



SOUTH AFRICAN BROADCASTING CORPORATION SOC LIMITED
("The SABC")

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFP/IT/2021/65

RFP TITLE: PROVISION OF RADIO PLAYOUT & SCHEDULE COPY SOFTWARE FOR AN EMERGENCY RADIO PLAYOUT SYSTEM FOR A PERIOD OF THREE YEARS.

EXPECTED TIMEFRAME

BID PROCESS	EXPECTED DATES
Bid Advertisement Date	11 January 2022
Bid Documents Available From	National Treasury's tender portal (http://www.etenders.gov.za) SABC Website (http://www.sabc.co.za/sabc/tenders/)
Briefing Session (Non-Compulsory)	19 January 2022 at 09:00 Click here to join the meeting
Bid Closing Date and Time	21 February 2022
Contact details	RFPSubmissions@sabc.co.za
Preference point system	80/20

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

BIDS DELIVERY

SABC's Tender Box
SABC Office
Radio Park
Henley Road; Auckland
Johannesburg

OR

ELECTRONIC SUBMISSION

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. MANDATORY REQUIREMENTS

	Comply/Not Comply
Submit a signed letter from the original equipment manufacturer (OEM), on the OEM's letterhead, confirming that the bidder is an authorized re-seller, distributor and or support of the software licenses.	

NON SUBMISSION OF MANDATORY REQUIREMENT WILL RESULT IN AUTOMATIC DISQUALIFICATION

2. REQUIRED DOCUMENTS

- 2.1 SARS "Pin" to validate supplier's tax matters.
- 2.2 Central Supplier Database (CSD) Registration details.
- 2.3 Original or Certified copy of Valid BBEE Certificate (from SANAS accredited Verification Agency).
- 2.4 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following:
 - 2.4.1 Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - 2.4.2 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.

- 2.5 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.
- 2.6 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.
- 2.7 Certified copy of Shareholders' certificates.
- 2.8 Certified copy of ID documents of the Directors or Members.
- 2.9 Last three years audited/reviewed financial statements OR the Companies Management Accounts.

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOM THEIR TAX AND TV LICENCE MATTERS ARE NOT IN ORDER. NO CONTRACT WILL BE

AWARDED TO ANY BIDDERS WHOM HAVE NOT REGISTERED 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 During the COVID-19 pandemic, 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.
- Electronic submissions must be submitted in a PDF format that is protected from any modifications, deletions or additions.
- Financial/pricing information must be presented in a **separate** attachment from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.
- All electronic submissions must be prominently marked with the full details of the tender in the email subject line namely Bidder's Name, Tender No and Tender Title.
- Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email.
- Tender submission emails received after submission date and time will be declared late bid submissions and will not be accepted for consideration by SABC.

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

- Receipt of incomplete bid
- File size
- Delay in transmission or receipt of the bid
- Failure of the Bidder to properly identify the bid
- Illegibility of the bid; or
- Security of the bid data.

1.5 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 as per **ANNEXURE B**.

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.

US Dollar	Euro	Pound
13.66	16.55	19.29

- 5.3 All local suppliers quoting in foreign currency must convert the currency to Rands and use the conversion table on the previous page. 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, project fees, training, 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:

- that the directors who were awarded the bid are in control of the company and/or that changes in directors does not affect delivery of the goods/services/work adversely;
- that, if there are changes in the control of the company, these should be brought to the attention of the SABC;
- that in the event that the bid or any part thereof is to be subcontracted to another company or organisation after the bid was awarded, the Bidders must immediately advise the SABC and the SABC shall approve same as it deems fit;
- successful delivery of the goods/services/works in terms of the contract, or timeous termination of the contract should such action be in the best interest of the SABC;
- audit the successful Bidder's contract from time to time.

7.4 This bid will remain valid 180 (one hundred and eighty) days from the date of bid closing.

8.0 DEFAULT BY BIDDERS

8.1 If Bidders purport to withdraw their bid(s)/proposals within the period for which they have agreed that their bid/proposal shall remain open for acceptance, or fail to enter into a written contract when called upon to do so, or fail 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:

- not evaluate and award bids that do not comply strictly with this bid document;
- make a selection solely on the information received in the bids;
- enter into negotiations with any one or more of preferred Bidder(s) based on the criteria specified in the evaluation of this bid;
- 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;
- award a contract to one or more Bidder(s);
- accept any bid in part or full at its own discretion; and
- cancel this bid or any part thereof at any time.

