



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

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFP/IT/2024/2

**RFP TITLE: PURCHASE, INSTALLATION, LICENSING AND COMMISSIONING OF
BROADCAST RESOURCE MANAGEMENT SYSTEM FOR A PERIOD OF
THREE (3) YEARS**

EXPECTED TIMEFRAME

BID PROCESS	EXPECTED DATES
Bid Advertisement Date	13 February 2024
Bid Documents Available From	National Treasury's tender portal (http://www.etenders.gov.za) SABC Website (http://www.sabc.co.za/sabc/tenders/)
Non- Compulsory Virtual briefing session	Date: 22 February 2024 AT 11H00
Venue / Link for compulsory virtual Briefing Session	Microsoft Teams meeting Join on your computer or mobile app Click here to join the meeting Learn More Meeting options
Bid Closing Date and Time	08 March 2024 AT 12H00 Noon
Contact details	tenderqueries@sabc.co.za

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

PHYSICAL BIDS DELIVERY

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

OR

ELECTRONIC SUBMISSIONS: RFPSubmissions@sabc.co.za

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

1. REQUIRED DOCUMENTS

- 1.1. CSD Registration details
- 1.2. SARS "Pin" to validate supplier's tax matters
- 1.3. Proof of Valid TV License Statement (Company's, Shareholders and all Directors'), or affidavit proving that company and/or officials are not in possession of TV licence. Verification will also be done by the SABC internally.
- 1.4. Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.5. Certified copy of Shareholders' certificates.
- 1.6. Certified copy of ID documents of the Directors or Members.
- 1.7. 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.

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

ANNEXURE A: PRICE SUMMARY

ANNEXURE B: REFERENCE LETTER TEMPLATE

DOCUMENT A

CONDITIONS TO BE OBSERVED WHEN BIDDING

1.0 LODGING OF PROPOSALS

- 1.1 Bidders are required to complete and sign the RFP Document and initial all pages (including proposal and brochures).
- 1.2 Bidders may submit bids in the tender box or electronically until further notice as follows:

- Tender box submission

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

- Bids must be submitted in one (1) original, one (1) copy of the original and 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.

- 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.

- 1.3 The SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
- Receipt of incomplete bid
 - File size 25-30MB.
 - Delay in transmission or receipt of the bid
 - Failure of the Bidder to properly identify the bid
 - Illegibility of the bid; or
 - Security of the bid data.
- 1.4 Bidders must ensure that bids are delivered timeously to the correct address. Bids not received in a specified manner, and by the specified time and date as set out in this RFP document will be rejected. The bid box is generally open 24 hours a day, 7 days a week.

2.0 COMPLIANCE WITH CONDITIONS OF PROPOSAL

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

3.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

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

4.0 SCHEDULE OF QUANTITIES

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

5.0 BID PRICES

- 5.1 No change in the submitted bid prices shall be accepted and/or approved by the SABC after receipt and before award of this bid.
- 5.2 All prices are to be quoted in the Republic of South African Rand with VAT as a separate item.

- 5.3 All local suppliers quoting in foreign currency must convert the currency to Rands and indicate the exchange rate applicable. The local suppliers must provide reasons with evidence why they are quoting in foreign currency
- 5.4 The prices quoted should be inclusive of all costs needed (providing a clear view of all variable costs where applicable) 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, analysis, design, installation, integration and testing. The prices quoted should be inclusive of all costs for the duration of the project.
- 5.5 This bid document is not an offer to purchase, order or contract.
- 5.6 Prices must be fixed for the first year and shall, where applicable, be subject to an increase of not more than the applicable CPI.
- 5.7 Bid prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs on a basis of delivery on site as specified.
- 5.8 Bid prices shall, where necessary, include packaging. If desired, packaging material may be returned to the bidder provided the amount of credit that will be allowed for the returnable packaging is shown against each item concerned.
- 5.9 Any response submitted by a Bidder is subject to negotiation and review by the SABC.

6.0 SOURCE OF SERVICE AND MATERIAL

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

7.0 ACCEPTANCE OF PROPOSALS

- 7.1 The SABC does not bind itself to accept the lowest or any bid/proposal, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Bidders in the preparation and delivery of its/his/her bid/proposal. The SABC reserves the right to accept a separate bid/proposal or separate bids/proposals for any one or more of the sections of a specification. The SABC also reserves the right to withdraw the bid at any stage.
- 7.2 No bid shall be deemed to have been accepted unless and until a formal contract/letter of award is prepared and signed.

