



SCM Division  
Radio Park, Henley Road  
Auckland Park 2092  
Johannesburg  
Private Bag X1  
Auckland Park 2006

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/IT/2025/10248284/34
RFQ ISSUE DATE	10 SEPTEMBER 2025
RFQ DESCRIPTION	APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO DEVELOP & IMPLEMENT AN ONLINE INTEGRATED PROJECT MANAGEMENT INFORMATION SYSTEM FOR A PERIOD OF FIVE (5) YEARS.
BRIEFING SESSION	NOT APPLICABLE
CLOSING DATE & TIME	19 SEPTEMBER 2025 AT 12H00 PM

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

For queries, please contact [Blonde Ngoepe](mailto:Blonde.Ngoepe@sabc.co.za) via email: [Tenderqueries@sabc.co.za](mailto:Tenderqueries@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: \_\_\_\_\_

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


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

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

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

## NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All 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 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 SEVEN DAYS**

## 1. REQUIRED DOCUMENTS

- 1.1 Submit proof Central Supplier Database (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 BBBEE Certificate or Sworn affidavit (from SANAS accredited Verification Agency)
- 1.5 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.6 Certified copy of Shareholders' certificates.
- 1.7 Certified copy of ID documents of the Directors or Members.

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

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

**NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHO IS NOT REGISTERED ON THE CSD**

## 2. **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 five television broadcasts to the general public.

## 3. **BACKGROUND**

The SABC invites companies with extensive experience in the development and commissioning of Integrated Project Management Information System, for the management and reporting of multiple Projects. A project management information system (PMIS) is required to improve efficiency and allow project managers and business analysts to manage multiple projects effortlessly. This will ensure stakeholders have accurate real time project progress reports on demand. A PMIS will also ease administrative challenges facing the Project Management and Governance office.

A project management information system will enable management to measure the success rate of projects and provide Project Managers / Business Analysts with a tool to monitor and control multiple projects. Management will receive accurate and relevant project progress information enabling speedy decision-making processes and ensuring projects are on time, within budget and aligned to project objectives.

The current manual monthly reporting process is a heavy burden for project managers / business analysts who manage multiple projects each. They have to log into ERP/SAP systems to get the latest financials and then load the same information onto the monthly report MS Excel based dashboard.

## 4. **REQUIREMENTS AND SCOPE OF SERVICES**

Merely having project managers will not move the organisation to achieving its goals and the implementation of an Integrated Project Management Information System will provide the PMO environment with a centralised and streamlined, management of processes, methods, and resources to manage the current and proposed projects from a planning and execution perspective.

### **The Project Management Information System (PMIS) should: -**

- Integrate with existing SABC management systems, i.e. SAP, CURA, MS Office suite and SharePoint.
- PMIS should be configurable to SABC Enterprise Risk Management Framework and Process through export to excel.
- Web enabled real-time updating.
- Minimum of 50 users, additional users can be added on demand.
- Minimum of 20 Concurrent users.
- Enable project team task monitoring by allowing project managers to assign and monitor the progress of tasks allocated to project team members.
- Resource Management.
- Workflow approvals.

**Team Collaboration**

- Detailed project reporting
- Automated financial projections
- Must allow for an overall view of all projects (Dashboard, keep track on various project status')
- Specify project deliverables
- Critical path identification
- Prioritisation of projects
- Identification of business resource and project dependencies
- Create manage and track project schedules
- It must assist with budget evaluation per project
- Approvals with digital signatories
- Workflow notification

**Items in scope****a) Implementation of a project management information system and all associated once off software and licensing requirements.**

- Project analysis and design
- Installation and configuration
- Data Migration
- Infrastructure (Cloud, Licencing, Full Failover/redundancy and backup)
- System Integration
- Post implementation support and maintenance
- Projects and solution documentation
- Professional Fees

**b) User Training**

Item	Description	Quantity
1	Project Management Tool - once-off configuration, set-up and integration	1
2	Upfront Annual Software Licenses - <b>1<sup>st</sup> Year</b>	Minimum of 50
3	Annual Software Licenses for Years <b>2 to 5</b>	Minimum of 50 per annum

**5. RFQ VALIDITY PERIOD**

This bid will remain valid **90 (ninety) days** from the date of bid closing.