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

10.0 IMPORT/EXPORT PERMITS

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

11.0 COST OF BIDDING

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

12.0 COMMUNICATION

12.1 The SABC has provided a single point of entry for any questions or queries that the Bidder may have. All queries must be submitted in writing and directed to authorised contact person. **Unauthorised communication with any other personnel or member of staff of the SABC, with regard to this bid is strongly discouraged and will result in disqualification of the respective Bidder's bid/proposal submission.**

12.2 Should there be a difference of interpretation between the Bidder and SABC; SABC reserves the right to make a final ruling on such interpretation.

12.3 The closing time for clarification of queries is 3 (three) days before the deadline for bid/proposal submission. Bidders should take note that questions will be consolidated and published together with responses on the platforms that advertised the tender.

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: tenderqueries@sabc.co.za

14.0 BROAD-BASED ECONOMIC EMPOWERMENT

- 14.1 According to the 2013 B-BBEE Revised Code of Good Practice the Exempted Micro Enterprise (EME) is only required to produce a sworn affidavit signed by the Commissioner of Oaths as per the requirement in the Justice of Peace and Commissioners of Oaths Act, 1963 (Act No. 61 of 1963) or the Companies and Intellectual Property Commission ("CIPC") certificate on an annual basis.
- 14.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.
- 14.3 Only South African Accreditation Systems (SANAS) is the authorised body to issue B-BBEE certificates.
- 14.4 IRBA and Accounting Officers are **not** allowed to issue B-BBEE affidavit or certificates to EMEs and QSEs as it was under 2007 Codes.
- 14.5 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 Stores of the SABC Auckland Park, Johannesburg, Republic of South Africa. The contractual delivery date must be strictly complied with and each delivery must be preceded or accompanied by delivery note. If delivery does not take place within the period stipulated, the SABC may cancel the contract concluded with the bidder without further notice to the Bidder and with immediate effect without prejudice to any other course of action available to the SABC to recover any damages out of such delay. Receipt of the goods by the SABC will not be regarded as acceptance thereof until the goods have been acceptance tested in compliance with the Technical Specifications.

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 that 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.

1. Company's Treasury CSD unique registration reference number.	
2. Have your company been issued with a SARS Compliance Status PIN.	
3. If yes, please provide PIN number. The provision of the PIN will be construed as your permission to SABC Procurement to access your tax status on-line.	
4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?	
5. If so, state your VAT registration number and original current tax clearance certificate to be submitted.	
6. Are the prices quoted fixed for the full period of contract?	
7. Is the delivery period stated in the bid firm?	
8. What is the address in the Republic of South Africa where an item of the type offered by you may be inspected preferably under working conditions? (Where Applicable).	
9. What is the approximate value of stock in the Republic of South Africa for this particular item? (If required).	
10. Where are the stock held?	

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, shareholder²):

.....

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personnel numbers must be indicated in paragraph 3 below.

¹“State” means –

- a. any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999)
- b. any municipality or municipal entity;
- c. provincial legislature;
- d. national Assembly or the national Council of provinces; or
- e. Parliament.

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

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

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 the appropriate authority to undertake remunerative work outside employment in the state? **YES/NO**

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/ trustee/ shareholders/ members or their spouses conduct business with the state in the previous twelve months?
YES/NO

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

.....

.....

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

2.11.1 If so, furnish particulars:

.....

.....

3.0 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number	Employee / Pers. Number

4.0 DECLARATION

I, THE UNDERSIGNED (NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

END OF DOCUMENT D

DOCUMENT E

SCOPE OF WORK – PROVISION OF RADIO PLAYOUT & SCHEDULE COPY SOFTWARE FOR AN EMERGENCY RADIO PLAYOUT SYSTEM.

1. BACKGROUND

The SABC is more than just a Public Broadcaster, it is a daily companion to millions of South Africans, allowing audiences to watch, listen and engage, in their mother tongue, with news, public service programming, events of national importance, and other moments shaping their lives. Almost 24.6 million adults tune into the SABC network of 19 Radio Stations everyday and 24.2 million adults watch the three free to air television channels plus the 1 channel on the DSTV Platform i.e. the 24hr News Channel.

