

REQUEST FOR QUOTATION (RFQ)

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|--|--|
| RFQ NUMBER: | RFQ/LOG/2022/110 |
| RFQ ISSUE DATE | 10 AUGUST 2022 |
| NON-COMPULSORY BRIEFING SESSION & SITE VIEWING | SABC GQEBERHA OFFICE 15 AUGUST 2022 @ 10:00 TO 12:00 |
| RFQ DESCRIPTION | APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO OFFER SABC PROPOSAL ON REDUNDANT ASSESTS FOR SABC PORT ELIZABETH (GQEBERHA) OFFICE |
| CLOSING DATE & TIME | 22 AUGUST 2022 @12:00 |

Submissions must be electronically submitted to RFQSubmissions@sabc.co.za on or before the closing date of this RFQ or alternatively be hand delivered to: **SABC Port Elizabeth (Gqeberha), Reception Area, Conyngham Street, Parsons's Hill, Port Elizabeth** on or before the closing date of this RFQ.

For queries, please contact **Tando Oldjohn** [via email: Tenderqueries@sabc.co.za](mailto:Tenderqueries@sabc.co.za)

The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

| | | |
|---------------------|---|-------|
| SUPPLIER NAME | : | _____ |
| POSTAL ADDRESS | : | _____ |
| TELEPHONE NO | : | _____ |
| FAX. 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 submissions should be prominently marked with the following details in the email subject line:
 - **RFQ Number and bidders' name.**
5. Bidders are advised to email 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.
- **NB: THE BIDDER SHOULD ENSURE THAT LINKS FOR WETRANSFER AND GOOGLE DROP BOX EXPIRE AFTER 30 DAYS OF THEIR SUBMISSIONS INSTEAD OF 7 DAYS.**

NOTES ON SITE INSPECTION

1. If interested in attending the site inspection, please forward your details to Tando Oldjohn via email: oldjohnn@sabc.co.za before close of business on the day preceding the Site Inspection so an arrangement can be organised with the Protection Services for the Contractor to access the building.

REQUIRED DOCUMENTS

- 1.1 Submit proof CSD registration (Bidder must be registered with CSD in order to do business with the SABC)
- 1.2 Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses.
(Verification will also be done by the SABC internally).
- 1.3 Valid Tax Clearance Certificate or SARS “Pin” to validate supplier’s tax matters
- 1.4 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 1.5 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.

- 1.6 Certified copy of Company Registration Document that 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.

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO’S TAX MATTERS ARE NOT IN ORDER.

NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO’S TV LICENCE STATEMENT ACCOUNT IS NOT VALID.

MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- CSD report (Bidder must be registered with CSD in order to do business with the SABC)

DETAILED TECHNICAL SPECIFICATION

1. BACKGROUND

The South African Broadcasting Corporation Limited (SABC) which continually invests in state-of-the-art technology to be able to provide high quality broadcast services to the nation. Due to the dynamic nature of the broadcasting industry where new technology, concepts, and innovations are introduced, the SABC has to keep up with the market constantly upgrade its technology. This invariably results in the accumulation of redundant assets which the SABC will need to find the most efficient and economic disposal method.

The SABC Port Elizabeth, which is situated at the Nelson Mandela Bay Municipality, 51 Conyngham Street, Parsons Hill invites the potential service providers to participate in this Request for Quotation (RFQ). **A tender will be awarded to a highest bidder.**

2. DISPOSAL METHOD

The redundant assets will be disposed of by means of a closed Request for Proposal Process. The reasoning behind the selection of this method is to ensure that:

- Adherence to relevant legislation and policies
- Minimum admiration for the SABC team and by handling small purchases
- Ease of management of the sale process through a bulk sale
- Invitation of vendors who have the experience in handling broadcasting services

3. RISK

The following risks associated with the redundant assets:

- The redundant assets are a health & fire hazard to the SABC
- The redundant assets are costing the SABC money as they occupy space which would be used as offices, but they don't generate an income.
- Risk of theft is high as the assets are not closely monitored and there is no controlled access.
- Professional image and reputation of SABC as dumping ground due to inability to dispose of redundant assets.