7.3 The SABC reserves the right, should it deem it necessary, to monitor every stage of the contract to ensure:

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

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

8.0 DEFAULT BY BIDDERS

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

9.0 AMPLIFICATION OF PROPOSALS

9.1 The SABC may, after the opening of bids, call on the Bidder to amplify in writing any matter which is not clear in the Bidder's submission and such amplification shall form part of the original bid.

9.2 In the event of the Bidders failing to supply such information within the specified timeframe, the bid will be liable to rejection.

9.3 The SABC reserves the right to:

- 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. The Bidders should take note that questions together with responses will be sent to all Bidders who attended compulsory Briefing Session.

13.0 AUTHORISED CONTACT PERSONS

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

Tender Office

SCM Division
Radio Park Office Block
Henley Road
Auckland Park
Johannesburg
South Africa
E-mail: tenderqueries@sabc.co.za

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 RISK

- 5.1 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.

6.0 DELIVERY

- 6.1 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.

7.0 PAYMENT

- 7.1 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.

- 7.2 The SABC's standard payment terms are 60 - 90 days from date of Invoice.

8.0 ASSIGNMENT OF CONTRACT

- 8.1 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.

9.0 PROPOSALS ARE CONSIDERED TO BE BINDING ON THE BIDDERS

- 9.1 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;

10.0 COMPLIANCE WITH SABC POLICIES

- 10.1. 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.

- 10.2. 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.
- 10.3. 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.
- 10.4. 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.
- 10.5. "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"**

11.0 FAILURE TO COMPLY WITH THESE CONDITIONS

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

12.0 RFP SCHEDULE

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

13.0 ADDITIONAL NOTES

- 13.1 All returnable documents as indicated in the bid form must be returned with the response
- 13.2 Changes by the Bidder to his/her submission is not allowed after the closing date.
- 13.3 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.
- 13.4 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.

14.0 DISCLAIMERS

- 14.1 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:
- 14.2 change all services on bid and to have Supplier re-bid on any changes.
- 14.3 reject any bid which does not conform to instructions and specifications issued herein
- 14.4 disqualify bids after the stated submission deadline
- 14.5 not necessarily accept the lowest priced bid
- 14.6 reject all bids, if it so deem fit
- 14.7 award a contract in connection with this bid at any time
- 14.8 award only a portion as a contract
- 14.9 split the award of the contract to more than one Supplier
- 14.10 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 **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

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

.....

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

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

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

2.8.1 If so, furnish particulars:

.....

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

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

2.9.1 If so, furnish particulars.

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

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

2.10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

.....
.....

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

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

4.0 DECLARATION

I, THE UNDERSIGNED (NAME)

.....

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

END OF DOCUMENT D

DOCUMENT E

TECHNICAL SPECIFICATION

PURCHASE, INSTALLATION, LICENSING AND COMMISSIONING OF RESOURCE MANAGEMENT SYSTEM FOR A PERIOD OF THREE (3) YEARS

1. BACKGROUND

The SABC is South Africa's national public broadcaster. Its objectives are to provide a comprehensive range of distinctive programmes and services with the view to inform, educate, entertain, support and develop culture in all 12 official languages.

Its principal activities comprise of television and radio broadcasting utilising 19 radio stations and 5 television channels. The SABC strives to maintain a leading role player within the broadcasting industry in the country and the continent.

The SABC owns a ScheduALL software which include 200 concurrent licences. The current support and maintenance for ScheduALL will expire on the 30 April 2024.

To this end, an RFP to appoint a service provider with expertise to implement a Resource Management System is issued to the market.

2. SCOPE OF WORK

The SABC requires a Resource Management System to assist with resource management across all SABC department.

The system should offer a variety range of features and capabilities of the following:

- 2.1. Display and Navigation** features allow users to view information and make changes using the graphical interface.
- 2.2. Conflict Checking and Resolution** features warn users of double-bookings and other restricted activities.
- 2.3. Flexible Environment** options allow administrators and users to customize the application in various ways to suit specific needs.
- 2.4. Security and Permissions** settings prevent unauthorized access to specific features or areas within the application.
- 2.5. Basic Elements** describes basic concepts and definitions that are central to the system.
- 2.6. Time Based Scheduling Calendar Overview** describes the different areas of the scheduling calendar.