The first requirement is to improve on our existing Disaster Recovery processes by ensuring that every radio station content is available at a minimum of 2 SABC regions. The copy of content should always be online thus ensuring high availability in the event of a disaster.

The second requirement is to create a redundant playout system site for all 19 radio stations at the SABC offices in KZN. The schedules including radio station content (music, jingles and packaged material) as well as advertising which is populated at least one day before at the radio stations base site should be copied to the Emergency Playout System without the need to recreate new schedules.

2. REQUIREMENTS AND SCOPE OF SERVICES

The SABC radio stations use dira as their playout system. At present each radio stations data is only available at their base site and all redundancy is based on the assumption that both the main servers in each region will always be available. The configuration of additional copy processes is required, which will ensure that all the content for each SABC Radio Station is also available at an alternate site and is always online which will reduce the recovery time, in the event that the primary and secondary servers are not available. The requirement is to copy the audio and metadata contained in the database from one regional database to an alternative database. The picture on the next page describes the workflow required.

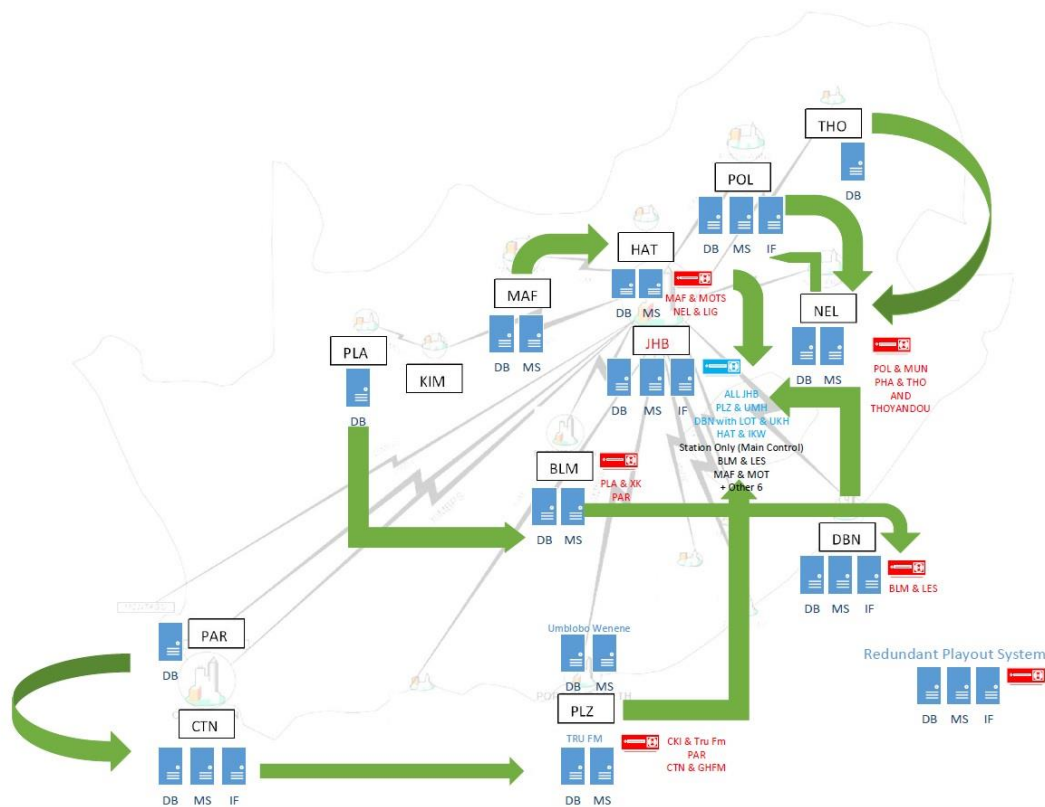
The next aspect is to create a redundant playout system site for all 19 radio stations at the SABC offices in KZN. The SABC currently has a PAD music system at Sentech which broadcasts music for the SABC radio stations in the event that there is a break in transmission between a radio station and the transmitter site. This PAD music system is also used in the event a radio station is off-air (No power in studio, Hazardous Spillage, etc.). When a radio station is off-air Sentech detects the silence and plays the PAD music system for a given radio station.

