 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.

- 1.5 Proof of Valid TV License Statement (Company's, Shareholders and all Directors'), or affidavit stating that company and/or officials are not in possession of TV license. Verification will also be done by the SABC internally.
- 1.6 Recent (not older than 3 months) Certified copy of Company Registration. Document must 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.
- 1.9 Last three years audited/reviewed financial statements OR the Companies Management Accounts.

PLEASE NOTE THAT CONTRACTS WILL ONLY BE AWARDED TO BIDDERS WHOSE TAX AND TV LICENSE MATTERS ARE IN PROPER ORDER. ADDITIONALLY, CONTRACTS WILL NOT BE AWARDED TO BIDDERS WHO HAVE NOT COMPLETED REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD).

C O N T E N T S

DOCUMENT A: CONDITIONS TO BE OBSERVED WHEN BIDDING

DOCUMENT B: GENERAL CONDITIONS OF THE BID/PROPOSAL

DOCUMENT C: QUESTIONNAIRE

DOCUMENT D: DECLARATION OF INTEREST

DOCUMENT E: FUNCTIONALITY REQUIREMENTS

DOCUMENT F: CONFIDENTIALITY

DOCUMENT G: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017- SBD 6.1

DOCUMENT H: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT
PRACTICES - SBD 8

DOCUMENT I: CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9

DOCUMENT J: ACCEPTANCE OF CONDITIONS OF BID

DOCUMENT K: VENDOR FORM (SABC SUPPLIER/VENDOR REGISTRATION FORM) -
(ATTACHED SEPARATELY) / PLEASE ALSO REGISTER ON
CENTRALISED DATA BASE - <https://secure.csd.gov.za>

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 Bidders may submit bids in the tender box or electronically until further notice as follows:

1.2.1. 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 should 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.

1.2.2. Electronic submission:

Bids submitted electronically must adhere to the following:

- The single point of entry is RFPSubmissions@sabc.co.za.
- Electronic submissions must be submitted in a PDF format that is protected from any modifications, deletions or additions.
- 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
- 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 (must not exceed 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.

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, 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.
- 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:
 - 7.3.1 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;
 - 7.3.2 that, if there are changes in the control of the company, these should be brought to the attention of the SABC;
 - 7.3.3 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;
 - 7.3.4 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;

7.3.5 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, 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:

9.3.1 not evaluate and award bids that do not comply strictly with this bid document;

9.3.2 make a selection solely on the information received in the bids;

9.3.3 enter into negotiations with any one or more of preferred Bidder(s) based on the criteria specified in the evaluation of this bid;

9.3.4 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;

9.3.5 award a contract to one or more Bidder(s);

9.3.6 accept any bid in part or full at its own discretion; and

9.3.7 cancel this bid or any part thereof at any time.

9.4 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.

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: RFPSubmissions@sabc.co.za

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 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 A

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/repared items to the place of destination.

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 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.

- 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"

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.

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.

<p>1. Company’s Treasury CSD unique registration reference number.</p>	
<p>2. Have your company been issued with a SARS Compliance Status PIN.</p>	
<p>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.</p>	
<p>4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?</p>	
<p>5. If so, state your VAT registration number and original current tax clearance certificate to be submitted</p>	
<p>6. Are the prices quoted fixed for the full period of contract?</p>	
<p>7. Is the delivery period stated in the bid firm?</p>	
<p>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)</p>	
<p>9. What is the approximate value of stock in the Republic of South Africa for this particular item? (If required).</p>	
<p>10. Where are the stock held?</p>	

Tender Number: RFP/COM/2024/10243794/13
APPOINTMENT OF EXPERIENTIAL SERVICE PROVIDER TO ASSIST TRADE
MARKETING FOR A PERIOD OF 12 MONTHS

11. What facilities exist for servicing the items offered?	
12. Where are these facilities available?	
13. What are the names and addresses of the factories/suppliers where the supplies will be manufactured and may be inspected, if required?	

*

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, shareholder²):

.....

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.

¹“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

Tender Number: RFP/COM/2024/10243794/13
APPOINTMENT OF EXPERIENTIAL SERVICE PROVIDER TO ASSIST TRADE
MARKETING FOR A PERIOD OF 12 MONTHS

e. Parliament.

²”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 / **YES /NO**
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....

.....