3. DETAILED TECHNICAL REQUIREMENTS

	Technical Requirements	Bidders to indicate compliance	Max Points	Min Points	Compliance response with Vendor commitment and or page reference for provided supporting information
3.1.	Feature Requirements				
	The system should offer a wide range of features and capabilities, as described in the following:				
3.1.1	<u>Display and Navigation</u> <ul style="list-style-type: none"> The systems' Scheduling calendar should show at a glance: <ul style="list-style-type: none"> what resources are booked = 1 point the status of existing work orders = 1 point what time slots and resources are available for new work orders = 1 point Multiple users share calendar information in real time. The system should use <ul style="list-style-type: none"> Status = 1 point associated client = 1 point resource settings to color-code booking blocks on the scheduling calendar = 1 point show or hide booking blocks based on user-selected filters = 1 point The calendar system should be designed for quick and easy navigation = 2 points The calendar time scale is adjustable on the fly, from minutes to weeks = 2 points A pop-up calendar allows a user to quickly display a different date or range of dates = 2 points Resource groups divide the full resource catalog into subsets of related items, while browser columns show or hide resources dynamically based on the user's category and type selections = 2 points The scheduling calendar allows drag-and-drop operations to create, modify, move, or copy work orders and activities = 2 points Users can create multiple copies of a work order or propose one or more alternative dates and times for a single work order = 2 points <p>Search features allow a user to automatically locate an available time-period for a specified combination of resources. Search features also</p>		22	22	

	allow a user to find an existing work order using several different methods, such as by client or job name = 3 points				
3.1.2	<p><u>Conflict Checking and Resolution</u></p> <p>The system should perform real-time conflict checking for unlimited resources to avoid double-booking a resource and warns the scheduler when an attempted operation creates a resource conflict. The system should also generate warnings for other conflicts, such as when a scheduler attempts to do any of the following:</p> <ul style="list-style-type: none"> Book a resource into a room where that resource is not permitted = 2 points Promote the status of a work order past a certain level, when that work order has an open resource Requirement = 2 points Assign a paid vacation or sick day to a personnel resource that has exceeded the specified vacationer sick time limits = 2 points Conflict warnings are repeated any time major changes are performed on a work order. In addition, the Check Conflicts button on the toolbar allows a user to select one or more work orders and check for conflicts at any time. Conflict reports list the unresolved conflicts, and can be tailored to specific time frames or resources = 2 points Conflict warning dialogs often present alternatives to resolve conflicts, such as the ability to swap resources or replace a resource with an open requirement. Users with the appropriate permissions can also override conflict warnings = 2 points 		10	10	
3.1.3	<p><u>Flexible Environment</u></p> <ul style="list-style-type: none"> The system should be flexible enough to meet the specialized needs of the industry = 2 points Data structures should be geared towards customization to allow administrators to tailor the application to meet specific facility and business needs = 2 points User profiles should allow administrators to tailor the application environment to the specific needs of users and user groups = 2 points User preferences should allow users or administrators to tailor their own display and working properties = 2 points 		8	8	
3.1.4	<u>Security and Permissions</u> settings prevent unauthorized access to specific features or areas within the application.		2	2	
3.1.5	<u>Basic Elements</u> describes basic concepts and definitions that are central to the system.		2	2	
3.1.6	<u>Time based Scheduling Calendar Overview</u> describes the different areas of the scheduling calendar.		2	2	

