



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

**REQUEST FOR PROPOSAL (RFP)**

**RFP NUMBER: RFP/RAD/2023/38**

**RFP TITLE: METRO FM MUSIC AWARDS 2024 EVENT MANAGEMENT  
(PRODUCTION & LOGISTICS)**

**EXPECTED TIMEFRAMES**

<b>BID PROCESS</b>	<b>EXPECTED DATES</b>
<b>Bid Advertisement Date</b>	12 December 2023
<b>Bid Documents Available From</b>	SABC Website ( <a href="http://www.sabc.co.za/sabc/tenders/">http://www.sabc.co.za/sabc/tenders/</a> ) E-Tender Portal: <a href="http://www.etenders.gov.za">www.etenders.gov.za</a>
<b>Bid Closing Date and Time</b>	16 January 2024 @ 12 noon
<b>Contact details</b>	<a href="mailto:tenderqueries@sabc.co.za">tenderqueries@sabc.co.za</a> <a href="mailto:katiyobt@sabc.co.za">katiyobt@sabc.co.za</a>

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

**BIDS DELIVERY:**      Bids must be lodged in the:

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

OR

**ELECTRONIC SUBMISSION**      [RFPSubmissions@sabc.co.za](mailto:RFPSubmissions@sabc.co.za)

During the COVID-19 pandemic, bidders may submit bids in the tender box or electronically until further notice. Refer to Document A for Conditions to be observed when bidding.

Late bid submissions will not be accepted for consideration by the SABC.

## **1. REQUIRED DOCUMENTS**

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

**Note 1:**

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

**Note 2:**

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

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

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

## **C O N T E N T S**

**DOCUMENT A:** CONDITIONS TO BE OBSERVED WHEN BIDDING

**DOCUMENT B:** GENERAL CONDITIONS OF THE BID/PROPOSAL

**DOCUMENT C:** QUESTIONNAIRE

**DOCUMENT D:** DECLARATION OF INTEREST

**DOCUMENT E:** FUNCTIONALITY REQUIREMENTS

**DOCUMENT F:** CONFIDENTIALITY

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

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

**DOCUMENT I:** CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9

**DOCUMENT J:** ACCEPTANCE OF CONDITIONS OF BID

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

## **DOCUMENT A**

### **CONDITIONS TO BE OBSERVED WHEN BIDDING**

#### **1.0 LODGING OF PROPOSALS**

1.1 Bidders are required to complete and sign the RFP Document and initial all pages (including proposal and brochures).

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

##### **1.2.1. Tender box submission**

Bids submitted in the tender box must adhere to the following:

- Bids must be submitted in one (1) original, two (2) copies of the original and 1 (one) soft copy (CD) or memory stick, by hand and be enclosed in a sealed envelope marked distinctly with the RFP number. All soft copies should be in PDF format and must contain proposal, all completed forms, and attachments. This envelope must indicate the Bid number and the name and delivery address of the Bidder.

##### **1.2.2. Electronic submission:**

Bids submitted electronically must adhere to the following:

- The single point of entry is [RFPSubmissions@sabc.co.za](mailto:RFPSubmissions@sabc.co.za).
- Electronic submissions must be submitted in a PDF format that is protected from any modifications, deletions or additions.
- All electronic submissions must be prominently marked with the full details of the tender in the email subject line namely Bidder's Name, Tender No and Tender Title.
- Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
- Tender submission emails received after submission date and time will be declared late bid submissions and will not be accepted for consideration by SABC.

1.3 The SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:

- Receipt of incomplete bid
- File size (must not exceed 30mb)
- Delay in transmission or receipt of the bid
- Failure of the Bidder to properly identify the bid
- Illegibility of the bid; or

- Security of the bid data.

- 1.4 Bidders must ensure that bids are delivered timeously to the correct address. Bids not received in a specified manner, and by the specified time and date as set out in this RFP document will be rejected. The bid box is generally open 24 hours a day, 7 days a week.

## **2.0 COMPLIANCE WITH CONDITIONS OF PROPOSAL**

- 2.1 No alteration, amendment or variation of the submitted proposal by the closing date of this bid shall be permitted, unless otherwise agreed in writing by both the SABC and the bidder. Should the bidder desire to make any amendments to the conditions of their proposal document, they shall stipulate upfront in their proposal document. The SABC reserves the right to reject such bid document.

## **3.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS**

- 3.1 All bidders are required to submit bids in accordance with stipulated technical specification as indicated on this bid document. Failure to comply with the required technical specification will result in disqualification.

## **4.0 SCHEDULE OF QUANTITIES**

- 4.1 Bidders are required to submit a detailed Schedule of Quantities indicating how the bid amount is composed. This schedule shall contain itemised descriptions, quantities and unit prices.

## **5.0 BID PRICES**

- 5.1 No change in the submitted bid prices shall be accepted and/or approved by the SABC after receipt and before award of this bid.
- 5.2 All prices are to be quoted in the Republic of South African Rand with VAT as a separate item.
- 5.3 All local suppliers quoting in foreign currency must convert the currency to Rands and indicate the exchange rate applicable. The local suppliers must provide reasons with evidence why they are quoting in foreign currency
- 5.4 The prices quoted should be inclusive of all costs needed to perform the specified services, not limited to, all kinds of local guarantee bonds, taxes and duties, customs, customs clearance, inland transportation, storage, unpacking, positioning, installation, integration and testing. The prices quoted should be inclusive of all costs for the duration of the project.