Tender Number: RFP/COM/2024/10243794/13
APPOINTMENT OF EXPERIENTIAL SERVICE PROVIDER TO ASSIST TRADE
MARKETING FOR A PERIOD OF 12 MONTHS

.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
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?

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
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?

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
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

DETAILED TECHNICAL SPECIFICATION

1. COMPANY OVERVIEW

South African Broadcasting Corporation (SABC) is a Public Entity founded in August 1936 and listed in terms of Schedule 2 of the Public Finance Management Act, Act No. 1 of 1999, as a public broadcaster in South Africa, and provides 19 radio stations as well as six television broadcasts to the general public.

2. BACKGROUND AND BRAND CONTEXT

Trade Marketing plays a crucial role in supporting the SABC Sales Division and, ultimately, the overall strategic direction for FY24/25. In this fiscal year, Trade Marketing will align its activities with segment strategies to unlock revenue potential through lead generation. The strategy emphasizes the importance of fostering a culture of innovation and agility to capitalize on new revenue opportunities, thereby driving sustainable growth for the organization.

We are proposing to acquire the services of an experiential service provider to assist us in implementing this strategy effectively. Their expertise and resources will enable us to execute initiatives and achieve our objectives in alignment with the strategic direction.

Against the strategy, Trade Marketing has identified the below key deliverables:

- **Enhanced Customer Engagement**
- **Collaboration & Partnership**
- **Efficient Resource Allocation**

Motivation

Against the strategy, Trade Marketing has identified the below key deliverables to support Corporate, Enterprise, SMME as well as Government.

- a) **Enhanced Customer Engagement**: Through personalized marketing and value-added services, the SABC and Trade Marketing can deepen customer relationships and foster loyalty. By understanding and catering to individual needs and preferences, they can create meaningful connections that drive repeat business and word-of-mouth referrals.
 - Birthday and Promotion Gifting
 - Personalized Marketing
 - Experiential Activation

Tender Number: RFP/COM/2024/10243794/13
APPOINTMENT OF EXPERIENTIAL SERVICE PROVIDER TO ASSIST TRADE
MARKETING FOR A PERIOD OF 12 MONTHS

- Surprise Delight on Great Achievements.
- Sustainability Initiatives by giving back.

b) Collaboration & Partnership

- To accelerate revenue growth

c) Agile Sales Roll-out

- Acquisition of a supplier will ensure that we respond quickly to market changes and customer feedback. Empower sales teams with the flexibility to adapt their approach based on evolving customer needs and market dynamics.

Our aim in the fiscal is to focus on key projects per quarter, that will:

- Strengthen & build our relationship with clients.
- Excel in customer service by ensuring the SABC is top of mind.
- Build positive brand awareness affinity to attract revenue and favour with our clients.
- Improve interest in the organisation, entice client participation in our content/platforms, at will encourage clients, maximize revenue,

3. BRIEF REQUIREMENTS

We require a service provider that will be able to implement and roll-out requests as briefed as and when required.

- Creating experiences that are innovative & conceptual.
- Financial Management (budget monitoring)
 - Event Hospitality, project management, creative delivery, staffing solutions, entertainment/ décor solutions,
- Liaison with suppliers, venue management
- Gift suggestion and Buying.
 - Examples of some gifts
 - Flowers, adult drinks
 - Cupcakes, cakes
 - Vouchers
- Merchandise

Tender Number: RFP/COM/2024/10243794/13
APPOINTMENT OF EXPERIENTIAL SERVICE PROVIDER TO ASSIST TRADE
MARKETING FOR A PERIOD OF 12 MONTHS



- Winter, Summer & New Year merchandise
- Generic merchandise

Q 1 -Q4 PROJECTS	REQUIREMENTS	DATE/PERIOD	DETAILED SPECIFICATION
40 x Agency visits	Visit 10 x agencies per Quarter in CPT, JHB & KZN to present updated SABC Eco-system. Brunch.	July-March 2025	At the core of our deliverable is regular agency connects. Brunch catering for 20 pax.
General Merchandise	Merchandise to give to clients – can range from T-shirts, power banks, pot plants, Note books, pens, mouse pads, laptop bags.	July-March 2025	Generic merchandise: Diaries – 500 Diaries with pens for 2025 250 leather laptop bags 300 Powerbanks (30 000mAh) 200 Winter Hoodies 100 bomber jackets Summer - 200 caps 200 bucket hats 200 Golf T-shirts
40 x Client Hostings	Different front-line sales colleagues go out to engagements weekly with various clients.	July-March 2025	The SABC frontlines sales team has regular one on one or group meetings outside the office on a regular basis. The appointed supplier must budget for 40 hostings at 5-star establishments as per below: <ul style="list-style-type: none"> • 10 x Breakfasts :for a maximum of 5 people • 25 x Lunches: For a maximum of 20 people • • 5 x Dinners: For a maximum of 20 key clients
Event Tickets	Agency to buy tickets to events and awards as requested per quarter such as Durban July, Drake, Michael Bubble etc	Jul-March 2025	We would like 15 double tickets at the official marquee. 20 double VVIP tickets x 7 high profile international and local concerts such as