**6. COSTING**

The indicative costing should reflect a detailed cost breakdown, and any direct or indirect costs associated with the rendering of required services. Bidders are advised to use **Annexure G - Pricing Schedule**

**7. DURATION OF THE CONTRACT**

**Five (5) Years**

**8. LOCATION**

**Auckland Park**

**9. FIRST PHASE: TECHNICAL EVALUATION CRITERIA**

- The tender submission will be technically evaluated out of **283**.
- A minimum threshold of **266 out of a maximum of 283** has been set.
- Bidders achieving less than the set threshold will be declared non-responsive and therefore will not continue forward to the second phase of functional evaluation.

	Functional requirements	Min points	Max points	Bidder to provide detailed compliance response to substantiate compliance/non-compliance and reference page number on solution spec.
1.1	<p>Ability to create multiple custom templates and use existing templates that are available with the system. <b>= (2 points)</b></p> <p>Ability to successfully import existing template/s. i.e. excel /csv &amp; word. <b>= (1 point)</b></p> <p>Ability to create document based on captured info/per template in SABC letterhead/format with approvals effected <b>= (1point)</b></p> <p>Format of documents can be in PDF, Word and csv/excel <b>= (1 point)</b></p>	5	5	
1.2	Automated Document/Template version control	5	5	
1.3	Tool must have ability to classify/categorize projects	5	5	
1.4	<p><b><u>Ability to manage different access rights for different users</u></b></p> <ul style="list-style-type: none"> <li>• Read</li> <li>• Write/create</li> <li>• Delete</li> </ul>	5	5	

	Functional requirements	Min points	Max points	Bidder to provide detailed compliance response to substantiate compliance/non-compliance and reference page number on solution spec.
1.5	Ability to keep track of different project statuses with mandatory reasons identified	5	5	
1.6	Ability to extract different types of reports = <b>(2 points)</b>  Ability to build custom reports based on metadata available = <b>(2 points)</b>	4	4	
1.7	Ability to create and amend the project schedule with associated metadata = <b>(2 points)</b>  Ability to Import schedule from MS Project = <b>(2 points)</b>	4	4	
1.8	Ability to reschedule incomplete work with full audit trail with full audit history	5	5	
1.9	Ability to assign and re-assign resources to multiple projects with audit history	5	5	
1.10	Ability to view Impact of Changes	5	5	
1.11	Ability to support portfolio analysis throughout the project lifecycle	5	5	
1.12	Ability to prioritize & re-prioritize projects and tasks with reasons.	5	5	
1.13	Ability to identify business, resource and project dependencies	5	5	
1.14	Ability to create, manage and track project schedules (must be adaptive and manual)	5	5	
1.15	Ability to track project timeline vs completion status, actual costs vs budget and scope vs change request/s with associated RAG status i.e. (relevant color scheme)	5	5	

	Functional requirements	Min points	Max points	Bidder to provide detailed compliance response to substantiate compliance/non-compliance
1.16	Ability to set and automatically send reminders within defined times	5	5	
1.17	Ability to set and automatically send escalations within defined times = <b>(5 Points)</b>	0	5	
1.18	Ability to attach all supporting documentation per project with full description.  NB* preferably no file size limitation	5	5	
1.19	Ability to identify risks based on set standards	5	5	
1.20	Solution must allow for team collaboration functionality i.e. update the same projects concurrently	5	5	
1.21	Ability to filter resources by business units	5	5	
1.22	Ability to capture resource demand	5	5	
1.23	Ability to support team assignments	5	5	
1.24	Ability to balance resource workloads	5	5	
1.25	Ability to link related projects & relevant reporting.	5	5	
1.26	Ability to build reports based on information provided	5	5	
1.27.	Ability to build and extract custom reports	5	5	
1.28	Ability to extract portfolio reports	5	5	
1.29	Ability to extract project performance tracking reports	5	5	
1.30	Ability to extract risk reports	5	5	
1.31	Ability to extract resource allocation reports with associated metadata	5	5	