- 5.5 This bid document is not an offer to purchase, order or contract.
- 5.6 Prices must be fixed for the first year and shall, where applicable, be subject to an increase of not more than the applicable CPI.
- 5.7 Bid prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs on a basis of delivery on site as specified.
- 5.8 Bid prices shall, where necessary, include packaging. If desired, packaging material may be returned to the bidder provided the amount of credit that will be allowed for the returnable packaging is shown against each item concerned.
- 5.9 Any response submitted by a Bidder is subject to negotiation and review by the SABC.

## **6.0 SOURCE OF SERVICE AND MATERIAL**

- 6.1 In the case of equipment/goods, which are partially or completely designed and/or manufactured in the Republic of South Africa, Bidders shall state the local content percentage.
- 6.2 Documentation certifying the local content percentage shall be submitted.

## **7.0 ACCEPTANCE OF PROPOSALS**

- 7.1 The SABC does not bind itself to accept the lowest or any bid/proposal, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Bidders in the preparation and delivery of its/his/her bid/proposal. The SABC reserves the right to accept a separate bid/proposal or separate bids/proposals for any one or more of the sections of a specification. The SABC also reserves the right to withdraw the bid at any stage.
- 7.2 No bid shall be deemed to have been accepted unless and until a formal contract/letter of award is prepared and signed.
- 7.3 The SABC reserves the right, should it deem it necessary, to monitor every stage of the contract to ensure:
  - 7.3.1 that the directors who were awarded the bid are in control of the company and/or that changes in directors does not affect delivery of the goods/services/work adversely;
  - 7.3.2 that, if there are changes in the control of the company, these should be brought to the attention of the SABC;
  - 7.3.3 that in the event that the bid or any part thereof is to be subcontracted to another company or organisation after the bid was awarded, the Bidders must immediately advise the SABC and the SABC shall approve same as it deems fit;

- 7.3.4 successful delivery of the goods/services/works in terms of the contract, or timeous termination of the contract should such action be in the best interest of the SABC;
  - 7.3.5 audit the successful Bidder's contract from time to time.
- 7.4 This bid will remain valid 180 (one hundred and eighty) days from the date of bid closing.

## **8.0 DEFAULT BY BIDDERS**

- 8.1 If Bidders purport to withdraw their bid(s)/proposals within the period for which they have agreed that their bid/proposal shall remain open for acceptance, or fails to enter into a written contract when called upon to do so, or fails to accept an order in terms of the bid, the SABC may, without prejudice to any other legal remedy which it may have, accept their bid(s) notwithstanding the purported withdrawal, or proceed to accept any other less favourable bid or call for bids afresh and may recover from the defaulting Bidders any additional expense it has incurred for the calling for new bids or the acceptance of any less favourable bid.

## **9.0 AMPLIFICATION OF PROPOSALS**

- 9.1 The SABC may, after the opening of bids, call on the Bidder to amplify in writing any matter which is not clear in the Bidder's submission and such amplification shall form part of the original bid.
- 9.2 In the event of the Bidders failing to supply such information within the specified timeframe, the bid will be liable to rejection.
- 9.3 The SABC reserves the right to:
- 9.3.1 not evaluate and award bids that do not comply strictly with this bid document;
  - 9.3.2 make a selection solely on the information received in the bids;
  - 9.3.3 enter into negotiations with any one or more of preferred Bidder(s) based on the criteria specified in the evaluation of this bid;
  - 9.3.4 contact any Bidder during the evaluation process, in order to clarify any information, without informing any other Bidders. During the evaluation process, no change in the content of the bid shall be sought, offered or permitted;
  - 9.3.5 award a contract to one or more Bidder(s);
  - 9.3.6 accept any bid in part or full at its own discretion; and
  - 9.3.7 cancel this bid or any part thereof at any time.
- 9.4 Should Bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the SABC and not necessarily on the basis of the lowest costs.



## **10.0 IMPORT/EXPORT PERMITS**

- 10.1 Bidders are required to include complete information on equipment and/or components requiring export/import permits.

## **11.0 COST OF BIDDING**

- 11.1 The Bidder shall bear all costs and expenses associated with preparation and submission of its bid/proposal, and the SABC shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

## **12.0 COMMUNICATION**

- 12.1 The SABC has provided a single point of entry for any questions or queries that the Bidder may have. All queries must be submitted in writing and directed to authorised contact person. **Unauthorised communication with any other personnel or member of staff of the SABC, with regard to this bid is strongly discouraged and will result in disqualification of the respective Bidder's bid/proposal submission.**
- 12.2 Should there be a difference of interpretation between the Bidder and SABC; SABC reserves the right to make a final ruling on such interpretation.
- 12.3 The closing time for clarification of queries is 3 (three) days before the deadline for bid/proposal submission. The Bidders should take note that questions together with responses will be sent to all Bidders who attended compulsory Briefing Session.