3.1.7	Selecting List Items The system should allow the user the ability to remove resources from a work order. The user selects an item in the Resource list and click Remove = 2 points		2	2	
3.2.	Scheduling				
3.2.1	Calendar Board				
	The Scheduling screen should: <ul style="list-style-type: none"> be the main interface for the Scheduling module. The Scheduling screen can be divided into several main areas i.e display groupings 		2	2	
3.2.2	Title Bar <ul style="list-style-type: none"> The Title Bar should list the application name, version, and current login name = 2 points The title bar also displays "C/S" if the system is running in Client/Server mode, and "(Sample Data)" if the system is using sample data files = 2 points 		4	4	
3.2.3	Menu Bar The Menu Bar should display the File, Edit, Desktops, Window, and Help menus, as well as any menus appropriate to the currently displayed module.		2	2	
3.2.4	Toolbar The Toolbar should display buttons for commonly used commands and tasks.		2	2	
3.2.5	Select [Resource] Group The Select Group list should allow the user to select the resource group used to populate the Category and Type browsers. The resource group, category, and type selections determine which resources are displayed group on the main calendar.		2	2	
3.2.6	Category and Type Browsers The Category browser should allow the user to select the resource categories used to populate the Type browser. The resource group, category, and type selections determine which resources are displayed on the main calendar = 2 points The Type browser should allow the user to select the resource types displayed on the main scheduling calendar. The resource group, category, and type selections determine which resources are displayed on the main calendar = 2 points		4	4	
3.2.7	Navigation Bar The Navigation Bar should allow the user to move the calendar display forward or backward by one-week, one-day, or four-hour intervals.		2	2	
3.2.8	Time Scale The time scale should display the date or dates displayed on the main scheduling calendar, and the timeline of hours and minutes for the main scheduling calendar.		2	2	

3.2.9	Scheduling Calendar The Scheduling Calendar should display the work orders and activities scheduled for the specified time-period and resources = 2 points Blocks display the client name, work order number, job name, start time, and end time by default = 2 points Also, by default, work order blocks should be color coded by status, and activity blocks should be color coded by default color = 2 points		6	6	
3.2.10	Display Only Resources Related to a Room Booking		2	2	
3.2.11	Display Only Selected Resources		2	2	
3.2.12	Determine Availability		2	2	
3.2.13	Estimate Availability		2	2	
3.2.14	Have the ability to change the Displayed Date and Time		2	2	
3.2.15	Navigate with the Scheduling Menu and Toolbar Buttons		2	2	
3.2.16	Pop-up or Floating Calendar capability to allow the user to select dates or date ranges.		2	2	
3.2.17	Calendar board offering many ways to display the information needed/required:		2	2	
3.2.18	Resource Groups - Use to display a subset of associated resources.		2	2	
3.2.19	Hide the Category and Type Browsers - To display more of the calendar board.		2	2	
3.2.20	Add Bookmark – on dates on which you will need to return		2	2	
3.2.21	Use Display Views To display essential information on booking blocks and in the screen tips(or fly-over) text.		2	2	
3.2.22	Create multiple Desktops To be able to re-display various screen setups.		2	2	
3.2.23	Creating Work Orders The System should have the flexibility to switch between the following Calendar board settings.		2	2	
3.2.24	Use Extended Work Order Form Displays the standard Work Order form (disabled) or the Extended Work Order form (enabled).		2	2	
3.2.25	Toggle Conflict Warnings Ignores (disabled) or generates (enabled) conflict warnings for Work Orders, activities, and resource bookings in the future.		2	2	
3.2.26	Snap to Time Ignores (disabled) or observes (enabled) the mouse “snap” time increment set in User Preferences (disabled). When enabled, the mouse pointer “snaps” to the time increment when plotting a new booking on the calendar board.		2	2	
3.2.27	Auto Select Selects one booking block (disabled) or all related booking blocks (enabled) in a Work Order when		2	2	

	anyone booking block in the Work Order is selected.				
3.2.28	Auto Apply Assigns (enabled) or ignores (disabled) selected resources to a new booking. When enabled, resources selected on the calendar board are automatically added to a Work Order booked on the calendar board using a drag and drop operation.		2	2	
3.2.29	Ripple Ignores (disabled) or automatically applies (enabled) a resource swap to all proposals attached to the main work order.		2	2	
3.2.30	The system should allow the user to:		40	40	
	<ul style="list-style-type: none"> • Book a New work Order = 1 point • Match Resource Booking Times in the following: <ul style="list-style-type: none"> - Lead, Ready, Bumper, and Clean-up times are periods of time before and after the work order during which resources are not booked = 1 point - Meals and Breaks are periods within the work order, during which work is generally not performed = 1 point - Overtime Indicator - A resource booking block for a personnel resource displays a bar graph when the resource is in an overtime differential, as defined by the Pay Category assigned to the resource = 1 point • View Booking Block System Visual Flags and Icons = 1 point • Run Resource Availability Queries = 1 point • Create Available Blocks = 1 point • Search / Find Bookings by <ul style="list-style-type: none"> - Commands / Key Words = 1 point - Status (Within Time Period) = 1 point - Status (With Reminder) = 1 point - Work Order Query = 1 point • Make Changes to Bookings through the following: <ul style="list-style-type: none"> - Changing Booking Duration = 1 point - Moving a Booking to a new slot or new room = 1 point - Pencil in possible alternative time slots for bookings (Proposals) = 1 point - Copying a Booking to another date or range of dates = 1 point - Making a change to multiple bookings in one action (Extended Operations) = 1 point • Book and Fulfill Requirements - flexible placeholders that identify that a resource is needed, but do not identify the exact resource to be used = 1 point • A requirement specifies the category, type, and quantity of a resource that is required for a job and allows the user to 				

