



SCM Division
Radio Park, Henley Road
Auckland Park 2092
Johannesburg
Private Bag X1
Auckland Park 2006
Tel. +27 11 714-2309
Fax +27 11 714-2226
URL <http://www.sabc.co.za>
E-mail sikhondemt@sabc.co.za

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER:	RFQ/TRA/2022/14
TENDER ISSUE DATE	15 February 2022
BRIEFING SESSION	NOT APPLICABLE
RFQ DESCRIPTION	RFQ FOR PROVISION OF REAL TIME TRACKING SYSTEM FOR SABC FLEET VEHICLES FOR A PERIOD OF TWELVE MONTHS
CLOSING DATE & TIME	23 February 2022 AT 12H00

Submissions must be electronically emailed to RFQSubmissions@sabc.co.za on or before the closing date of this RFQ,

For queries, please contact **Mametsi Raphala** via email: tenderquiries@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. NO. : _____

E MAIL ADDRESS : _____

CONTACT PERSON : _____

CELL NO : _____

SIGNATURE OF BIDDER: _____

NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All electronic 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 electronic submissions should be prominently marked with the full details of the tender in the email subject line.
5. 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
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.

FIRST PHASE – PREQUALIFICATION CRITERIA: MANDATORY DOCUMENTS

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

MANDATORY REQUIREMENT		COMPLY/ NOT COMPLY
1	Provide certified copy of valid Radio Equipment Type certificate issued by ICASA. This certificate should be reflecting the bidders name.	

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

REQUIRED DOCUMENTS

- 1.1 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).
- 1.2 Valid Tax Clearance Certificate or SARS "Pin" to validate supplier's tax matters
- 1.3 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 1.4 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
 - 1.4.1 Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - 1.4.2 Level of Black Ownership

Note 1:

Verification Agencies and Auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'approved regulatory bodies' for B-BBEE verification and therefore IRBA auditors are not allowed to issue B-BBEE certificates after 30 September 2016.

Note 2:

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE act as amended.

- 1.5 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 Submit Proof of Public Indemnity Cover for minimum of R10 000 000
- 1.8 Certified copy of ID documents of the Directors or Members.
- 1.9 Submit proof CSD registration (Bidder must be registered with CSD in order to do business with the SABC)

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.

DETAILED TECHNICAL SPECIFICATION

1. Company Overview

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

2. Background

The SABC has four hundred and thirty-three (433) fleet vehicles including trailers. These vehicles support the business operations of the SABC. SABC requires a real time vehicle tracking system to support the management of the fleet vehicles. The tracking system is needed to safeguard the assets and ensure safety of the SABC employees.

The SABC staff operate these vehicles 24/7 in high risk areas, sometimes travelling at night when covering events and gathering News, therefore a tracking system will be required to safeguard these assets against theft, hijack, and abuse. It also monitors the movement of the vehicles, assist on maintenance challenges and monitor driver behavior i.e. over speeding, harsh breaking, etc.

3. Scope of work

- The vehicle tracking system is required to track, trace and recover the vehicle in case of theft or hijacking as well as to monitor driver behaviour. Each vehicle tracker unit must have the following:
 - Panic button
 - Tracking unit Self-Powered Battery Back-up
 - National Network Coverage
 - Southern African Development Community (SADC) countries Network Coverage (Botswana, Lesotho, Mozambique, Namibia, Swaziland, Zimbabwe)
 - Automated testing of unit
 - 24/7 National Operations Centre
 - Battery Tamper Alarm

- Over speeding warning
- Web base access to the real time movement of the vehicle and Pinpoint location of the vehicle.
- Duration of data storage and accessibility (history to be kept for a duration of three years after the termination of the tracking unit)
-
- Geo fencing or Lock No-Go-Zones
- Crash Alert
- Logbook
- Service Notification.
- Reports; i.e. Battery Tampering, Excess Idle, Harsh Braking, Over Revving, Over Speeding, Trip report, After Hours Usage, Start and end date of each vehicle tracking unit etc.
- It must be recommended by insurance companies.
- Warranty and guarantee
- Driver identification.
- Provide terms and conditions
- New vehicle tracking system to be installed at the dealer
- Existing SABC owned vehicle tracking system to be installed at the SABC premises
- Vehicle tracking system to be installed at the service provider's yard
- Transfer vehicle-tracking unit from one vehicle to another.
- Objectives
- To provide efficient and cost-effective fleet utilisation.
- To ensure that the SABC has optimal transparent usage and full control over the fleet.
- To minimise risk and ensure that SABC recover the vehicles.
- To have accurate monthly, quarterly and annual reports about fleet utilisation per province.
- To be able to identify trends and high-risk areas.
- To monitor driver behaviour.

6 CONTRACT PERIOD

One year (twelve months).

7 COSTING

The quotation must reflect a detailed cost breakdown, and any indirect costs associated with the rendering of this service.

8 RFQ Response Information

Effective Date of RFQ

Vendors should state in writing in its quotation to the SABC that all furnished information, including price, will remain valid and applicable for 90 days from the date the vendor quotation is received by the SABC.

9 EVALUATION CRITERIA

9.1 *BBBEE and Price*

- The RFQ responses will be evaluated on the **80/20** point system

9.2 *Technical Evaluation*

The evaluation is based on functionality, which will be evaluated using the following criteria and points:

9.2.1 The tender submission will be technically evaluated out of a maximum of 65.

9.2.2 A threshold of 46 out of the 65 has been set

9.2.3 All bidders achieving less than the set threshold will not be evaluated further and will be deemed Non-Responsive.

9.3 *Objective Criteria*

9.3.1. The SABC further reserve the right not to award this RFQ to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.

9.3.2. Bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g. tax compliance, BBBEE, company financials, etc. will be eliminated from the bid process.