## **13.0 AUTHORISED CONTACT PERSONS**

- 13.1 All enquiries in respect of this bid must be addressed to:

**Tender Office**  
SCM Division  
Radio Park Office Block  
Henley Road  
Auckland Park  
Johannesburg  
South Africa  
E-mail: [RFPSubmissions@sabc.co.za](mailto:RFPSubmissions@sabc.co.za)

## **14.0 BROAD-BASED ECONOMIC EMPOWERMENT**

- 14.1 According to the 2013 B-BBEE Revised Code of Good Practice the Exempted Micro Enterprise (EME) is only required to produce a sworn affidavit signed by the Commissioner of Oaths as per the requirement in the Justice of Peace and Commissioners of Oaths Act, 1963 (Act No. 61 of 1963) or the Companies and

Intellectual Property Commission("CIPC") certificate on an annual basis.

- 14.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.
- 14.3 Only South African Accreditation Systems (SANAS) is the authorised body to issue B-BBEE certificates
- 14.4 IRBA and Accounting Officers are **not** allowed to issue B-BBEE affidavit or certificates to EMEs and QSEs as it was under 2007 Codes
- 14.5 EME's and QSE's must submit an affidavit confirming that the entity's turnover is below R10 million and percentage of black ownership to claim BBEE points
- 14.6 QSEs have to comply with all elements
- 14.7 Start-up enterprises are verified similar to EMEs, but can opt to be rated using the QSE and Generic Scorecard
- 14.8 QSE with at least 51% black ownership or above are only required to obtain a sworn affidavit on an annual basis with a confirmation of turnover and black ownership
- 14.9 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that B-BBEE status level certificate under the consortium name is submitted.
- 14.10 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 14.11 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 14.12 A bidder will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 14.13 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## **15.0 MISREPRESENTATION AND FRONTING IS PROHIBITED**

Fronting means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims of compliance based on misrepresentations of facts, whether made by the party claiming compliance or by any other person.

It is an offence to misrepresent or provide false information regarding a company's information or engaging in a fronting practice. If there is any contravention of some sought, the SABC may open a criminal and/or civil case/s against the bidder and its directors/members in terms of applicable legislation, and ban the bidder & its directors/members from doing business with the SABC for a pre-determined period.

It is important to note that any proposal that does not conform fully to the instructions and requirements in this RFP may be disqualified.

Suppliers might be required to demonstrate their proposed capabilities by means of a presentation, clear and easily verifiable reference documentation and/or a visit to an existing client site where their capabilities may be demonstrated.

Bids, which do not meet the technical requirements, will not be considered for further evaluation.

**END OF DOCUMENT A**

## **DOCUMENT B**

### **GENERAL CONDITIONS OF PROPOSAL**

#### **1.0 COMPLIANCE WITH COMPLETION OF PROPOSAL**

- 1.1 The bid forms should not be retyped or redrafted but photocopies may be prepared and used.
- 1.2 Bid forms must be signed in the original form; in ink and forms with photocopied signatures or other such reproduction of signature will be rejected.
- 1.3 Should bid forms not be filled in by means of mechanical devices, for example typewriters, ink, preferably black, must be used to fill in bid.
- 1.4 Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated. Incomplete bids will result in disqualification.

#### **2.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS**

- 2.1 Unless a departure is clearly stated by the Bidder at the time of bidding, the works shall be taken as complying in detail with the Technical Specifications, and the Bidder shall be held liable on all the terms and conditions of the contract as if this bid contained no departures. Technical specifications contained in any brochures or any other descriptions submitted shall apply for acceptance test purposes.

#### **3.0 WARRANTY**

- 3.1 If there are any defects arising from failure of goods to meet the specifications within the period specified in the contract, the Bidder shall replace the defective items at his expense or shall refund the SABC such costs as the SABC may incur in replacing such defective item. The Bidder shall also bear the cost of transporting replaced/repared items to the place of destination.

#### **4.0 INSPECTION**

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

#### **5.0 PACKAGING**

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

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

## **6.0 RISK**

- 6.1 The Bidder will be responsible for losses that SABC incurred due to Bidder's negligence or intention and Bidder must provide Liability Insurance. This will be a condition of contract.

## **7.0 DELIVERY**

- 7.1 Delivery will be to the SABC Auckland Park, Johannesburg, Republic of South Africa. The contractual delivery date must be strictly complied with and each delivery must be preceded or accompanied by delivery note. If delivery does not take place within the period stipulated, the SABC may cancel the contract concluded with the bidder without further notice to the Bidder and with immediate effect without prejudice to any other course of action available to the SABC to recover any damages out of such delay. Receipt of the goods by the SABC will not be regarded as acceptance thereof until the goods have been acceptance tested in compliance with the Technical Specifications.

## **8.0 PAYMENT**

- 8.1 Payment, in currency other than South African Rand, will be made by means of a telegraphic or wired bank transfer.

The Bidder must provide:

- Name and address of their bank.
- Company account number to be credited.
- Sort/swift code of bank.

- 8.2 The SABC's standard payment terms are 60 days from date of Invoice.

## **9.0 ASSIGNMENT OF CONTRACT**

- 9.1 The Bidder shall not have the right to cede any right or delegate any obligation in terms of this contract to any third party unless with the prior written approval of the SABC.

## **10.0 PROPOSALS ARE CONSIDERED TO BE BINDING ON THE BIDDERS**

- 10.1 Representations made in the bid/proposal, including claims made in respect of commitments to dates of delivery, shall be considered binding on the Bidder on acceptance of the bid/proposal by the SABC and same will be form part of the contract to be concluded, unless specifically noted by the Bidder in the bid/proposal that same maybe subject to change;

## **11.0 COMPLIANCE WITH SABC POLICIES**

- 11.1. SABC will not procure any goods, services, works or content from any employee or employee owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.2. SABC will not procure any goods, services, works or content from any SABC Independent Contractor or Independent Contractor-owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.3. No former employees, SABC's Non-Executive members and Independent Contractors will be awarded contracts with the SABC within 24 months after resigning from SABC employment or not being engaged with the SABC.
- 11.4. Should former employees, SABC's Non-Executive members and Independent Contractors resign from the employment of the SABC or not being engaged with the SABC and become directors of other businesses bidding with SABC, such bid will not be considered until the cooling off period of two years has expired.
- 11.5. "The SABC has a zero tolerance to theft, fraud and corruption. Such activities will be investigated and stringent action institutes such as laying of criminal charges or even removal from the SABC database of service providers. Should you suspect or become aware of any suspicious acts of fraud, theft or corruption involving SABC employees or other suppliers rendering services to the SABC, contact the SABC whistle blowers hotline at **"0800 372 831"**

## **12.0 FAILURE TO COMPLY WITH THESE CONDITIONS**

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

## **13.0 RFP SCHEDULE**

- 13.1 Bidders will be contacted as soon as practicable with a status update. At this time, short-listed Bidders may be asked to meet with SABC representatives. Bidders should provide a list of persons and their contact details who are mandated to negotiate on behalf of their company.

## **14.0 ADDITIONAL NOTES**

- 14.1 All returnable documents as indicated in the bid form must be returned with the response
- 14.2 Changes by the Bidder to his/her submission is not allowed after the closing date.
- 14.3 The person or persons signing the bids must be legally authorized by the Bidder to do so. A list of the person(s) authorized to negotiate on your behalf must be submitted along with the bid.
- 14.4 SABC reserves the right to undertake post-bid negotiations with the preferred Bidder or any number of short-listed Bidders.

**FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS MAY RESULT IN THE BID BEING OVERLOOKED.**

#### **15.0 DISCLAIMERS**

- 15.1 Bidders are hereby advised that the SABC is not committed to any course of action as a result of its issuance of this BID and/or its receipt of a bid in response to it. In particular, please note that the SABC may:
  - 15.2 change all services on bid and to have Supplier re-bid on any changes.
  - 15.3 reject any bid which does not conform to instructions and specifications issued herein
  - 15.4 disqualify bids after the stated submission deadline
  - 15.5 not necessarily accept the lowest priced bid
  - 15.6 reject all bids, if it so deem fit
  - 15.7 award a contract in connection with this bid at any time
  - 15.8 award only a portion as a contract
  - 15.9 split the award of the contract to more than one Supplier
  - 15.10 make no award of a contract.

Kindly note that SABC will not reimburse any Bidder for any preparation costs or other work performed in connection with this bid, whether or not the Bidder is awarded a contract.

**END OF DOCUMENT B**

## DOCUMENT C

### QUESTIONNAIRE TO BE COMPLETED WHEN BIDDING

If the information required in respect of each item cannot be inserted in the space provided, additional information may be provided on a separate sheet of paper with a suitable reference to the questionnaire number concerned.

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



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

\*

**ALSO INDICATE WHICHEVER IS NOT APPLICABLE**

**END OF DOCUMENT C**

**DOCUMENT D**  
**SBD-4**  
**DECLARATION OF INTEREST**

1.0 Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2.0 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

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.

<sup>1</sup>"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.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**  
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES/NO**  
the appropriate authority to undertake remunerative  
work outside employment in the state?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid).

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES /NO**  
trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....



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

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 Number Number	Employee / Pers.

**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**

### **FUNCTIONAL SPECIFICATION**



#### **1. BACKGROUND**

The METRO FM Music Awards is one of the key properties of the SABC celebrating excellence in the music industry and have grown to be embraced by the industry. The awards have thus far been hosted by different provinces with key stakeholders participating to ensure their success. Next year's awards will be held in Mbombela with the support of the Mpumalanga Provincial Government. Through this project the SABC is afforded an opportunity to contribute towards the development of the music industry by awarding best performers in various music categories. On the other hand, the property assists the station in realizing the much needed brand equity.

The Awards have matured to become a key driver of local tourism for the hosting province. They have significantly contributed towards the economic growth of the hosting cities by affording opportunities to the SMMEs.

In the past years the Awards have enjoyed strong support from the media, music industry and the public at large.

The METRO FM Music Awards 2024 are scheduled to take place on the 27<sup>th</sup> of April 2024 in Mpumalanga. Next year's ceremony will celebrate 18 years of recognizing South African talent and supporting South African Music.

#### **2. OBJECTIVES**

- ✓ The primary objective for hosting the METRO FM Music Awards is to recognize and support local artists by creating a platform for listeners to honour South African musicians.
- ✓ To celebrate the iconic brand that has emerged in the past years.
- ✓ To create a tourism experience in Mpumalanga and connect our sponsors to our listeners through the interactive element of the Launch through Media platforms and a public event.