	<p>select the exact resource later, either through manual selection or through auto-assignment = 1 point</p> <ul style="list-style-type: none"> • A requirement holds the spot until the specific resource is identified = 1 point • Schedule Resource Activities - <i>Activities</i> are events other than work orders. Schedule resource activities for events such as shifts and vacations for personnel, maintenance time for equipment, and out of service days for rooms = 2 points • Record Client Activities - to create reminders to pop up on the screen on a user-defined date, or to write comments about client activity. <p>The Client Activity Log should document client-related business activities, such as conference calls or business meetings = 2 points</p> <p>There are two activity types:</p> <ul style="list-style-type: none"> - Comments are additional information about contact with the client (such as a phone conference), and do not trigger reminders = 1 point - Activities are events associated with the client (such as a new product launch event), and display pop-up reminders = 1 point • Manage resource Conflicts - generates warnings when an attempted operation will create a conflict. Situations that cause conflicts include: <ul style="list-style-type: none"> - Overlapping booking times = 1 point - Resource is marked as "not available" or "Shift Required" in resource setup = 1 point - Overtime situation (such as differentials defined in Pay Categories, including but not limited to Night, Weekend, Short Turn-Around, Days Worked / Period, and Time Differentials.) = 1 point • Alternate Schedule (Day based) A Day-based schedule displays bookings in a simplified stacked orientation, with no timeline. Like the standard scheduling calendar, each row displays the work orders for a particular resource, and each column displays one day = 2 points <p>The Alternate Schedule should allow most standard scheduling tasks, such as Quick Move, Extended Move, Quick Copy, and Extended Copy.</p> <ul style="list-style-type: none"> • The Alternate Schedule: <ul style="list-style-type: none"> - displays each booking block at the full column width, rather than proportionally based on time, with earlier work orders on top = 1 point 				
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	<ul style="list-style-type: none"> - does not display graphical indicators for Lead, Bumper, or Clean-up time, and does not graphically indicate any meals or breaks = 1 point • Provide Menus and Toolbars: <ul style="list-style-type: none"> - Scheduling - while any scheduling-oriented dialog is displayed, including the Scheduling Screen, Alternate Day-Based Schedule, and Production Manager dialogs = 2 points - View - while any scheduling-oriented dialog is displayed, including the Scheduling Screen, Alternate Day-Based Schedule, and Operations Manager dialog = 2 points - Edit menu for most screens, including the Scheduling Screen = 2 points 				
3.3.	Reports				
3.3.1	The system should provide a variety of report formats to generate printed schedules = 2 points		2	2	
3.3.2	The system also allows a user to export reports to the different formats of Microsoft office 365 tools : PDF = 1 point Excel= 1 point Word = 1 point CSV = 1 point Text = 1 point XML = 1 point		6	6	
	The system must have the ability to attach the reports directly to email (Microsoft outlook) using any of the above file formats = 2 points		2	2	
3.3.3	The reports should also be customizable = 2 points		2	2	
3.3.4	Standard Scheduling Reports <ul style="list-style-type: none"> • Work Orders & Billing Authorizations = 1 point • Schedules by Work Order and Resource = 1 point • Other Project, Work Order, and Resource Based Reports = 1 point • Resources Schedule Conflicts Reports = 1 point 		4	4	
3.3.5	Visual Scheduling Reports <ul style="list-style-type: none"> • Time-Based Visual Schedules (printouts of the visual calendar board) = 1 point • Daily, Weekly, and Monthly Visual Schedules = 1 point 		2	2	
3.3.6	Email Reports <ul style="list-style-type: none"> • E-mail to Clients, Operators, Producers, and Account Executives = 2 points 		2	2	
3.3.7	Production Reports Production reports are related to activity, revenue, and utilization. The system should provide the following production reports from the File menu: <ul style="list-style-type: none"> • By Room = 1 point • By Resource = 1 point • By Client = 1 point • Utilization Reports = 1 point 		4	4	