A more reliable alternative to the PAD music system is a server based redundant system. The requirement here is for the vendor to create a playout redundant system. The redundant system should automatically copy the schedule, audio and metadata from each radio station using dira! to a single playout site at the SABC KZN offices which can be used for playout of all of the 19 radio stations (simultaneously if required). This schedule copy process should copy the schedule for up to 3 days in advance and update the copies if required at least once a day. The service provider should provide costing for the following:

- Any licensing required
- A Support and Maintenance agreement for 3 years minimum
- Any project fees including travel, accommodation and training.

3. PHASE 1: REQUIREMENTS & TECHNICAL SPECIFICATION

3.1 Dira! COPY PROCESS



a) Interfacing to Existing Systems

Interface to the dira database – Microsoft SQL 2016 and complete the copies required on a daily basis. The supplier must describe in detail how they will go about copying the information required from one database to another.

b) System Architecture

Our requirement is provided in the diagram above. SABC will be liable for the additional storage capacities required at each region.

c) General System Requirements

Solution must be able to copy the information in one database to an alternate database without impeding on the data already contained in the existing database. The following are examples of data that should be copied from one regional database to another to ensure the solution meets the SABC's requirements:

- audio and metadata,
- stations schedules,
- user/ group access,
- Logstore or Category profiles
- all other information required for the solution to work.

All data copied should always be online.

The copy intervals should be described for incremental copies.

The solution should also describe and quantify the following:

- Projects services (will a dedicated PM be assigned to the SABC)
- License requirements
- Upgrade Requirements
- Maintenance & Support Agreement (SLA for 3 years)

The average number of audio files created on a daily basis is as follows:

Region	Johannesburg	Cape Town	Parliament	Nelspruit	Mahikeng
Average	1800	330	10	120	300

Region	Platfontein	Polokwane	Thohoyandou	Durban	Hatfield
Average	20	850	30	760	150

Region	Bloemfontein	Port Elizabeth			
Average	165	200			

The audio file specification is as follows:

- Mp2
- 384 000 bps
- 48 kHz

All proposals must indicate detailed bandwidth requirements for inter-site data transfer outside of real time content transfer via SABC's corporate WAN.

The software application must be in line with the SABC's Internal Audit Coverage Plan with regards to:

- Audit Trail Configuration: The application should provide a comprehensive audit trail with regards to all changes made within the system, that is an audit of all the information copied from one database to another.
- Any other audit features that the application has should be described.

d) Requirement Features & Technical Information

The playout system in any region should be able to read all the information.

3.2 REDUNDANT PLAYOUT SYSTEM

- a) Interfacing to existing systems: The solution must interface to the dira! playout system and be able to read the prepopulated schedules for a given date, time and hour, and copy the schedules together with the relevant titles and audio for playout at the DR site for 19 radio stations across 9 provinces (from multiple databases and locations).

b) System Architecture

Our requirement is provided in the diagram above. The supplier is requested to include the description of the system architecture such as standalone PC based, client server or web-based architectures.

Any cloud solutions should also be described in detail if available.

If remote access to data is required, then the solution should also describe how this will be provided. The complete workflow from source to broadcast for the proposed solution must be described in detail. The preferred soundcard (name and specification) for playout should also be stipulated.

c) General System Requirements

- System schedules for up to 3 days in advance should be copied (date, time and hour) from the radio stations source site using the dira! playout system to the DR site on a daily basis during non-peak times.
- Station schedules should display the number of minutes for talk time in each hour such that this content can be easily adjusted by adding new content to ensure uninterrupted automated playout.
- Playout of 19 radio stations schedules should be possible at the DR site.
- Users should have the ability to change the schedules and add content as required for playout both onsite and remotely.
- The system should also have its own backups and be redundant in all aspects, including the proposed architecture to support the software requirement.

- All proposals must indicate detailed bandwidth requirements for inter-site data transfer outside of real time content transfer via SABC's corporate WAN.
- The software application must be in line with the SABC's Internal Audit Coverage Plan concerning:
 - User Account Management: Full integration to Active Directory
 - Audit Trail Configuration: The application should provide a comprehensive audit trail with regards to all changes made within the application.