### **3. CONCEPT**

- ✓ METRO FM Music Awards Ceremony affords South African artists an opportunity to be awarded for their talents and encourages the listeners to actively participate in this process by nominating and voting for their favourite artists.
- ✓ A panel will be set-up to select 5 (3 minimum) nominees in each category; this panel is made up of people with musical knowledge and no direct interest in the music industry.
- ✓ Listeners are expected to vote for the finalists within the respective categories from the list of the nominees in each category.
- ✓ The finalists are announced, and the public is called upon to vote for the winners in each category (except for Lifetime Achievement and Most Streamed Song ;
- ✓ These winners are announced on the evening of the awards and the categories are stated below:-

**The METRO FM Music Awards categories are as follows:**

1. Best Gospel Album
2. Best Jazz Album
3. Best Produced Album
4. Best R&B Song
5. Best Kwaito/Gqom Song
6. Best Collaboration Song
7. Best Dance Song
8. Most streamed song (subject to sponsor)
9. Song of the Year
10. Best New Artist
11. Best Female Artist
12. Best Male Artist
13. Best African Pop
14. Best Amapiano
15. Best Hip Hop
16. Artists of the Year
17. Best Music Video
18. Viral Challenge
19. Lifetime Achievement Award (x2)
20. One Africa Award

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

##### **4.1 EVENTS LOGISTICS & PRODUCTION MANAGEMENT**

The scope of services for the Events Logistics & Production Management shall include without limitation the following: -

- ✓ Development of the METRO FM Music Awards 2024. Guest Experience under the MMA Theme to be developed by creative agency
- ✓ Securing and hiring of venue, which shall include parking arrangements Prior to making venue bookings, the Supplier shall obtain SABC's prior written approval as well as power back-up contingency
- ✓ Securing of pitch protector (7 days rental) and pitch rehabilitation for the stadium
- ✓ Venue set-up, décor & catering at the venue for all invited guests
- ✓ Sourcing and management of plus/minus 400 goodie-bags for MMA – companies to propose contents in line with the event and provide options. The Supplier shall obtain SABC's prior written approval on the contents of the goodie-bag.
- ✓ Attend to the invitation of guests to be invited by METRO FM, RSVP's and the registration process of guests (Clear demonstration of a Guest Management System)
- ✓ Appoint and manage the catering crew during the event as well as the after party
- ✓ Booking of transport, flights for plus minus 1200 guests (including talent and crew) that need to be transported to the province
- ✓ Booking of accommodation for plus minus 1200 guests (including talent and crew) that need to be accommodated
- ✓ Ensuring that the guests have been supplied with their travel details and accommodation two weeks prior their departure date
- ✓ Provide transportation for the guests from the airport to the hotel (when required), to the venue and back to the hotel



- ✓ Attend to the transportation and accommodation of the working crew
- ✓ Provide transportation for the guests from the hotel back to the airport
- ✓ Be responsible for researching of the Outside Broadcasts spots at the venue
- ✓ Be responsible for organizing the after awards party including venue, décor, open bar and catering (not limited to)
- ✓ Budget monitoring and final reporting which shall include securing and finalization of quotations and budget recon
- ✓ Development of the METRO FM Music Awards 2024 production concept.
- ✓ Overseeing the smooth running and co-ordination of the Awards ceremony
- ✓ Attendance to the technical production in tandem with the TV Production Crew from Video Entertainment with respect to the awards in the form of:
  - Set and stage design, including hiring and setting up thereof
  - Demonstrate the ability to utilize modern stage technology and innovative production ideas that will deliver a first class event
  - Lighting & pyrotechnics design, including hiring setting up and obtaining required compliance certificates thereof
  - Sound hire and set up
  - Audio Visual (AV) hire and set up

**NB: Only credentials and case studies will be used for evaluation of the bids in Phase 1.**

**The new concept for MMA Production and Logistics will only be evaluated in Phase 2.**

- ✓ Management and co-ordination of all stage performances during the awards, including rehearsals in tandem with the live TV Production Company appointed by the SABC
- ✓ Contracting with all the Speakers, Artists who will be performing at the Event and ensuring that each of the Artists is present at the Event at the time required for purposes of their performances. The SABC shall be required to approve in writing, the entertainment and MC(s) prior to their appointment by the Supplier;
- ✓ Providing all power outlets and/or power generators that may be necessary for the stage, lighting, sound and video equipment, and any other Event activity that may require power.

- ✓ Attending to event management and co-ordination with regard to the technical and logistical production from pre to postproduction, including liaising with the suppliers and on site management.
- ✓ Attending to and arrange seating plans (numbered seating) in respect of the venue including the rain plan
- ✓ Budget monitoring and final reporting which shall include securing and finalization of quotations and budget reconciliation
- ✓ Appointment of security officials for the events, sufficient in number, considering the number of guests expected at each of the events. The function of the security officials shall be to guard and secure the relevant venues and prevent or deal with any situation which would possibly threaten the safety of the guests, Event personnel and equipment used at the Event. Security at the venue shall be provided from the set-up to a day after the Event on a 24-hour basis.
- ✓ Setting up artist dressing rooms to a professional standard within budget limits
- ✓ Co-ordinate all emergency services required to ensure the safety of the guests at the awards
- ✓ Ensure that clearance is obtained in respect of the synchronisation and mechanical reproduction of any musical works included in the production. The costs of obtaining clearance shall be for the account of the supplier.
- ✓ The usual performance royalties' payable by broadcasters to the appropriate music rights collection agencies will be for METRO FM's' account.
- ✓ Appointment and management of all crew required to set up and stage the Events, in particular, rigging and construction of the Stage, setting up and operating the sound, video and all other equipment, setting up and placing of promotional banners and all other branding materials referred to in this Agreement, and erecting all other structures required at the Events for the Event activities.
- ✓ Appointment of any third parties that will be required to supply the Event activities and the personnel required to operate the Event activities in consultation with the SABC which will include without limitation:-
  - Appointment of cleaning staff to ensure that the Venue is cleaned up immediately after the end of the Event, and returned to substantially the same condition as it was prior to the holding of the Event; and