	Functional requirements	Min points	Max points	Bidder to provide detailed compliance response to substantiate compliance/non-compliance
1.32	Ability to review historical performance of contracted service providers across multiple projects	5	5	
1.33	<p>Audit Trail of <b>all actions</b> performed in the system and record the following but not limited.</p> <ul style="list-style-type: none"> <li>• Username</li> <li>• Date</li> <li>• Time</li> <li>• Type of action performed</li> <li>• The old value of the information captured in any field</li> <li>• The new value of the information captured in any field</li> <li>• Sign off date</li> <li>• Different status changes</li> <li>• All workflow notification sent/received</li> <li>• NB* users must be able to extract audit reports based on parameters defined.</li> </ul>	10	10	
1.34	<p>Automated workflows amongst others not limited to the below at no additional costs</p> <ul style="list-style-type: none"> <li>• Ability to manage workflows with associated notifications to different stakeholders and project resources at different times</li> <li>• Ability to manage and approve all project changes with associated workflows. Not limited to scope, Change requests, time and costs</li> <li>• Ability to electronically approve all documentation related to projects – workflow (with system date and time stamp)</li> <li>• Allow for relevant workflow notifications to be enabled and disabled</li> <li>• Ability to disable and enable each workflow trigger (i.e each status)</li> </ul>	10	10	

1.35	<b>Integration</b> Integration requirements <ul style="list-style-type: none"> <li>Integrate with Teams Premium (read all meeting minutes and tasks)</li> </ul>	2	2	
	Integration to SAP/ERP via API i.e. Project financial analytical reporting	2	2	
	<ul style="list-style-type: none"> <li>Integrate with SharePoint i.e. document repository</li> </ul>	2	2	
	<ul style="list-style-type: none"> <li>Solution must have ability to have Active directory integration - (single sign-on) - preferably</li> </ul>	2	2	
	<ul style="list-style-type: none"> <li>Integration to CURA system i.e. High-level overview of the risks per project = (2 Points)</li> </ul>	0	2	
	<b>Non-Functional requirements</b>	<b>Min points</b>	<b>Max points</b>	<b>Bidder to provide detailed compliance response to substantiate compliance/non-compliance</b>
1.36	Performance – The solution needs to provide a rapid response time for loading of different screens and extraction of data	5	5	
1.37	Scalability – solution must allow for more users to be added without negatively impacting on performance  The solution must be capable of supporting at least 50 users concurrently logged on without negatively impacting on the response time.	5	5	
1.38	Usability - Solution must be able to handle increased demand complexity without compromising its performance & quality. <b>Easy to use.</b>	5	5	
1.39	<b><u>License model</u></b> <ul style="list-style-type: none"> <li>Perpetual =(5points)</li> <li>Subscription= (0 point)</li> </ul>	0	5	
1.40	More users to be added at no additional cost <ul style="list-style-type: none"> <li>Without costs =(5points)</li> <li>With costs=(0point)</li> </ul>	0	5	
1.41	Security – Ability to set user account management with user rights privileges.	5	5	

1.42	<p>Security: Solution needs to adhere to the SABC IT Security Policy and comply with the below requirements.</p> <ul style="list-style-type: none"> <li>ISO 27001 the Bidder needs to conduct annual penetration test and provide the SABC with the compliance certificate</li> <li>Solution must be CIA compliant</li> <li>Data center must be in SA and data stored in SA.</li> <li>Websites need to have a SSL (https)</li> <li>Solution must allow for User multi-factor authentication.</li> </ul>	5	5	
1.43	<p><b><u>Bidder to grant SABC access to the data</u></b></p> <ul style="list-style-type: none"> <li>Extract the data at the end of the contract period.</li> <li>In a readable and usable format</li> </ul>	5	5	
1.44	Compatibility with popular browsers not limited to the below i.e. chrome, edge, firefox & safari	5	5	
1.45	Accessibility – System needs to be accessible using different devices e.g. Laptops, Desktops, smartphones and tablets. No limitation on user geographical location.	5	5	
1.46	Reliability – The solution must provide accurate data extraction and stability	5	5	
1.47	<p>Availability – The solution needs to be available 24/7 and guarantee 99% uptime</p> <p>Solution must also have full redundancy instance and resiliency</p>	5	5	
1.48	Business rules – Tool must be able to apply / set logical business rules	5	5	
1.49	Supplier must implement latest version and all upgrades to be part of the SLA	5	5	
1.50	Solution must have multiple environments ie for Training, Testing, Production at no additional cost	5	5	