d) Playout detail requirements

- Automation, Manual, Play and Stop functionality.
- Ability to auto cue next items for automated playout with a "Virtual DJ" feature.
- Stereo playout for each radio station.
- Output interfaces to Digital Platforms.
- Automated Streaming directly to web on current playing items.
- Uninterrupted broadcasting for at least 72 hours even in the event of a total loss of all network connections presuming a schedule and all required audio are provided locally.
- The playout should have the functionality to be triggered locally and remotely.
- The playout system must be able to play audio clips that have been scheduled on the dira! system.
- The system must allow for the importation of the broadcast schedule from the dira! scheduler into the system's playout schedules,
- It must be possible to edit the audio/text within playout system application.
- The schedule should be accessible to authorised users who are located both locally and remotely.
- Users must be capable of shifting scheduled songs around in the playout system as and when they need to.
- There must be some visible on-screen indication that a song or audio clip being played is nearing its end.
- Ability to insert voice tracks.
- There must be provision for adjustment of volume.
- Spots/ breaks must have fixed positioning in the clocks of the schedule.

e) Additional Requirements

The following information must be quantified or provided for:

- OEM Letter
- Project Services
- Licensing (NO Annual Licensing)
- Support and Maintenance Agreement for 3 Years
- Training for 12 Administrators & 38 Users

f) System Reporting

The proposed solution should:

- Provide Asplayed or broadcast reports in formats required by SABC radio and sales,
- Provide a music reconciliation file for each radio stations broadcast back to Music Master (in the format required), for the provision of SAMRO, SAMPRA and ICASA reports

TENDER SUBMISSION FORMAT

4.1 Bidders' pricing model:

4.1.1 A detailed itemized breakdown of all the costs associated with the services, Licensing, Support, Maintenance and Training for 12 Administrators & 38 Users as per the specification in the scope for a period of the agreement.

4.1.2 Bidders must submit unit and total pricing in SA Rands (Including VAT), and where applicable, use Foreign currency rate above to calculate the Rand value.

4.2 Support Base:

Bidders are to ensure that the submission include detailed information regarding the company's support .

5. BUDGETARY COSTING

Please submit a detailed cost breakdown and any other cost relating to the complete delivery of the service. Incomplete costing will lead to disqualification of bid as it will be impossible to evaluate price.

6. EVALUATION CRITERIA

Bidders should note that only bidders who met the **Mandatory requirements & PHASE 1 REQUIREMENTS: TECHNICAL SPECIFICATION** of the bid will be evaluated further using a predetermined set of evaluation criteria. The evaluation criteria is designed to reflect the SABC's requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and afford all the bidders a fair opportunity for evaluation and selection.

This tender will be evaluated in four stages of evaluation based on the criteria below:

- The tender submission will be evaluated out of maximum of 80 points and a set minimum threshold of 73 points for the Phase 1 evaluation and should the bidder/s not meets the minimum required points of 73, they will be disqualified and will not qualify for further evaluation on Phase 2.
- Bidders who met the set minimum threshold from Phase 1, will be evaluated further on Phase 2 out of maximum of 50 points and set minimum threshold of 40 points.

All bidders achieving less than the set minimum threshold will not be evaluated further on Phase 3.

- Bidders who met the set minimum threshold from Phase 2, will be evaluated further on BBBEE & Price

7. PHASE 1 TECHNICAL EVALUATION CRITERIA EVALUATION CRITERIA

The following is required:					
	A “Partially Comply” statement, non-response, or response without detail will be seen as “Non-Compliant”.	Bidders to indicate compliance	Max Points	Min Points	Bidder to provide detailed compliance response by referencing Pages or Sections in the documentation provided to substantiate compliance/non-compliance
7.1.1 DIRA! COPY PROCESS					
Evaluation Area	Description				
(a)	Demonstrate ability to interface to a Microsoft SQL 2016 database using dira! data and copy this information to another SQL 2016 database (10)		10	10	
(b)	Ability to copy information from one Microsoft SQL 2016 database to an alternate Microsoft SQL 2016 database, without negatively impeding on the data already contained in the existing database. (10)		10	10	
(c)	The system must be able to copy audio and meta data, station schedules, user/group access, Logstore category profiles from a dira! database to another. (5)		5	5	
(d)	Copied data and the alternate database must always be online. (5)		5	5	
(e)	Outline the steps of the initial migration process and provide the schedule for the daily copy processes. <ul style="list-style-type: none"> Initial Migration Process (3) Daily copy schedule (2) 		5	3	