- The Contractor shall ensure that no sponsorship of whatsoever nature is obtained in respect of the Events from any third party, without the prior written approval of the SABC. Such prior written approval will stipulate the terms on which the SABC agrees that such sponsorship may be obtained;
- Budget monitoring and final reporting which shall include securing and finalization of quotations and budget recon

#### **4.2 PROVISION OF ACCESS TO METRO FM AND ANY OTHER SABC RADIO STATIONS TO ENABLE THEM TO CONDUCT THE FOLLOWING: -**

- Outside Broadcasts ("OB") from the Venue. This shall include access for all OB personnel, radio presenters and the OB equipment and vehicles necessary to conduct the OB from the Venue. The Contractor shall allocate an area within the Venue for the SABC radio stations to set up their facilities and equipment.
- Facilitate rehearsals at least two days prior to the commencement of the awards

#### **4.3 EXPECTED PROJECT KEY DELIVERABLES**

- ✓ During the contract period with the successful Supplier, the Supplier will be required to provide the SABC Project Manager with a Project Plan, Elements and Accountability update.
- ✓ The Supplier will develop a project status document that clearly outlines status on deliverables, responsibilities and timelines. This document will be updated daily, presented at regular status meetings or on request.
- ✓ The Supplier will be accountable to the SABC/METRO FM Project Manager, who will in turn provide feedback to the Sponsor(s).
- ✓ Distribution of a production schedule to all parties at least a week prior to every event.
- ✓ The Supplier will be expected to work with strategic partners and sponsors of the event.

### **5. SKILLS TRANSFER**

- A critical element of the service is that service provider(s) provides effective and measurable skills transfer to the local communities in Mpumalanga

- Service providers must include a skill transfer plan as to how this can be achieved indicating specific skills that will be targeted for this exercise.

## **6. CASE STUDIES TO BE PRESENTED**

Case studies of company's previous work that has been recently produced and executed successfully.

Bidders are therefore required to submit 3 (three) case studies showcasing how they have done work similar in nature to that which is required by the SABC, as detailed above.

Case studies are to demonstrate the respective company's ability to do the work required, resource, skill and expertise as well as the company's detailed approach, methodology and creativity with respect to the following: -

- Experience in Events Logistics and Production Management
- Strategic and Creative Strength of Concept
- Stakeholder Relationships and collaboration
- Demonstrate ability and capacity to Produce similar events
- Ability to arrange and secure sponsorships (an added advantage)

**NB: Only credentials and case studies will be used for evaluation of the bids for Phase 1.**

Each case study submitted must include the following: -

- An overview of the brief given to the company stipulating what the objectives and/or business challenges set to be addressed and/or achieved
- The approach to the brief
- The strategy formulated from the brief
- Overall results achieved
- Client references for verification of the information provided in the case study
- Timelines

**NB: The new concept for MMA Production and Logistics will only be evaluated in the second phase.**

## **7. COSTING**

- Bidders are requested to submit an itemised costing with the proposal that includes (not limited to):
  - Pitch protector
  - Back-up power for the entire event
  - Pitch rehabilitation
  - Security
  - Accommodation: Chill Pepper (3 meals), The Capital (breakfast only), Southern Sun Emnotweni (breakfast only), Protea Hotel (3 meals) & Sun 1 (breakfast only) (Friday – Sunday) . (Number of guests is estimated at 1200 guests)
  - Venue hire: VIP Preparty venue – The Capital Hotel Mbombela: Elevate Restaurant and Bar (Friday), Beauty Room – The Capital Mbombela: Swiss Room (Saturday – full day)
  - Transport: Luxury Coach (majority of guests) & flights (VIP stakeholders)
  - Catering
  - 21 Statuettes
  - 400 Goodie Bags
  - RSVP service: that can detect and delete duplications, track guests via check in, update via push notifications, analytics and reporting, guest mapping
  - General After party at the stadium (after show) – line up, extension of stadium services including the venue hire
  - VIP after party - venue (stadium suites) including catering (floating menu/mini buffet), open full bar drinks until budgeted tab runs out (after that cash bar kicks in) and décor.
  - Entertainment including performing nominees
  - Rain plan for venue
  - 2x Main hosts
  - 2x Back stage hosts
  - 2x Black carpet hosts
  - Disaster Management eg. Fire, etc

## **8. PROPOSAL STRUCTURE**

### **Format for response to this Request for Proposal (RFP)**

Responses to this invitation must follow the following format, as to enable SABC to adjudicate all tenders effectively and fairly.

### **Section 1 Company Profile** reflecting the following:

- Description of the Company
- Differentiating factors that make the company competitive for the services required
- Company Services
- Company Contact details

**Executive summary** of your proposal explaining how you understand the brief, how you would propose to achieve the required services and your contribution during this project.