4. SCOPE OF SERVICES

Please refer to spreadsheet below, for the list of Redundant Assets.

| Asset number | Barcode | Description |
|--------------|---------|--|
| 121227 | 75081 | Chair, high back swivel black leather with netback |
| 121226 | 75080 | Chair, high back swivel black leather with netback |
| 142397 | 83834 | Chair, medium back black leather with netback (n |
| 133683 | 83747 | Chair, high back swivel black leather with netback |
| 142399 | 83822 | Chair, medium back black leather with netback (n |
| 133687 | 83761 | Chair, high back swivel black leather with netback |
| 133685 | 83738 | Chair, high back swivel black leather with netback |
| 131933 | 76654 | Chair, midback swivel green fabric no arms |
| 131942 | 76662 | Chair, midback swivel green fabric no arms |
| 131934 | 76655 | Chair, midback swivel green fabric no arms |
| 131938 | 76658 | Chair, midback swivel green fabric no arms |
| 131940 | 76660 | Chair, midback swivel green fabric no arms |
| 131943 | 76663 | Chair, midback swivel green fabric no arms |
| 131935 | 76656 | Chair, midback swivel green fabric no arms |
| 131939 | 76659 | Chair, midback swivel green fabric no arms |
| 142158 | 76653 | Chair, midback swivel green fabric no arms |
| 104997 | 69805 | Chair, high back Swivel Fabric Back Netted |
| 137166 | 63963 | Chair, high back swivel black leather |
| 128658 | 83402 | Chair, high back swivel black leather |
| 142988 | 83328 | Chair, high back swivel black leather |
| 142178 | 63981 | Chair, high back swivel black leather |
| 128621 | 63977 | Chair, high back swivel black leather |
| 2418245 | 83363 | Chair, high back Swivel Leather Black |
| 2414084 | 63995 | Chair, high back swivel leather black |
| 128653 | 83396 | Chair, high back Swivel leather black |
| 142991 | 83314 | Chair, high back swivel leather black |
| 148253 | 63835 | Chair, high back Swivel Leather |
| 148503 | 110362 | Chair, high back swivel black |
| 137008 | 69944 | Chair, high back Swivel Fabric |
| 139468 | 83358 | Chair, high back Swivel Leather Black |
| 128632 | 83338 | Chair, high back Swivel Leather |
| 128650 | 83387 | Chair, high back Swivel Leather |
| 142897 | 63986 | Chair, high back swivel leather black |
| 148255 | 83253 | Chair, high back Swivel Leather |
| 128633 | 83343 | Chair, high back swivel leather black |
| 137165 | 63959 | Chair, high back swivel leather black |
| 148299 | 83233 | Chair, high back swivel black leather |
| 139624 | 63827 | Chair Mid Back, Navy Swivel |
| 104753 | 83219 | Chair, high back swivel green fabric |
| 105019 | 76090 | Chair, Swivel Lisa Netted Visitors Arm |
| 129751 | 76015 | Chair, high back swivel black fabric with netback |
| 139613 | 76803 | Chair high back, netted |
| 148293 | 63858 | Chair, high back swivel black leather |
| 129752 | 76040 | Chair, high back Swivel Fabric Netted |
| 728533 | 142164 | Microwave, Logic white |

| | | |
|--------|--------|--|
| 125564 | 68291 | Desk workstation light brown wood L shape with 3 d |
| 125575 | 68297 | Desk workstation light brown wood L shape with 3 d |
| 125553 | 68287 | Desk workstation light brown wood L shape with 3 d |
| 147837 | 141803 | Chair, High back swivel leather |
| 121810 | 68401 | Desk workstation light brown wood L shape with 3 d |
| 148427 | 68433 | Chair, medium back swivel Grey & black fabric |
| 148432 | 68406 | Chair, medium back swivel Grey & black fabric |
| 129715 | 68281 | Chair, medium back swivel Black & navy fabric |
| 729254 | 110396 | BAR FRIDGE, DEFY METALLIC B125 |
| 133738 | 151347 | Desk, workstation with shelves white |
| 140069 | 70845 | Chair, high back swivel leather black |
| 147287 | 111588 | Chair, High back swivel black |
| 147832 | 70424 | Chair, Medium back fabric black & Blue |
| 729256 | 110394 | BAR FRIDGE, DEFY METALLIC B125 |
| 727679 | 111471 | Cabinet steel |

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

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

| Item | Question | Yes | No |
|-------|---|---------------------------------|--------------------------------|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars: | | |
| 4.4 | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars: | | |

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
TRUE AND CORRECT.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of:

that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors, or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder