



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

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER	: RFP/CPS/2022/64
RFP TITLE	: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND IMPLEMENT TRAVEL AND EXPENSE MANAGEMENT SYSTEM AS A ONCE-OFF PROJECT.

EXPECTED TIMEFRAME

BID PROCESS	EXPECTED DATES
Bid Advertisement Date	24 February 2023
Bid Documents Available From	National Treasury's tender portal (http://www.etenders.gov.za) SABC Website (http://www.sabc.co.za/sabc/tenders/)
Non-Compulsory Briefing Session Date & Time	13 March 2023 @ 11:00 am
Bid Closing Date and Time	28 March 2023 @ 12:00 noon
Venue / Link for virtual Briefing Session	Click here to join the meeting
Contact details	tenderqueries@sabc.co.za
Preference point system	80/20

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

BIDS DELIVERY

SABC's Tender Box
SABC Office
Radio Park
Henley Road; Auckland
Johannesburg or RFPSubmissions@sabc.co.za

Bidders may submit bids in the tender box or electronically until further notice.

NB: Please ensure links for WeTransfer and Google Dropbox expire 30 days after submission (PDF documents and UBS are preferable)

Late Bid submissions will not be accepted for consideration by the SABC

1. MANDATORY CRITERIA

- 1.1 Proposed solution must be for existing Travel and Expense Management software used by other clients. **Complete annexure B to confirm compliance.**
- 1.2 The bidder must be the software owner or be authorized by the software owner to resell the software. Relevant proof to be provided by the bidder. SABC reserves the right to verify information with the software owner. Bidder to provide letter/certificate confirming authorization to resell.

NON-SUBMISSION OF THE MANDATORY DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

2. REQUIRED DOCUMENTS

- 2.1 SARS "Pin" to validate supplier's tax matters
- 2.2 Original or Certified copy of Valid BBBEE Certificate **(from SANAS accredited Verification Agency)**
- 2.3 All EME's and 51% black Owned QSE's are only required to obtain a sworn affidavit on an annual basis, confirming the following.
 - Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE 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 Based Black Economic Empowerment Amendment Act, 2013 (Act No. 46 of 2013).

- 2.4 Proof of Valid TV License Statement (Company's, Shareholders and all Directors'), or affidavit proving that company and/or officials are not in possession of TV licence. Verification will also be done by the SABC internally
- 2.5 Original or Certified copy of Valid BBBEE Certificate **(from SANAS accredited Verification Agency)**
- 2.6 All EME's and 51% black Owned QSE's are only required to obtain a sworn affidavit on an annual basis, confirming the following.
 - Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE 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 Based Black Economic Empowerment Amendment Act, 2013 (Act No. 46 of 2013).

- 2.7 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 2.8 Certified copy of Shareholders' certificates.
- 2.9 The bidder to submit Proof of registration on the Central Supplier Database (CSD)
- 2.10 Certified copy of ID documents of the Directors or Members.
- 2.11 Last three years audited financial statements or signed Management Accounts.

SHOULD THE INFORMATION ABOVE NOT BE PROVIDED UPON AWARD THE BIDDER WILL NOT BE CONSIDERED FOR AWARD.

C O N T E N T S

DOCUMENT A:	CONDITIONS TO BE OBSERVED WHEN BIDDING
DOCUMENT B:	GENERAL CONDITIONS OF THE PROPOSAL
DOCUMENT C:	QUESTIONNAIRE
DOCUMENT D:	DECLARATION OF INTEREST
DOCUMENT E:	FUNCTIONALITY REQUIREMENTS
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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 <u>CENTRALISED DATA BASE - https://secure.csd.gov.za</u>

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 The 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.

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
- Financial/pricing information must be presented in a **separate** attachment from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.
- 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
- 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.

NB: Please ensure links for WeTransfer and Google Dropbox expire 30 days after submission.

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.

- 5.4 The prices quoted should be inclusive of all costs needed to perform the specified services, not limited to, all kinds of local guaranteed 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 (to be negotiated).
- 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:
- 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.
 - that, if there are changes in the control of the company, these should be brought to the attention of the SABC.
 - 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.
 - 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.
 - 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 and
 - 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.
 - 9.3.7 cancel this bid or any part thereof at any time.

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 **three (3) 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 non-compulsory Briefing Session.

13.0 AUTHORISED CONTACT PERSONS

- 13.1 All enquiries in respect of this bid must be addressed to:
tenderqueries@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
- 14.5 100% black owned EMEs and QSEs have a status of BBEE Level 1 Contributor
- 14.6 **An affidavit (DTI Affidavit) confirming that the entity's turnover is below R10 million, and percentage of black ownership will be accepted for EMEs**
- 14.7 QSEs have to comply with all elements
- 14.8 Start-up enterprises are verified similar to EMEs, but can opt to be rated using the QSE and Generic Scorecard

- 14.9 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
- 14.10 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.
- 14.11 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.
- 14.12 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.
- 14.13 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.
- 14.14 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 subcontract.

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

12.0 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 is 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.

12.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

- .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.

12.0 WARRANTY

- .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/repaired items to the place of destination

12.0 INSPECTION

The Bidder shall permit and assist the SABC's representatives in carrying out any inspections that are called for in the proposal or specifications.

12.0 PACKAGING

Goods purchased on this bid must be adequately protected and securely packaged during shipment and until delivery at the destination.

Goods must be clearly marked with the Bidder's name, description of contents and the SABC's order number and delivery address.

12.0 RISK

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.

12.0 DELIVERY

- .1 Delivery will be to the Stores of 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.

12.0 PAYMENT

- .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.

The SABC's standard payment terms are 60-90 days from date of invoice/statement.

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 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 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's 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 a year 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 one year has expired.

12. FAILURE TO COMPLY WITH THESE CONDITIONS

These conditions form part of the bid and failure to comply therewith may invalidate a bid.

13. RFP SCHEDULE

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. ADDITIONAL NOTES

- .2 All returnable documents as indicated in the bid form must be returned with the response
- .3 Bidders are to note that bids in which firm prices are quoted for the duration of any resulting contract may receive precedence over prices, which are subject to adjustment.
- .4 Changes by the Bidder to his/her submission will not be considered after the closing date.
- .5 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.
- .6 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. DISCLAIMERS

- a. 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:
- b. change all services on bid and to have Supplier re-bid on any changes.
- c. reject any bid which does not conform to instructions and specifications issued herein
- d. disqualify bids after the stated submission deadline
- e. not necessarily accept the lowest priced bid
- f. reject all bids, if it so decides
- g. award a contract in connection with this bid at any time
- h. award only a portion as a contract
- i. split the award of the contract to more than one Supplier
- j. 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.

1. Company's Treasury CSD unique registration reference number. (Attach full CSD profile)	
2. Have your company been issued with a SARS Compliance Status PIN.	
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.	
4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?	
5. If so, state your VAT registration number and original current tax clearance certificate to be submitted	
6. Are the prices quoted fixed for the full period of contract?	
7. Is the delivery period stated in the bid firm?	
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)	

1. What is the approximate value of stock in the Republic of South Africa for this particular item? (If required).	
2. Where is the stock held?	
3. What facilities exist for servicing the items offered?	
4. Where are these facilities available?	
5. 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
- (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 / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

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

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

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

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 Employee Number / 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

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND IMPLEMENT A TRAVEL AND EXPENSE MANAGEMENT SYSTEM

1.0 BACKGROUND

The SABC's head office is in Auckland Park, Johannesburg, and its regional and/or satellite offices are in all provinces. The nature of the SABC's business requires frequent travel by its employees – both permanent staff and independent contractors. The SABC in certain instances also manage the travel arrangements for non-SABC travellers, e.g., VIPs to attend SABC events, competition winners, etc.