**Section 2 Detailed approaches:** Please provide detailed information on:

- How you intend to approach the project in order to attain the expected results.
- All assumptions that the response is based upon.
- Proposed project team make-up and structure.
- Proposed project plan with timelines.
- Skills Transfer plan

**Section 3 Case Studies**

**Section 4 Required Company Documents**

## 9. EVALUATION CRITERIA

Responses will be evaluated using a predetermined set of evaluation criteria. The evaluation criteria is designed to reflect the SABC's requirements in term 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.

The tender responses will be evaluated on **80/20-point** system and the functionality will be evaluated based on the criteria below:

### Phase One

Evaluation Area	Evaluation Criteria	Points
Experience in event logistics and production management for award events	<b>Events &amp; Production Logistics Experience of a similar nature. <i>Provide number of major events organized over the last 7 years:</i></b> <ul style="list-style-type: none"> <li>• 1 to 2 events (0 points)</li> <li>• 3 to 5 events (5 points)</li> </ul>	75

	<ul style="list-style-type: none"> <li>• More than 5 events (10 points)</li> </ul> <p><b>Reference letters and case studies for the events organized:</b></p> <ul style="list-style-type: none"> <li>• 1 to 2 letters and case studies (2 points)</li> <li>• 3 to 5 letters and case studies (5 points)</li> <li>• More than 5 letters and case studies (10 points)</li> </ul> <p><i>(Letters must be on the company's letterhead and signed off by the referee. Reference letters can also be in the form of formal company email addresses clearly indicating the duration of project, budget, timelines and responsible person, email address and a contactable telephone number. Case studies of previous work done must also be backed by portfolio of evidence and contactable references including project duration, budget, timelines, project manager and contactable telephone numbers)</i></p> <p><b>NB: SABC reserves the right to verify the letters and any misrepresentation will lead to immediate disqualification from further evaluations.</b></p> <p><b>Security</b> – <i>bidders to provide a detailed security plan pre-, during and after the event and indicate number of personnel and areas to be manned:</i></p> <ul style="list-style-type: none"> <li>• Detailed security plan – (5 points)</li> <li>• No plan – (0 points)</li> </ul> <p><b>Catering</b> – <i>bidders to provide details of catering plan and experience of the caterers:</i></p> <ul style="list-style-type: none"> <li>• Detailed catering plan – (5 points)</li> <li>• No plan – (0 points)</li> </ul>	
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<ul style="list-style-type: none"> <li>• Less than 3 years' experience (0 points)</li> <li>• 3 to 5 years' experience (5 points)</li> <li>• More than 5 years (10 points)</li> </ul> <p><b>Travel</b> – <i>bidders to provide a travel plan for 1 200 guests and evidence of previous experience in travel management:</i></p> <ul style="list-style-type: none"> <li>• Detailed travel arrangement plan – (5 points)</li> <li>• No plan – (0 points)</li> </ul> <p><b>Accommodation</b> – <i>bidders to provide an accommodation plan for 1 200 guests and evidence of previous experience in arranging accommodation:</i></p> <ul style="list-style-type: none"> <li>• Detailed accommodation arrangement plan – (5 points)</li> <li>• No plan – (0 points)</li> </ul> <p><b>Crowd management/Floor plan</b> – <i>bidders to provide a visual crowd management/floor plan that should also cater for the TV production crew and talent:</i></p> <ul style="list-style-type: none"> <li>• Detailed plan – (5 points)</li> <li>• No plan – (0 points)</li> </ul> <ul style="list-style-type: none"> <li>• <b>Production Presentation and Management</b> (10 points)</li> <li>• <b>Project Plan with timelines to ensure project deadlines are met</b> (10 points)</li> </ul>	
<b>Understanding of the task at hand and ability to deliver effectively</b>	<p>Ability to interpret the brief (10 points)</p> <p>Clear understanding of the task at hand (10 points)</p>	20
<b>Creativity and innovation</b>	<p>Strategic and Creative Strength of Concept (10 Points)</p>	20



	Clear demonstration of positive results (10 Points)	
<b>Locality</b>	Demonstrate how the company will successfully utilize local based service providers to procure services such as catering, cleaning, security, etc. in an effort to develop local based suppliers	20
<b>Resources</b>	Dedicated Project Manager with at least 5 to 10 years' experience in events of a similar nature. Provide CV for reference.	5
<b>Skills transfer</b>	Skills transfer plan	5
<b>Total</b>		<b>145</b>

**Threshold:**

The points obtained for functionality must be at least **130 points** out of a maximum of **145 points**. Tenderers who obtain less than 130 points will be declared non-responsive.

**PHASE TWO - PRESENTATION FORMAT TO EVALUATION PANEL**

Bidders who meet the minimum threshold for Phase 1 will be required to do a visual presentation in Phase 2 covering all areas listed below. The presentation will be done in a face-to-face meeting at the SABC Auckland Park offices:

<b>Evaluation Area</b>	<b>Evaluation Criteria</b>	<b>Points</b>
<b>Creative and Production concept</b> (including the ability to utilize innovative modern stage technology to deliver a first-class production including Live TV coverage)	<p>Understanding the brief (10 Points)</p> <p>Creative concept for the METRO FM Music Awards 2024 (20 Points)</p> <p>Event running order (10)</p> <p>Resources and capacity (10 Points)</p>	50

<b>Events Logistics Management</b>	<p>Proposed Events Logistics Management (Security, catering, travel, accommodation, and crowd management)</p> <p><b>Your proposal must include:</b></p> <p><b>Security Plan – 5 points</b></p> <p><b>Guest Management Plan – 10 points</b></p> <p><b>Disaster Management Plan – 5 points</b></p> <p><b>Public Liability Insurance Plan – 5 points</b></p> <p><b>Joint Operation Committee engagement plans – 5 points</b></p> <p><b>Skills Transfer Plan; - 10 points</b></p> <p><b>Demonstrate how high-profile guests will be handled – 10 points</b></p>	50
Total		100

**Threshold:**

The points obtained for second phase evaluation must be at least **80 points** out of a maximum of 100 points. Tenderers who obtain less than **80 points** will be declared non-responsive.