EVALUATION CRITERIA: PAPER BASED

Evaluation Area	Description Criteria	Min. Points	Max. Points
Insurance approved	The bidder's vehicle-tracking unit must have Vehicle Security Association of South Africa (VESA) fleet management certificate or other industry acceptable certificate.	13	15

Evaluation Area	Description Criteria	Min. Points	Max. Points
	<ul style="list-style-type: none"> • Attach proof of certified copy of VESA Certificate = 15 points • Attach proof of certified copy of other industry acceptable certificate = 13 points <p><i>The certificate will be subject to verification by the SABC.</i></p>		
Warranty and Guarantee	<p>Provide warranty and Guarantee of the unit including the wiring of the vehicle.</p> <ul style="list-style-type: none"> • 0-11 months' warranty = 0 Points • 12 months' or more warranty = 10 	10	10
Locality	<p>Bidder must provide details of its accredited tracking unit fitment centres nationally with physical addresses for each fitment centre, contact numbers or e-mail address. If bidder's fitment centre has proximity of 50km on each province will score as follows: Closest fitment centre to SABC provincial offices with proximity of 50km in:</p> <ul style="list-style-type: none"> • 1-3 Provinces = 0 point • 4-6 Provinces = 8 points • 7-9 Provinces = 10 points <p><i>The SABC reserves the right to conduct site visit.</i></p>	8	10
Company contactable references	<p>Bidder to provide written valid reference letters from current and previous clients.</p> <p>VALID REFERENCE LETTERS TO BE CONSIDERED MUST MEET THE FOLLOWING:</p> <ul style="list-style-type: none"> • Must be on a client's business letterhead, • Must indicate contract duration in years OR start and end date, • Must indicate relevant experience in vehicle tracking system • Must indicate the number (quantity) of vehicles fitted with a tracking unit • Must have contact details (Email OR Telephone) • Must be duly signed by client authorised person • Must not be older than five years. <p>Valid Reference letters:</p> <ul style="list-style-type: none"> • Less than 3 valid reference letters submitted = 0 point • 3 – 5 valid reference letters submitted = 5 points • Greater than 6 valid reference letters submitted = 10 points 	15	30

Evaluation Area	Description Criteria	Min. Points	Max. Points
	<p>Years of Experience:</p> <ul style="list-style-type: none"> • Less than 1 year of experience = 0 points • 1-3 years of experience = 5 points • Greater than 4 years of experience = 10 points <p>Number (quantity) of Vehicles Fitted with tracking unit:</p> <ul style="list-style-type: none"> • Less than 350 vehicles fitted with tracking unit = 0 point • 350 to 500 vehicles fitted with tracking units = 5 points • Greater than 500 vehicles fitted with tracking unit = 10 points 		
Total		46	65

Threshold:

The points obtained for functionality must be at least 46 out of a maximum of 65. Bidders who obtain less than 46 points will be declared non-responsive.

10. ADJUDICATION USING A POINT SYSTEM

10.1. The bidder obtaining the highest number of total points will be awarded the contract

10.2. Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.

10.3. In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

10.4. However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality

10.5. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

11. POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

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

7

BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status level of Contributor	Number of points (80/20 point system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

11.1. Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by a verification Agency accredited by SANAS for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates or DTI Affidavit.

11.2. Bidders other than EMEs must submit their original and valid B-BBEE status levels verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a verification agency accredited by SANAS.

- 11.3. 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
- 11.4. 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.
- 11.5. 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.
- 11.6. A tenderer will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend 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 capacity and the ability to execute the sub-contract.
- 11.7. A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

12. 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 RFQ, between the closing date and the date of the award of the business. **All enquiries relating to this RFQ should be emailed two days before the closing date.**

13. CONDITIONS TO BE OBSERVED WHEN TENDERING

- 13.1. 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.

13.2. No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

13.3. The Corporation reserves the right to:

13.3.1 Not evaluate and award tenders that do not comply strictly with this tender document.

13.3.2 Make a selection solely on the information received in the tenders and

13.3.3 Enter into negotiations with any one or more of preferred Tenderer(s) based on the criteria specified in the evaluation of this tender.

13.3.4 Contact any Tenderer during the evaluation process, in order to clarify any information, without informing any other Tenderers. During the evaluation process, no change in the content of the tender shall be sought, offered or permitted.

13.3.5 Award a contract to one or more Tenderer(s).

13.3.6 Accept any tender in part or full at its own discretion.

13.3.7 Cancel this RFQ or any part thereof at any time.

13.3.8 Should Tenderer(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

13.4 SABC shall not liable for any loss or injuries or damages or death of the bidder representative while travelling for SABC auction business

14. 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 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.

END OF RFQ DOCUMENT

ANNEXURE A

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 tenderer will not be awarded points for B-BBEE status if it is indicated in the tender documents that such a tenderer 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 the tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capacity and ability to execute the sub-contract.
- 2.2 A tenderer 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 tenderer concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 2.3 A tenderer awarded a contract in relation to a designated sector, may not sub-contract 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.

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	

ANNEXURE B

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 favouritism, 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 :

TELEPHONE NUMBER :

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 “C”

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

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

ANNEXURE D – PRICING MODEL (Refer to attached excel spreadsheet for cost breakdown)

DESCRIPTION	QUANTITY	UNIT PRICE (for 12 months)	SUB-TOTAL
One year stop gap of Real Time Tracking System of SABC fleet vehicles	433		
	Total price Bid Price (Excl VAT)		
	VAT @ 15%		
	Total Bid Price (Incl VAT)		