The SABC has a dedicated travel reservation office with its own IATA licence. The travel office currently utilises the Amadeus travel booking system. The SABC's travel expense management processes (travel request, travel approval, posting of expenses) are processed on SAP. However, there is currently no integration between the travel booking system (Amadeus), travel voucher system (Quick Trav) and the travel approval/expense system (SAP).

The SABC requires a solution to facilitate the end-to-end travel and expense management processes, including full integration between Amadeus and SAP (ECC6 EHP7).

Therefore, the SABC requires a suitably qualified service providers to submit proposals **for the Supply and Implementation of a Travel and Expense Management System.**

2.0 SABC REQUIREMENTS AND SCOPE OF SERVICE

Through this RFP, the SABC requires the following deliverables:

- 2.1 A solution to facilitate the end-to-end travel and expense management processes, including full integration between Amadeus and SAP
- 2.2 A fully integrated travel and expense management solution to enable self-service functionalities with real-time interfaces
- 2.3 A travel and expense management system that will provide better control over costs and enforce compliance to SABC travel policies
- 2.4 The solution must provide overall travel services including issuing of tickets, vouchers, revalidation, reporting etc.
- 2.5 Travel and expense management licences and maintenance for a two-year period as well as for implementation of the travel and expense management functionality
- 2.6 System functionality to be available to the users remotely 24/7.
- 2.7 **The proposed solution should include:**
 - **all software, hardware, project management, implementation costs, training, and post go-live support (minimum of 3 months).**
 - **Maintenance or subscription for 2 years**

3.0 TECHNICAL SPECIFICATIONS

Bidders are requested to respond to the tender in the following format:

- 3.1** A detailed point-by-point response is required, i.e., corresponding comments for each point or paragraph.
- 3.2** The response to technical requirements must state “Comply” or “Non-Comply.” The bidder must specify how the system makes provision for each aspect as stated below, including the page number of referenced materials to clarify the response.
- 3.3** **A “Partially Comply” statement, non-response, or response without detail will be considered as “non-Compliant”.**

4.0 DETAILED REQUIREMENTS

REQUIREMENT	POINTS		COMPLY (Y/N)	COMPLIANCE RESPONSE PAGE REFERENCE (AS REFERENCED TO EVIDENCE / BROCHURE) (THE QUOTATION IS NOT CONSIDERED TO BE A REFERENCE)
	MIN	MAX		
1. Employee self-service functionality				
1.1 Search: - Available flights (1 point) - rental cars (1 point) - accommodation (1 point) - only show options available to the specific employee as per the Travel Policy (1 point)	4	4		
1.2 Book: - flights (1 point) - vehicle hire (1 point) - accommodation (1 point)	3	3		
1.3 Change: Flights (1 point)	3	3		

- Vehicle hire (1 point) - Accommodation (1 point)				
1.4 Cancel: - Flights (1 point) - Vehicle hire (1 point) - Accommodation (1 point)	3	3		
1.5 Allow deviation from policy with additional approvals (2 points)	2	2		
1.6 Allow budget availability checks (2 points)	2	2		
1.7 Enable traveller to display and manage travel itinerary (2 points)	2	2		
1.8 Manage submission of expense reimbursement requests (3 points)	3	3		
1.9 Track status of reimbursement requests (1 point)	1	1		
1.10 Settle advances (3 points)	3	3		
1.11 Restrictions on staff customer accounts which are overdue (1 point)	0	1		
1.12 Book on behalf of another employee or guest (3 points)	3	3		
1.13 Restrict access to confidential information, e.g., negotiated rates (3 points)	3	3		
1.14 Identify and prevent duplicate trips (2 points)	2	2		
TOTAL POINTS	34	35		
2. Manager self-service functionality				
2.1 Approve or Reject Travel requests (1 point)	4	4		