**PHASE 3 – FINANCIAL ANALYSIS**

<p><b>Financial Ratios</b></p> <p><i>(Financially stable companies must score at least 6.2 points in the financials provided, fair will be between 2 and 4 points, poor will be less than 2 points)</i></p>	<ul style="list-style-type: none"> <li>➤ Poor – 0 points</li> <li>➤ Fair – 5 points</li> <li>➤ Good – 10 points</li> </ul>
<p><b>Proof of Surety of at least R10 million</b></p> <p><i>(The SABC reserves the right to confirm such with institution providing the cover. Bidders must submit a formal letter or formal corporate email with clear contactable referee from the institution)</i></p>	<ul style="list-style-type: none"> <li>➤ Not provided – (0 points)</li> <li>➤ Provided – 10 points</li> </ul>

**Bidders who obtain less than a minimum threshold of 10 points will be declared non-responsive and will be eliminated from further evaluation on Price and Specific Goals. (Evaluation Phase 4 ). Bidders who also fail the financial stability assessment will also be declared non-responsive.**

## **FINANCIAL STABILITY**

The financial stability evaluation is used to assess the financial risk of the shortlisted bidders.

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

<b>Area</b>	<b>Assessment Criteria</b>
Financial Due Diligence	Bidders financial due diligence will be assessed based on submitted audited financial statements using financial ratios, where applicable.

***Note: Management Accounts will not be accepted for this RFP.***

## **5. PHASE 4 - PRICE AND SPECIFIC GOALS**

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

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

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

### **d. PRICE**

The **80/20** preference point system

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

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

Where:

$P_s$  = Points scored for comparative price of bid under Consideration

$P_t$  = Comparative price of bid under consideration

$P_{min}$  = Comparative price of lowest acceptable bid

**e. BEE (SPECIFIC GOALS)**

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

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

**6. OBJECTIVE CRITERIA**

- 6.1 The SABC reserve the right not to consider proposals from bidders who are currently in litigation with the SABC.
- 6.2 The SABC reserves the right not to award bidders who fail the financial stability assessment.
- 6.3 The SABC further reserve the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- 6.4 Bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g. tax compliance, BBBEE, company financials, etc. will be eliminated from the bid process.

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

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

**END OF DOCUMENT E**

## **DOCUMENT F**

### **CONFIDENTIALITY**

All information related to this bid both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the SABC, written approval to divulge such information will have to be obtained from SABC.

The bidders must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that bidders maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFP; and not reproduced in any form except as required for the purpose of considering and responding to this bid. Bidders must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFP; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the SABC. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

NAME OF BIDDER: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Bidder's contact person:

Name : \_\_\_\_\_

Telephone : \_\_\_\_\_

Mobile : \_\_\_\_\_

Fax.: \_\_\_\_\_

E-mail address : \_\_\_\_\_

**END OF DOCUMENT F**

**DOCUMENT G**  
**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

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

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

**1. GENERAL CONDITIONS**

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

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

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

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

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

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

**1.3 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

specific goals are not claimed.

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

## **2. DEFINITIONS**

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



### **3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

#### **3.1. POINTS AWARDED FOR PRICE**

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

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

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

##### **3.2.1. POINTS AWARDED FOR PRICE**

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

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

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

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

**Source Documents to be submitted with the tender or RFQ**

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

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
  - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
  - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p><b>SIGNATURE (S) OF TENDERER(S)</b></p>	
<b>SURNAME AND NAME :</b>	.....
<b>DATE :</b>	.....
<b>ADDRESS :</b>	..... ..... ..... .....

**END OF DOCUMENT G**

**DOCUMENT H**

**BIDDER'S DISCLOSURE**

**SBD 4**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....  
 .....

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

4845\_\_\_\_\_

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

2.3.1 If so, furnish particulars:  
.....  
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of 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.

4846\_\_\_\_\_

<sup>2</sup> 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.

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

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

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

**END OF DOCUMENT I**

### **ACCEPTANCE OF CONDITIONS OF BID**

By signing the BID document, the Bidder is deemed to acknowledge and accept that all the conditions governing this BID, including those contained in any printed form stated to form part thereof and SABC Limited will recognize no claim for relief based on an allegation that the Bidder overlooked any such condition or failed properly to take it into account for the purpose of calculating bided prices or otherwise.

SIGNED at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

NAME OF COMPANY \_\_\_\_\_

NAME OF THE SIGNATORY (IES) \_\_\_\_\_

CAPACITY: \_\_\_\_\_

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

#### **WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

BIDDER

**END OF DOCUMENT J**

**END OF THE REQUEST FOR PROPOSAL DOCUMENT**