Tender Number: RFP/COM/2024/10243794/13
APPOINTMENT OF EXPERIENTIAL SERVICE PROVIDER TO ASSIST TRADE
MARKETING FOR A PERIOD OF 12 MONTHS

			Calabash, Andrea Bocelli, etc 20 suite tickets x 8 high profile matches such as Soweto Derby, Springboks and Cricket ODIs
Most Awards & Radio Awards	Buy tickets to the awards	Sept–January 2025	We would like to buy tickets for our team to attend the awards. <ul style="list-style-type: none"> • Most Awards • Radio Awards • Marketing Achievement awards We would like to acquire 40 single tickets at each event.
Berlin November in the Eastern Cape	Tickets and experiential on the ground:	November 2024	We would like to buy 10 double VVIP tickets at the main marquee.
Accommodation & Flights for Clients	When required, we need to accommodate clients and partners to events.	July -March 2025	Supplier to make provision to pay for a maximum of 20 return flight tickets – Between JHB, CPT & EC.
2 x Big Conceptual events	We would like an experiential event for Heritage Month	August & September 2024	We want to have an experiential for Heritage Month. Get a venue where we can showcase our 9 radio stations & diversity through OB's and heritage experience that differentiates the different stations in Cape Town. Catering lunch for 100 pax The 2 nd one can be small Christmas lunches in JHB, KZN and CPT for 40 pax.
Replenishment Concert (Gospel)		September 2024	We would like to have our own marquee, hosting 60 clients (30 double tickets and catering, deco and drinks) The venue needs décor, food, parking tickets and drinks.
Women's Month	Jhb Experiential for top career women	August 2024	Source a venue to host a classy event for Women's Day. Venue accommodating 80 pax Catering and drinks and a gift hampers @ R800 for guests

Tender Number: RFP/COM/2024/10243794/13
APPOINTMENT OF EXPERIENTIAL SERVICE PROVIDER TO ASSIST TRADE
MARKETING FOR A PERIOD OF 12 MONTHS

Valentines Gift Vouchers - Dinners, experientials, Flowers for 30 Clients	Dinner Vouchers, Spa Dates, experientials, Flowers for 30 Clients.	February 2025	5 x dinners @ R1 500 each 20 x flower vases @ R1 000 20 x spa vouchers at a 5-star spa
---	--	---------------	--

Note – dates and events are indicative and are subject to change at short notice. The SABC reserves the right to determine where and when the events can take place.

4. SCOPE OF WORK

Deliverables: Development and implementation of identified events and partnerships

- Innovative partnerships/ sponsorships for future events.
- Work Under tight deadlines to deliver on urgent request.
- Experiential Gift Management
 - Identify and curate unique client gifts for birthdays and key celebrations
- Financial Management (budget monitoring)
- Event Management:
 - Experiential activations, promotions & events
 - Pre- event, on-site and post event management
 - Event Hospitality, project management, creative delivery, staffing solutions, entertainment/ décor solutions,
 - Liaison with suppliers, venue management
 - Post campaign reporting (debrief, postproduction, account reconciliation etc.)
 - Invites, Aide Memoir
 - RSVP
- Guest relations, travel management, registration

5. IDENTIFY ALL MEASUREMENT TOOLS TO BE USED

- ROAS (Return on Advertising spend)
- Improved Brand Integrity
- Brand sentiments

6. CONTRACT PERIOD

Twelve (12) Months

7. COSTING

The quotation must reflect a detailed cost breakdown of all activities stated Under **“3. Brief Requirements”** above, and any indirect costs associated with the rendering of this service.

8. RFQ RESPONSE INFORMATION

Effective Date of Bid

Vendors should state in writing in its quotation to the SABC that all furnished information, including price, will remain valid and applicable for at least 180 days from the date the vendor quotation is received by the SABC.