- Travel changes/cancellations (1 point) - Deviations to policy (1 point) - Reimbursement requests (1 point)				
2.3 Track and report on travel itinerary for specific employees and/or all direct reports (2 points)	0	2		
2.4 Report on status of expense requests as well as historical data of all requests for specific employees or a group of employees (direct reports) (3 points)	0	3		
TOTAL POINTS	4	9		
3 Administrator functionality				
3.1 Maintain corporate travel privileges (3 points)	3	3		
3.2 Update workflows (3 points)	0	3		
3.3 Ability to develop custom reports (3 points)	0	3		
TOTAL POINTS	3	9		
4 Travel Front Office functionality				
4.1 Maintain service provider contract details (3 points)	0	3		
4.2 Enable negotiation, maintenance and monitoring of service provider rates (3 points)	0	3		
4.3 Release travel booking confirmations and vouchers (3 points)	3	3		

4.4 Manage travel insurance for international travel (2 points)	2	2		
4.5 Enable Travel Front Office to manually upload once-off vendors (2 points)	2	2		
4.6 Enable authorized travel managers to source upfront negotiated corporate rates in order to optimize travel expenses. (2 points)	0	2		
4.7 Enable authorized users to reserve group bookings as well as booking for non SABC staff. (2 points)	2	2		
4.8 Review and validate travel requests (accept / reject) as per approved vendors (2 points)	0	2		
4.9 Manage changes to already approved trips e.g. rerouting of flights (2 points)	2	2		
4.10 Ability to queue tickets that Travel Office does not have ticketing authority to issue (2 points)	0	2		
POINTS	11	23		

5 Travel Back Office (Travel Finance Admin) functionality

5.1 Process travel vendor payments: - Airfares (1 point) - Hotels (1 point) - Car Rentals (1 point)	0	3		
5.2 Manage American Express travel credit cards (3 points)	3	3		
5.3 Administer IATA compliance requirements (3 points)	0	3		
5.4 Forex Management (ordering of forex, processing of payments)	0	3		

and refunds (buy backs) (3 points)				
5.5 Manage and Invoicing for travel commission earned on car rentals, club travels and Amadeus (3 points)	0	3		
5.6 Reconcile billing settlement plan between issued tickets and the airlines via IATA. (4 points)	4	4		
5.7 Invoice processing of Agency Debit Memos (ADM's) and Agency Credit Memos for tickets that have been incorrectly issued (2 points)	2	2		
5.8 Capture tickets that travel office does not have ticketing authority, e.g. The SABC Travel office might not have authority from a specific airline to issue their tickets. The tickets will be issued through club travel and the SABC Travel Office will manually capture ticket information in the Travel management System. (2 points)	2	2		
POINTS	11	23		
6 Finance Department functionality				
6.1 Approve travel and expense requests (2 points)	0	2		
6.2 Report on travel and expense requests (2 points)	0	2		
6.3 Track expenditure for specific cost centres (2 points)	0	2		
6.4 Ability to flag a trip as fruitless and wasteful expenditure e.g. no shows (2 points)	0	2		
POINTS	0	8		
7 Integration				

7.1 Amadeus Booking System (5 points)	5	5		
7.2 SAP (5 points)	5	5		
POINTS	10	10		
8 Training				
8.1 Training to be given to 20 SABC personnel at the SABC offices in Auckland Park	5	5		
8.2 Bidder to provide training material covering • System user training • System administration training • End to end training, from creation of trip to payment of travel supplier invoice.	2	2		
8.3 Provide on-going Training on any system changes for the duration of the contract (2 points)	2	2		
POINTS	9	9		
9 General requirements				
9.1 Solution is device independent and can operate on various computers, operating systems and smart devices	2	2		
9.2 Solution must be available 24/7	2	2		
9.3 Security to prevent unauthorised access, intrusions, and data leaks	2	2		
POINTS	6	6		
TOTAL POINTS	88	132		

4.1 Pricing Breakdown Model

- 4.1.1 Bidders must provide a detailed cost breakdown by pricing all items for the delivery of a total solution as per the specification. All deviations should be stipulated as options with the indicative unit prices.
- 4.1.2 All hardware, software and licenses, installation, integration, training and support etc. must be specified, broken down into individual elements on a Bill of Materials (BOM) and the pricing of each, specified on hard copy (paper copy) and in soft copy (Excel format).
- 4.1.3 Supplier must provide the product specifications of the hardware and software of the items priced in the BOM.
- 4.1.4 Bidders must submit unit and total pricing in SA Rands (Excluding VAT and Including VAT), and where applicable, use the foreign currency rate below to calculate the Rand value. Use Annexure A to indicate the total amount subject to exchange rate variation.