	Dashboard requirements	Min points	Max points	Bidder to provide detailed compliance response to substantiate compliance/non-compliance
1.51	The solution must enable the SABC to create multiple dashboards dynamically, utilizing the available fields for customization and data visualization.	5	5	
1.52	Information viewed on the dashboard must have real time update based on input /integrated data	5	5	
1.53	The solution must enable SABC to build customized reports for extraction. Formats required; PDF and excel	5	5	
1.54	The solution must have default or standard project management reporting	5	5	
	<b>TOTAL POINTS</b>	<b>266</b>	<b>283</b>	

**NB. Bidders who fail to score 266 points or higher will automatically be disqualified and will not be evaluated further.**

#### 10. **SECOND PHASE: FUNCTIONAL EVALUATION CRITERIA**

- The tender submission will be technically evaluated out of 40
- A minimum threshold of 30 out of a maximum of 40 has been set.
- Bidders achieving less than the set threshold will be declared non-responsive and therefore will not continue forward to the third phase of functional evaluation.

Evaluation Area	Functional Criteria	Min. Points	Max. Points
Previous working experience with references letters	<p><u>Bidder to provide the signed reference letter(s) on client letter head describing similar work done, year of implementation including contactable references- (direct phone numbers or email address</u></p> <ul style="list-style-type: none"> <li>• 3 and more letters from clients = 10 points</li> <li>• 2 - letters from clients = 5 points</li> <li>• 1 - letter from client(s) = 0 point</li> </ul> <p><b>Note:</b> Non-submission of client reference letter(s) will be scored zero.</p>	5	10

	The SABC further reserves the right to call the referee and verify the information. Any incorrect information will be regarded as deliberate misrepresentation which will lead to disqualification		
Training for IT Support	<b><u>Provide overview of training plan as part of project deployment</u></b> <ul style="list-style-type: none"> <li>• System / Technical administrator training</li> <li>• User training</li> </ul>	5	5
Training – User	Ability to provide Operational training to SABC personnel including Super User Training Supplier to provide video training material per feature Solution must have in-app training material	5	5
Delivery and deployment of Solution	<b><u>Clearly indicate the expected delivery and deployment lead time of the solution.</u></b> <ul style="list-style-type: none"> <li>• 4 – 6 weeks = 10 points</li> <li>• 7– 10 weeks = 5 points</li> <li>• More than 10 weeks = 0 points</li> </ul>	5	10
Implementation	<b><u>Provide sample of SLA</u></b> Provide training plan Provide implementation plan with project schedule	5	5
Support and Maintenance	<b><u>Bidders will be evaluated on their ability to provide a meaningful technical support plan for the system offered:</u></b> <u>For application:</u> All application upgrades, patch releases, configuration, for the duration of the contract, must be included at no additional cost. Call Logging procedure – Bidder to provide the process of logging, resolving and escalating issues / bugs	5	5
<b>TOTAL</b>		<b>30</b>	<b>40</b>

#### 11. THIRD PHASE: DEMO PRESENTATION

Demonstration assessment	Comply	Not comply
Demonstrate the Functional Requirements as per Phase 1		
Demonstrate the Non-Functional Requirements as per Phase 1		
Demonstrate the Dashboard/s Requirements as per Phase 1		

Demonstration assessment	Comply	Not comply
Demonstrate the ease of configuration and deployment		

The successful bidder will be required to meet all the above requirements for contracting purposes.