9. EVALUATION CRITERIA

9.1 Specific Goals and Price

- The RFQ responses will be evaluated on the 80/20-point system
- Responses received will be evaluated on Price and Specific Goals Scorecard.

9.2 Technical Evaluation

- The RFQ submission will be technically evaluated out of a maximum of 100 points.
- A threshold of 75 points out of 100 has been set.
- Bidder who obtains less than 75 points that will not be considered for the next phase of evaluation which is Price and Specific Goals.

FIRST PHASE EVALUATION CRITERIA

Evaluation Area	Evaluation Criteria	Min Points	Max Points
Previous Experience and Expertise	Showcase clear and detailed previous events that have been implemented. The events should showcase objectives and success factors.		
	(Corporate/Broadcast clients with on the ground events including digital integration)		
	<ul style="list-style-type: none"> • 5 x event case studies for (25 points) 	15	25
	<ul style="list-style-type: none"> • 4 x event case studies (20 points) 		
	<ul style="list-style-type: none"> • 3 x event case studies (15 points) 		
	<ul style="list-style-type: none"> • 2 or less (0 points) 		

Tender Number: RFP/COM/2024/10243794/13
APPOINTMENT OF EXPERIENTIAL SERVICE PROVIDER TO ASSIST TRADE
MARKETING FOR A PERIOD OF 12 MONTHS



Event Management, Gifting & Quality of submission	Bidders must submit a minimum of three (03) client reference letters , on a client letterhead, indicate bidders name, contact details of clients (name, telephone and/or email), estimated project cost, duration of the service offered (start and end dates), description of services performed illustrating their experience in activations and event management.		
	Reference letters illustrating five (5) cumulative years as of 30 June 2024.		
	Fully compliant reference letters with the above requirements:		
	• No Letters = (0 points)		
	• 2 letters = (5 points)		
	• 3 – 4 letters= (10 points)	10	15
	• 5+ letters= (15 points)		
	<i>(Reference letters can alternatively be via corporate email of the referee. General email domains such as Gmail, Yahoo, Hotmail or similar will not be accepted)</i>		
	Years of experience		
	• Less than 5 years' experience (0 points)		
	• 5-8 years in similar assignments (5 points)	5	10
	• More than 8 years similar assignments conducted = (10 points)		
	Please submit a visual & detailed event concept & plan using Cape Town Heritage Day for the proposal. The objective is to promote SABC Radio stations popular in Cape Town such as Good Hope FM and Umhlobo Wenene.		
	Is the concept clear & aligned with the objective?		
	• Yes (10 points)	10	10
	• Maybe (5 points)		
	• Not clear (0)		
Is the quality of the proposal clear and conceptual?			
• Yes (10 points)	10	10	
• Maybe (5 points)			

Tender Number: RFP/COM/2024/10243794/13
APPOINTMENT OF EXPERIENTIAL SERVICE PROVIDER TO ASSIST TRADE
MARKETING FOR A PERIOD OF 12 MONTHS

	<ul style="list-style-type: none"> No (0 points) 		
	Are corporate-inspired gift hampers creative and aligned with the concept?		
	<ul style="list-style-type: none"> Yes aligned (10 points) 	10	10
	<ul style="list-style-type: none"> Not creative or aligned (5 points) 		
	Timeline: Demonstrate clear timelines from brief to execution		
	<ul style="list-style-type: none"> Timelines clearly defined for the event (10 points) 	10	10
	<ul style="list-style-type: none"> Not clearly defined (5 points) 		
Staff Compliment	Provide a clear & detailed organogram for all of the projects required by SABC	5	10
	<ul style="list-style-type: none"> More than 6 people to work on the Trade Marketing Projects (10) 		
	<ul style="list-style-type: none"> Less than 6 people (5) 		
TOTAL		75	100

Bidders who score less than 75 points will be deemed non-responsive and will be disqualified from further evaluation for Price and Specific Goals.

5. PHASE 2 - PRICE AND SPECIFIC GOALS

The bid responses will be evaluated on the 80/20-point system. Bidders are to provide detailed breakdown of all direct and indirect costs associated with the contract, including additional fees if any. Bidders must provide original or certified B-BBEE certificates or sworn affidavits in order to get preference points.