USD= 18.28

GBP= 22.08

EURO =19.43

5.0 GENERAL CONDITIONS

The following should be noted by interested parties:

- Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in SABC.
- Materials and products may not be made available to any unauthorized person or institution or sold for profit without prior written consent from SABC.
- On completion or termination of the agreement, all materials and products must be handed over to SABC.
- No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from SABC.
- All copyright and intellectual property rights that may result because of the work to be performed shall reside with SABC and the service provider shall be required to sign an agreement of confidentiality.
- SABCs' (general conditions of bid, contract and order) shall be applicable to this bid.
- The service provider shall be required to conclude and sign a Service Level Agreement (SLA) or support contract after the appointment.

5.1 CONTRACTUAL OBLIGATION

- All prices indicated in the quotation must remain fixed for the project and subject to price negotiations for the duration of the contract.
- The service provider's quotation must also provide sufficient detail in terms of various cost items such as total "man" hours and daily rates for the project team.
- In the case of the service provider using sub-contractors, the former will be responsible for ensuring delivery of services from any such sub-contractors and for making any payments to such sub-contractors.

6.0 ABSENCE OF OBLIGATION & CONFIDENTIALITY

No legal or other obligation shall arise between the service provider and SABC LOC unless/until both parties have signed a formal contract.

6.1 The Contract site is at **SABC Auckland Park** The area will be accessible from the main entrance on the ground floor.

7.0 CONTRACT WORKS AREA

- The Contractor shall confine his activities to the Contract Works site and the access route to this site.
- A list of names of working staff and ID proof will be submitted to the SABC. Workers will wear clothing clearly identifying the supplier.
- The site area is inside a broadcasting environment; therefore, care should be taken to reduce noise and dust when executing the work.

8.0 WORKMEN AND SUPERVISION ON SITE

8.1 The Contractor shall be held responsible for the conduct of his employees and the conduct of his sub-contractor's employees for the full duration of the Contract Works.

8.2 The contractor shall be appointed in terms of the **SABC H&S** requirements, and the supervisor will be responsible for the enforcement of the H&S provisions.

9.0 EVALUATION CRITERIA

9.1 Bidders should note that only bidders who met the **Mandatory Criteria** of the bid shall be evaluated further for **Functionality**.

9.2 Responses will be evaluated using a predetermined set of evaluation criteria. The evaluation criteria is designed to reflect the SABC's requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and afford all the bidders a fair opportunity for evaluation and selection.

During the evaluation process, the SABC may require a bidder's representative to answer questions with regard to the proposal and/or require certain bidders to make a formal presentation to the evaluation team.

9.3 Technical Evaluation

9.3.1 The tender submission will be technically evaluated **out of a minimum threshold of 88 and a maximum of 132 points for (phase 1)**, should the bidder/s not meet the required points they will be disqualified and will not qualify for further evaluation.

9.3.2 The tender submission **(phase 2)** will be evaluated for functionality out of a **minimum 60 and maximum of 80 points**. bidder/s who don't meet the minimum requirements will be disqualified and will not qualify for further evaluation.

9.3.3 The third stage will be the demonstration of the software. The third stage will be evaluated out of a **minimum 73** and **maximum of 117 points (phase 3)** bidders not fully meeting our requirements will be disqualified.