(f)	System to provide logs for auditing purposes. <ul style="list-style-type: none"> Log file template to be provided for all copies between regions (database and audio) (3) Notification or indicators on any copy errors (2) 		5	3	
7.1.2 Emergency Payout					
(a)	Ability to interface to a dira! database on a daily basis and read the prepopulated schedules for a given date, time and hour.		5	5	
(b)	Ability to read the prepopulated schedules from multiple sites. (5 points each) <ul style="list-style-type: none"> Copy radio station schedules for up to 3 days in advance, (4) Station schedules (scheduler) should be display the unscheduled time (over run and\ or underrun), (3) Users should have the ability to change the schedules & modify content. (3) 		10	10	
(c)	Description of Hardware required for the system to function, together with the quantities required for the solution to work: <ul style="list-style-type: none"> Servers and storage configuration, (5) OR Description of available cloud services (Offsite or Hybrid) including monthly premiums and advantages of this solution. (5) Workstation Types required and Specification, (5) Monitor Specification, (5) Audio Output, (5) 		25	20	
(d)	Provide a redundant software solution (Include specification of hardware required)		5	5	
(e)	Ability to configure payout of multiple radio stations from a redundant payout workstation, based on IP AES67 output (with the hardware described above) :		10	6	

	<ul style="list-style-type: none"> 19 Radio stations from dual workstation (redundantly configured) – (10) 19 Radio stations from four workstation (redundantly configured) – (8) 19 Radio stations from six workstation (redundantly configured) – (6) 				
(f)	Description of licensed tools to access database remotely. (Access any database from Auckland Park)		5	5	
(g)	Describe System compliance to audit requirements. <ul style="list-style-type: none"> Users Access Audits (2) Daily Copy Audits (3) 		5	5	
(h)	<p>Playout detail requirements (2 points each)</p> <ul style="list-style-type: none"> Automation, Manual, Play and Stop functionality. Ability to auto cue next items for auto play Stereo playout for each radio station. output interfaces for “now playing” on digital platforms Uninterrupted broadcasting for at least 72 hours even in the event of a total loss of all network connections presuming a schedule and all required audio are provided locally. The playout should have the functionality to be triggered locally and remotely. The playout system must be able to play audio clips that have been scheduled on the dira! system. The system must allow for the importation of the broadcast schedule from the dira! scheduler into the system’s playout schedules, It must be possible to edit the audio/text within playout system application. The schedule should be accessible to authorised users who are located both locally and remotely. Users must be capable of shifting scheduled songs around in the playout system as and when they need to. There must be some visible on-screen indication that a song or audio clip is being played Ability to insert voice tracks. There must be provision for adjustment of volume. Spots/ breaks must have fixed positioning in the clocks of the schedule. 		30	30	

(i)	<p>System Reporting (4 points each)</p> <p>The proposed solution should:</p> <ul style="list-style-type: none"> • Provide Asplayed or Broadcast Reports in formats required by SABC Radio and Sales, (5) • Provide a music reconciliation file for each radio stations broadcast back to Music Master (in the format required) ,for the provision of SAMRO, SAMPRA and ICASA reports (5) 		10	10	
(j)	<p>Quote for any licenses required (Playout, Editing) - No Annual licensing terms will be accepted.</p>		15	15	
	Grand Total		160	147	
	160/2		80	73	

Bidders who obtain less than the minimum threshold of 73 points will be declared non-responsive and will be eliminated from further evaluation. (Evaluation Phase 2)

7.2 PHASE 2:

Functionality will be evaluated based on the criteria below:

Evaluation Area	Evaluation Criteria	Max Points	Min Points
Warranty Period	<ul style="list-style-type: none"> All services provided should have a warranty of at least 1 year from date of sign-off before going into maintenance and support agreement. <ul style="list-style-type: none"> 1-year warranty (15 points) 2 years of warranty (20 points) 	20	15
Experience	<ul style="list-style-type: none"> Previous Track Record – Provide reference letter from clients for the provision of a playout system that meet the requirements below. <ul style="list-style-type: none"> Number of radio stations: <ul style="list-style-type: none"> ✓ Less than 5 radio stations at a given client (0 points) ✓ 6 to 9 radio stations at a given client (5 points) ✓ 10 to 15 radio stations at a given client (8 points) ✓ More than 15 radio stations (10 points) Contact details for verification (10 points) <ul style="list-style-type: none"> ✓ Email address and contact number Duly signed (10 points) 	30	25
Total		50	40

8. BBBEE and Price

The tender responses will be evaluated on the 80/20 point system. Bidders are to provide detailed breakdown of all direct and indirect costs associated with the contract, including licence fees if any.