3.3.8	Miscellaneous Reports Miscellaneous reports are not related to the scheduling calendar. The system should provide the following production reports from the File menu: <ul style="list-style-type: none"> • By Client = 1 point • By Resource = 1 point • Other = 1 point 		3	3	
3.3.9	Reports within Optional Modules The system should offer reports and report functionality related to those functions. <ul style="list-style-type: none"> • External Costs Manager = 2 points 		2	2	
3.4.	Project Management The system should have a Project Management functionality designed to attach/link work order into a single project for billing and tracking purposes. When the bookings are combined into a project, a user can: <ul style="list-style-type: none"> • Track all the work order as a single project = 2 points • Bill the project as a package, instead of billing for each work order within the project = 2 points • Display summary information for multiple work orders using several grouping methods = 2 points • Discount or override the standard pricing = 2 points • Distribute costs proportionally or non-proportionally to individual items = 2 points • Exclude selected items from the package price = 2 points The system should allow the Project Manager/users to: <ul style="list-style-type: none"> • create and modify projects = 2 points • assign and release work orders = 2 points • view detailed summaries of project information = 2 points 		18	18	
3.5.	Production Workflow Management The system should have the Production Workflow Management to add a specialized type of project, called a Production, to the system. <ul style="list-style-type: none"> • Productions add a level of organization called Phases. Each production can contain one or more phases, which allows the production supervisor to divide a production into broad types of activities, such as Materials Review, Quality Control, Ingest, and Editing. Each phase generally contains one or more Work Orders = 2 points • Production Workflow Manager should also add the ability to create Master Projects, and offers a specialized display interface called Production Timeline, which provides a structured view of one or more master projects and productions, along with the 		4	4	

	associated phases and work orders = 2 points				
3.6.	Billing and Receivables		4	4	
	<p>The general billing and accounting process in the system should consists of the following steps:</p> <ul style="list-style-type: none"> • Billing is performed by generating invoices, which are sent to ERP/SAP system = 2 points • Accounting Reviews verify that all work has been invoiced, identify items that are past due, and close the accounting period. <ul style="list-style-type: none"> - At the end of each accounting period (normally each month), it is necessary to close the books for the period by performing a set of routines. This process makes sure that all work has been billed = 2 points 				
3.7.	Media Management		10	10	
	<p>The system should have the Media Management functionality designed to manage a library of physical or digital media, such as video tapes, audio recordings, and film, generally referred to as <i>media assets</i> or simply <i>assets</i>. The Media Management should eliminate paperwork associated with library management and provides a comprehensive set of tools that can be customized to fit user requirements.</p> <p>Features of the Media Management should include:</p> <ul style="list-style-type: none"> • Extended Query features which allow a user to search the database using multiple fields, wildcards, and logical statements = 2 points • Asset Hierarchy features which allow a user to define which assets are used as sources to make additional copies or alternate versions = 2 points • Report features which allow a user to view and print reports of library content summaries, content details, and traffic activity = 2 points • Label features which allow a user to print labels, including barcodes, using predefined standard label formats and layouts. Users can “touch up” label output without changing the library entries = 2 points • Barcode Scanner Interface features enable the system to interact with hardware barcode scanners to perform simplified media asset check in and check out = 2 points 				
3.8.	Multi company management		10	10	
	<p>The system should have Multi-Company functionality which will:</p> <ul style="list-style-type: none"> • Enable the administrator to set up an unlimited number of companies within the system. The enterprise can then share some or all resources among different companies, in one of two ways: 				