9.3.4 The fourth stage of evaluation will be the Price and BEE.

9.4 Technical Evaluation Criteria

Evaluation is based on functionality, which will be evaluated using the following criteria and points

Phase 1:

Evaluation Area	Evaluation Criteria	Min Points	Max Points
Compliance to Technical Specification	Compliance with the technical specifications as detailed in Section 4 of the RFP document 10 Employee self-service functionality = 35 points - Manager self-service functionality = 9 points - Administrator functionality = 9 points - Travel Front Office functionality = 23 points - Travel Back Office (Travel Finance Admin) functionality = 23 points - Finance Department functionality = 8 points - Integration = 10 points - Training = 9 points - General Requirements = 6 points	88	132
Total		88	132

9.4.1 The above-mentioned functional criteria has a **minimum threshold of 88 points**.

9.4.2 Should the bidder not meet the set threshold, will be deemed non-compliant with the above criteria and they will be disqualified and not be evaluated further.

Phase 2: Functionality Evaluation

Evaluation Area	Evaluation Criteria	Min Points	Max points
Implementation & Configuration	Clearly indicate the total duration to implement the solution from date of receiving purchase order to go live: - Up to 6 months = 15 points 6 – 9 Months = 10 points - More than 9 Months = 0 points	10	15
Partnership Certification	Partnership certification for the solution proposed: - Software Owner or Platinum Partner = 10 points - Other level of Partnership Certification = 5 points - No Certification = 0 points	5	10

Evaluation Area	Evaluation Criteria	Min Points	Max points
Project Plan, including Method Statement	A detailed Project Plan (e.g. GANTT chart) including method statement that responds to the Scope of Work and outlines the proposed solution = 5 points Project plan must include the list of activities to successfully complete the implementation of the project - Period of installation and configuration = 5 points - Period for testing and handover = 5 points - Period of post go live support (minimum of 3 months) = 5 points Non-compliance with all the above = 0 points	15	20
Track record	Bidders are required to demonstrate their experience in the delivery of projects aligned to this RFP document (Section 2) by providing valid reference letters for successfully completed projects. The Reference Letter must meet the following: • Be on a client's business letterhead, and • Must be signed with contactable and valid email address • Must be for a project similar to this RFP Reference letters for 2 and above Successfully Completed similar projects = 5 points Reference letters less than 2 for Successfully Completed similar projects = 0 points NB: SABC reserves the right to verify the submitted letters. Any misrepresentation will lead to elimination.	5	5
Service Management Procedure	Bidder to provide details of their service management procedure that includes an escalation procedure and specify any financial implication to the SABC (additional to what has been included in the quotation to this RFP). The service management procedure must include the following: • Call logging procedure, including contact details, e.g., phone numbers, email and web address, etc. = 5 points • Support service is available 24x7= 5 points • Turnaround time of 2 hours in case of emergency ○ With financial implication to the SABC = 10 points	25	30

Evaluation Area	Evaluation Criteria	Min Points	Max points
	- If no financial implications the SABC = 15 points Escalation procedure must include the following: - Detailed procedure with contact details and turnaround times (Contact name, Role, phone numbers and email address) = 5 points		
Total		60	80

Bidders who obtain less than **minimum threshold of 60 points out of a maximum 80 points** will be declared non-responsive and will be eliminated from further evaluation.

Phase 3: Demonstration Evaluation

Bidders are required to do the demonstration of the proposed solution based on the requirements below. The Demo must be presented virtually and should not exceed three (3) hours.

REQUIREMENT	POINTS		COMPLY (Y/N)	COMPLIANCE RESPONSE PAGE REFERENCE (AS REFERENCED TO EVIDENCE / BROCHURE) (THE QUOTATION IS NOT CONSIDERED TO BE A REFERENCE)
	MIN	MAX		
3. Employee self-service functionality				
1.1 Search: - Available flights (1 point) - rental cars (1 point) - accommodation (1 point) - only show options available to the specific employee as per the Travel Policy (1 point)	4	4		
1.2 Book: flights (1 point)	3	3		