## 12. PRICE AND BEE (SPECIFIC GOALS)

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

## 13. PRICE AND BEE (SPECIFIC GOALS) APPLICATION DURING CONTRACT IMPLEMENTATION

### 13.1 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

### 13.2 BEE (SPECIFIC GOALS)

<u>SPECIFIC GOALS</u>	<u>80/20</u>
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

**Note: 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.**

### **13.3 ADJUDICATION USING A POINT SYSTEM**

- The bidder obtaining the highest number of total points will be awarded the contract.
- Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### **13.4 OBJECTIVE CRITERIA**

- The SABC reserves 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.
- The SABC will not award contract/s to the bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, company financials, etc. will be eliminated from the bid process.
- The SABC reserves the right not to award this tender to any bidder who fails the financial stability assessment.
- No SABC former employees shall be awarded contracts with the SABC within **(Twelve) 12 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 **(Twelve) 12 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 **12 (Twelve)** 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

#### 14. **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.

#### 15. **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 or until a formal contract / letter of award is signed by both parties.
- **The Corporation reserves the right to:**
  - Not evaluate and award submissions that do not comply with this tender document.
  - Make a selection solely on the information received in the submissions.
  - Enter negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
  - Contact any bidder during the evaluation process, 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.
  - Award a contract to one or more bidder(s).
  - Accept any tender in part or full at its own discretion.
  - Cancel this RFQ or any part thereof at any time.
  - Should a bidder(s) be selected for further negotiations, they will be chosen based on the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BEE & Price.

#### 16. **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 any circumstances be responsible or liable for any such costs, regardless of, without limitation, the outcome of the bidding, evaluation, and selection process.



**17. PAYMENT TERMS**

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

**END OF RFQ DOCUMENT**

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

Annexure A	-	Declaration of Interest
Annexure B	-	SBD 6.1 Form
Annexure C	-	Consortiums, Joint Ventures and Sub-Contracting Regulations
Annexure D	-	Previous completed projects/Current Projects
Annexure E	-	SBD 4 Form
<b>Annexure F</b>	-	<b>Reference Form</b>
<b>Annexure G</b>	-	<b>Pricing Schedule</b>

**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 favoritism, 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	:	.....
NUMBER	:	.....
		TELEPHONE 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**

## **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**

1.1 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).

**1.2 To be completed by the organ of state**

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

1.3 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.

**1.4 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

1.5 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.

1.6 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:

	80/20	or	90/10
Where	$Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$		$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$
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:

	80/20	or	90/10
Where	$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$		$Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$
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—

- (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**

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 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:** .....

.....

.....

.....



**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 30% 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

Strictly Confidential

**ANNEXURE D**

**Previous completed projects (preferably provide a detailed company profile, detailed the below mentioned information)**

Project Descriptions	Client	Contact no	Contact person	Email address	Period projects of	Value projects of	Project Commence date	Completed date

**Current projects (preferably provide a detailed company profile, detailed the below mentioned information)**

Project Descriptions	Client	Contact no	Contact person	Email address	Period projects of	Value projects of	Project Commence date	Completion date

## BIDDER'S DISCLOSURE

### 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 interest<sup>1</sup> 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:

.....  
 .....

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 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**

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 consortium<sup>2</sup> 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

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.

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.

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

**REFERENCE FORM**

It is critical to complete the form fully. SABC may not give scores for incomplete forms.

Referee Company Legal Name: \_\_\_\_\_

Bid Description (Referee provided for): \_\_\_\_\_

Describe the Services/ Work Done: \_\_\_\_\_

\_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Rate Service Provider (Put a mark to the relevant score)

Indication	Excellent	Very Good	Good	Poor	Unacceptable
Score	5	4	3	2	1

Referee Contact Person: \_\_\_\_\_

Referee Designation: \_\_\_\_\_

Referee Contact Number: \_\_\_\_\_

Referee Email: \_\_\_\_\_

I hereby declare that to the best of my knowledge, information completed above is true and correct.

Bidder's Referee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPANY STAMP**

**NB: Failure to provide references in prescribed format will be non-responsive**

## PRICING SCHEDULE

Item	Description	Quantity	Amount
1	Project Management Tool - once-off configuration, set-up and integration	1	
2	Upfront Annual Software Licenses - <b>1<sup>st</sup> Year</b>	Minimum of 50	
3	Annual Software Licenses for Years <b>2 to 5</b>	Minimum of 50 per annum	
<b>Total amount for 5 years Excluding VAT</b>			
<b>VAT</b>			
<b>Total amount for 5 years Including VAT</b>			