- a. The 80/20 preference point system will apply to evaluate responses.
- b. The award of the tender will be based on presentation evaluation.
- c. The Price and BEE (Specific goals) will be applicable to award the highest scoring bidder.

PRICE AND BEE (SPECIFIC GOALS) APPLICATION DURING CONTRACT IMPLEMENTATION

d. PRICE

The **80/20** preference point system

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

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

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

e. BEE (SPECIFIC GOALS)

SPECIFIC GOALS	80/20
EME/SME 51% owned by Black people	10
51% owned by Black people;	5
51% owned by Black people who are women	3
Black Youth	2

- **NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero.**

6. OBJECTIVE CRITERIA

- 6.1 The SABC reserve the right not to consider proposals from bidders who are currently in litigation with the SABC.
- 6.2 The SABC reserves the right not to award bidders who fail the financial stability assessment.
- 6.3 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.
- 6.4 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.

6.5 Conditions related to former employees, SABC's Non-Executive members and Independent Contractors:

- No SABC former employees shall be awarded contracts with the SABC within 24 months after termination of employment with the SABC.
- Should employees resign or retire from the employment of the SABC and become directors of other businesses tendering with the SABC, such tender shall not be considered until the cooling off period of 6 (six) months has expired.
- Should the employee be dismissed from the SABC employment, such employee shall be prohibited from conducting business with SABC for a period of 5 (five) years from the date of dismissal.
- Should the employee be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- The SABC shall not procure any goods, services, works or Content from any Board member or Board member owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- Should the SABC's Board members no longer serve on the SABC Board but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of 6 (six) months has expired.
- Should the Board member be found guilty in a court of law due to criminal conduct/act, such Board member will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- The SABC shall not procure any goods, services, works or Content from any 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.
- Should the Independent Contractor no longer be contracted to the SABC but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of 6 (six) months has expired.
- Should the Independent Contract be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged

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 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.0 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.1 To be completed by the organ of state

The applicable preference point system for this tender is the **80/20** preference point system.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.3 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

SPECIFIC GOALS	80/20
EME/SME 51% owned by Black people	10
51% owned by Black people;	5
51% owned by Black people who are women	3
Black Youth	2

1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for

specific goals are not claimed.

- 1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \mathbf{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \mathbf{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

Tender Number: RFP/COM/2024/10243794/13
APPOINTMENT OF EXPERIENTIAL SERVICE PROVIDER TO ASSIST TRADE
MARKETING FOR A PERIOD OF 12 MONTHS

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (80/20 system) (To be completed by the tenderer)
SMMEs (inclusive or QSEs and EMEs) 51% owned by Black people	10	
51% owned by Black people;	5	
51% owned by Black people who are women	3	
Black Youth	2	

NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero

Source Documents to be submitted with the tender or RFQ

Tender Number: RFP/COM/2024/10243794/13
APPOINTMENT OF EXPERIENTIAL SERVICE PROVIDER TO ASSIST TRADE
MARKETING FOR A PERIOD OF 12 MONTHS

Specific Goals	Acceptable Evidence
B-BBEE	Valid BEE Certificate / Sworn Affidavit (in case of JV, a consolidated scorecard will be accepted)
Black Women Owned	Certified ID Documents of the Owners/shareholder
Black Youth owned	Certified ID Documents of the Owners
EME or QSE 51% Black Owned	Annual Financial/ Management Accounts/ B-BBEE Certificate / Affidavit/ Certified ID Documents of the Owners/shareholder
51% Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/ Certified ID Documents of the Owners/shareholder
South African Enterprises	CIPC Documents

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the

Tender Number: RFP/COM/2024/10243794/13
APPOINTMENT OF EXPERIENTIAL SERVICE PROVIDER TO ASSIST TRADE
MARKETING FOR A PERIOD OF 12 MONTHS

conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering 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) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....
SIGNATURE (S) OF TENDERER (S)

SURNAME AND NAME :

DATE :

ADDRESS :

.....

END OF DOCUMENT G

DOCUMENT H

BIDDER'S DISCLOSURE

SBD 4

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

4239_____

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

4240_____

² 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.

Tender Number: RFP/COM/2024/10243794/13
APPOINTMENT OF EXPERIENTIAL SERVICE PROVIDER TO ASSIST TRADE
MARKETING FOR A PERIOD OF 12 MONTHS

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position Name of bidder

END OF DOCUMENT I



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 _____ 2024.

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