• vehicle hire (1 point) • accommodation (1 point)				
1.3 Change: • Flights (1 point) • Vehicle hire (1 point) • Accommodation (1 point)	3	3		
1.4 Cancel: • Flights (1 point) • Vehicle hire (1 point) • Accommodation (1 point)	3	3		
1.5 Allow deviation from policy with additional approvals (2 points)	2	2		
3.6 Allow budget availability checks (2 points)	2	2		
3.7 Enable traveller to display and manage travel itinerary (2 points)	2	2		
3.8 Manage submission of expense reimbursement requests (3 points)	3	3		
3.9 Track status of reimbursement requests (1 point)	1	1		
3.10 Settle advances (3 points)	3	3		
3.11 Restrictions on staff customer accounts which are overdue (1 point)	0	1		
3.12 Book on behalf of another employee or guest (3 points)	3	3		
3.13 Restrict access to confidential information, e.g., negotiated rates (3 points)	3	3		
3.14 Identify and prevent duplicate trips (2 points)	2	2		
TOTAL POINTS	34	35		

4. Manager self-service functionality				
2.1 Approve or Reject - Travel requests (1 point) - Travel changes/cancellations (1 point) - Deviations to policy (1 point) - Reimbursement requests (1 point)	4	4		
3.3 Track and report on travel itinerary for specific employees and/or all direct reports (2 points)	0	2		
3.4 Report on status of expense requests as well as historical data of all requests for specific employees or a group of employees (direct reports) (3 points)	0	3		
TOTAL POINTS	4	9		
4 Administrator functionality				
5.1 Maintain corporate travel privileges (3 points)	3	3		
5.2 Update workflows (3 points)	0	3		
5.3 Ability to develop custom reports (3 points)	0	3		
TOTAL POINTS	3	9		
6 Travel Front Office functionality				
6.1 Maintain service provider contract details (3 points)	0	3		
6.2 Enable negotiation, maintenance and monitoring of service provider rates (3 points)	0	3		

6.3 Release travel booking confirmations and vouchers (3 points)	3	3		
6.4 Manage travel insurance for international travel (2 points)	2	2		
6.5 Enable Travel Front Office to manually upload once-off vendors (2 points)	2	2		
6.6 Enable authorized travel managers to source upfront negotiated corporate rates in order to optimize travel expenses. (2 points)	0	2		
6.7 Enable authorized users to reserve group bookings as well as booking for non SABC staff. (2 points)	2	2		
6.8 Review and validate travel requests (accept / reject) as per approved vendors (2 points)	0	2		
6.9 Manage changes to already approved trips e.g. rerouting of flights (2 points)	2	2		
6.10 Ability to queue tickets that Travel Office does not have ticketing authority to issue (2 points)	0	2		
POINTS	11	23		
7 Travel Back Office (Travel Finance Admin) functionality				
5.1 Process travel vendor payments: - Airfares (1 point) - Hotels (1 point) - Car Rentals (1 point)	0	3		
6.2 Manage American Express travel credit cards (3 points)	3	3		

6.3 Administer IATA compliance requirements (3 points)	0	3		
6.4 Forex Management (ordering of forex, processing of payments and refunds (buy backs) (3 points)	0	3		
6.5 Manage and Invoicing for travel commission earned on car rentals, club travels and Amadeus (3 points)	0	3		
6.6 Reconcile billing settlement plan between issued tickets and the airlines via IATA. (4 points)	4	4		
6.7 Invoice processing of Agency Debit Memos (ADM's) and Agency Credit Memos for tickets that have been incorrectly issued (2 points)	2	2		
6.8 Capture tickets that travel office does not have ticketing authority, e.g The SABC Travel office might not have authority from a specific airline to issue their tickets. The tickets will be issued through club travel and the SABC Travel Office will manually capture ticket information in the Travel management System. (2 points)	2	2		
POINTS	11	23		
7 Finance Department functionality				
6.1 Approve travel and expense requests (2 points)	0	2		
6.2 Report on travel and expense requests (2 points)	0	2		
7.3 Track expenditure for specific cost centres (2 points)	0	2		

7.4 Ability to flag a trip as fruitless and wasteful expenditure e.g. no shows (2 points)	0	2		
POINTS	0	8		
8 Integration				
7.3 Amadeus Booking System (5 points)	5	5		
7.4 SAP (5 points)	5	5		
POINTS	10	10		
TOTAL POINTS	73	117		

Phase 4: Preference Evaluation

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 licence fees if any.