9. 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 / management accounts for the past 3 years with their Proposal/Bid in order to enable the SABC to establish financial stability as follows:-

Area	Assessment Criteria
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Financial analysis	Bidders' financial due diligence will be assessed based on submitted audited financial statements/management accounts using financial ratios, where applicable.
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OBJECTIVE CRITERIA

10.1 SABC will conduct vetting with Police Clearance on the company and its sub-contractors and respective directors/ members, for criminal record, national Security threats and credit judgements. Negative findings will result in elimination.

10.2 The SABC reserve the right not to consider proposals from bidders who are currently in litigation with the SABC.

10.3 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.

10.4 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.

10.5 The SABC reserve the right not to award this tender to any bidder who fails the financial stability assessment.

ANNEXURES TO DOCUMENT E:

ANNEXURE A: REFERENCE LETTER TEMPLATE

ANNEXURE B: COST MODEL

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 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1.0 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the **80/20** system for requirements with a Rand value above R30 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R30 000 (all applicable taxes included) and therefore the.....**80/20**.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The SABC reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the SABC.

2.0 DEFINITIONS

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R10 million or less as per the Amended Codes of Good Practice (COGP).
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;

- 2.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.17 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3.0 ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4.0 AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10	
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$			

Where

Ps = Points scored for comparative price of bid under consideration
 Pt = Comparative price of bid under consideration
 Pmin = Comparative price of lowest acceptable bid

5.0 Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

6.0 BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7.0 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution:..... =.....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE affidavit or certificate issued by a Verification Agency accredited by SANAS.

8.0 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) What percentage of the contract will be subcontracted?
.....%

(ii) The name of the sub-contractor?
.....

(iii) The B-BBEE status level of the sub-contractor?
.....

(iv) Whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9.0 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:
.....

9.2 VAT registration number:
.....

9.3 Company registration number
.....

9.4 Type Of Company/ Firm

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

9.5 Describe Principal Business Activities

.....

.....

.....

.....

9.6 Company Classification

- ☐ Manufacturer
- ☐ Supplier

- ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the SABC that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the SABC may, in addition to any other remedy it may have;
 - (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

1.

2.

SIGNATURE(S) OF BIDDER(S)

DATE:

ADDRESS:

.....

.....

.....

.....

END OF DOCUMENT G

DOCUMENT H - SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

4.4	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

END OF DOCUMENT H

DOCUMENT I - SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Name and designation)

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

END OF DOCUMENT I

DOCUMENT J

ACCEPTANCE OF CONDITIONS OF BID

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

SIGNED at _____ this _____ day of _____ 21

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

ANNEXURE A – REFERENCE LETTER TEMPLATE

The Bidder is required to use the reference letter template below to obtain clear and easily verifiable references in response to the bid requirements.

This reference letter format is not to be completed by the bidder, but it is to be completed by the clients of the bidder who is bidding for this project giving reference to their level of the service rendered in either their current or previous project.

REFERENCE LETTER FORMAT	
Client's Letterhead	
Client's Legal Name	
Name of the company that the reference is about	
Bid Number / Reference Number	
Bid / Project Description:	
Describe the Contract / Project work and/or Service the above company provided to your organisation	
Project Contract period (start date & end date):	
Number of Radio Stations:	
Any additional Comments:	
Completed by:	
Signature:	
Company Name:	
Position:	
Contact Telephone Number:	
E-mail address:	
Date:	

ANNEXURE B: COSTING MODEL

Bill Description						
Item	Description	QTY	Unit Price Excl. VAT	Total excl. VAT	VAT	Total Incl. VAT
1	Software Licenses for required Copy Processes (Provide quantities based on your products)					
2	Software Licenses for required playout workstations as well as any additional modules. (Provide quantities based on your products)					
3	Project Service Costs including any costs for travel and accommodation (Provide detailed billing)					

4	Cost of Maintenance & support. for all aspects of the solution. (Min of 3 years)	3				
5	Cost of training for Administrators	12				
6	Cost of training for Users	38				

- **BIDDERS MUST STATE R 0.00 FOR ANY ITEMS THAT THEY DO NOT PRICE FOR.**