9.5 Financial Stability (where applicable)

9.5.1 The financial stability evaluation is used to assess the financial risk of the shortlisted bidders. (where applicable)

9.5.2 Respondents are required to submit their audited financial statements for the past 3 years with their Proposal/Bid to enable the SABC to establish financial stability as follows: -

Area	Assessment Criteria
Financial Due Diligence	Bidders' financial due diligence will be assessed based on submitted audited financial statements using financial ratios. (where applicable)

9.6 Objective Criteria

- 9.6.1. No SABC former employees shall be awarded contracts with the SABC within 24 months after termination of employment with the SABC.
- 9.6.2 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.
- 9.6.3 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.
- 9.6.4 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.
- 9.6.5 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.
- 9.6.6 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.
- 9.6.7 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.
- 9.6.8 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.
- 9.6.9 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.
- 9.6.10 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 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 always remains the property of the SABC. No rights other than as provided in this bid and in respect of the confidential information is 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

(delete whichever is not applicable for this tender).

a) 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	90/10
EME/SME 51% owned by Black people	20	10
51% owned by Black people;	15	8
51% owned by Black people who are women	10	6
Black Youth	8	4
People with Disabilities [PWD]	5	3

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:

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

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:

80/20	or	90/10
--------------	-----------	--------------

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SMMEs (inclusive or QSEs and EMEs) 51% owned by Black people	20	10		
51% owned by Black people;	15	8		

51% owned by Black people who are women	10	6		
Black Youth	8	4		
People with Disabilities [PWD]	5	3		

Source Documents to be submitted with the Bid or RFQ

- *CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
- * EME/QSE/SMME (Annual Financial statements or Management accounts)
- *Woman (Originally Certified ID Document)
- *Youth (Originally Certified ID Document)
- *People with Disability (Letter from the Dr. Confirming the Disability)
- *Black Ownership (Originally Certified ID Document)

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:	
	
	
	

DOCUMENT H

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1.0** This Standard Bidding Document must form part of all bids invited.
- 2.0** It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3.0** The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- a. abused the institution's supply chain management system.
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4.0** In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		

Item	Question	Yes	No
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature.....
Date.....
Position.....
Name of Bidder**END OF DOCUMENT H**

DOCUMENT I

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1.0 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2.0 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.0 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4.0 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5.0 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for SABCs who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid RFP **No. RFP/CPS/2022/64** in response to the invitation for the bid made by:

South African Broadcasting Corporation SOC Limited "SABC"

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation.
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices.
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices.
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or

- ³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Date

.....
Name of Bidder

END OF DOCUMENT I

DOCUMENT J

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 _____ 2023.

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

ANNEXURE A

TENDER PRICE SUMMARY

BREAKDOWN OF AN ALL-INCLUSIVE TENDER PRICE

Fixed Amount (Duration of Contract) R

Variable Amount (Exchange Rate dependent) R_____ @ R/USD= **R 18.28**

R/EURO= R19.43

R/GBP= R22.08

SUB TOTAL R _____

Add 15% Vat	R
-------------	---

=====

TOTAL TENDER AMOUNT R _____

BIDDER'S DETAILS:

Name of Tenderer:

Address:

Telephone:

Signature: _____

Date: _____

ANNEXURE B

MANDATORY DECLARATION

As a duly authorised representative of the bidding company, I confirm that-

NAME OF COMPANY: _____

<i>Please indicate with (X)</i>		YES	NO
The proposed travel & expense management software is <u>existing</u> software.			
The software is currently used by other clients and will not be developed specifically for the SABC.			

SIGNED AT _____ THIS ____ DAY OF _____ 2023.

SIGNATURE: _____

CAPACITY: _____

Are you authorised to sign on behalf of the company (YES/NO) _____

END OF THE REQUEST FOR PROPOSAL DOCUMENT