	<ul style="list-style-type: none"> - Scenario One: Rooms are <i>company-specific</i>; other resources are shared = 2 points - Scenario Two: All resources AND rooms are shared = 2 points • Assigns company-specific counters for work orders and invoices, and also allows users to generate enterprise-wide and company-specific reports = 2 points • Enable The enterprise to bill separately for work performed by different companies, or for the entire enterprise = 2 points • Enable different users to generate invoices for different companies at the same time = 2 points 				
3.9.	Personnel Management		16	16	
	<p>The system should:</p> <ul style="list-style-type: none"> • Provide the control necessary to successfully manage facility staffing needs, staff availability, and labor costs. The Personnel Manager should be able to allow a Facility Manager to define shift rotations, pay categories, overtime conditions, and personnel availability = 2 points • Have conflict-checking functions to eliminate guesswork by informing users of possible problems when personnel resources are scheduled for work = 2 points • Alert the user to overtime and penalty situations before the costs are incurred = 2 points • The Personnel Management features should enable the following: <ul style="list-style-type: none"> - Create daily, weekly, monthly, and yearly schedules = 1 point - Set standard and customized rotations and patterns = 1 point - Create and track shifts, vacations, sabbaticals, and other events = 1 point - Schedule shifts that include meals and breaks = 1 point - Create templates for meal and break times and assign templates to shifts = 1 point - Add further detail to Shifts using Sub-Activities = 1 point - Set up automatic warnings for overtime and differentials = 1 point - Minimize overtime and freelance charges = 1 point - See monthly views of individuals and groups = 1 point - Print calendars, reports, and recaps = 1 point - Assign the “best” person to any task = 1 point 				
3.10.	Quotes Management		26	26	
	<ul style="list-style-type: none"> • The system should have the Quotes Management capabilities which generates 				

	<p>and manages quotes and bids for work. In the system, a "quote" should be an estimate that provides the ability to quickly supply a client with a preview of the prices of selected services and resources = 2 points</p> <ul style="list-style-type: none"> • The Quotes Management should use existing data in the system such as resources and services; to create line-item listings within a quote. Prices for these listings may come from established rate cards, configured client-specific prices, or prices unique to the quote = 2 points • Quotes Management should allow the user to insert line items (such as services or resources) or entire sections, which are pre-configured blocks of line items, to build a quote = 2 points • When integrated with Scheduling, the Quotes Management user should be able to: <ul style="list-style-type: none"> - Quickly create client bids and estimates = 2 points - Establish flat rate pricing = 2 points - Analyze ongoing and future quotes = 2 points - Show true rates received after discounting = 2 points - Give instant responses/status to clients = 2 points • When used with Project Management, the Quotes Management user should be able to: <ul style="list-style-type: none"> - Consolidate viewing of multiple work orders = 2 points - Distribute money to profit centers = 2 points - Show completion status of complex quotes = 2 points - Simplify billing process for large quotes = 2 points - Manipulate General Ledger distributions = 2 points 				
3.11.	External Cost Management		6	6	
	<p>The system should have an External Cost Management capability to track all the <i>external</i> costs associated with providing goods and services to a client.</p> <p>External costs include:</p> <ul style="list-style-type: none"> • Shipping (UPS®, FedEx®, postage, or trucking expenses) = 1 point • Rental of equipment, facilities, and buildings = 1 point • Fees for talent, free-lancers, and consultants = 1 point • Catering and meals = 1 point • Travel expenses such as airline tickets and rental cars = 1 point • Entertainment and miscellaneous expenses = 1 point 				

	<p>The integrated functions of the External Costs Management expand the functionality of the Scheduling and Project Management modules by tracking, calculating, and displaying the costs associated with resources or services that must be acquired from outside sources.</p> <p>The module should also supplement the functionality of the Rental module by tracking, calculating, and displaying the costs associated with renting equipment from outside vendors using outside services.</p>				
3.12.	Rental		16	16	
	<p>The System should have a Rental Module for Operations to take inventory of the SABCs current video and audio equipment, as well as accessories and specialty items. With the Rental module, the user should be able to:</p> <ul style="list-style-type: none"> Track, maintain, and manage equipment inventory = 2 points Track and schedule both barcoded and non-barcoded items = 2 points Check equipment availability quickly and accurately = 2 points Schedule equipment rental orders = 2 points Process and bill rentals with a single invoice or use the progress billing feature for quicker revenue results = 2 points Track costs and equipment usage, Check items in and out quickly while checking for usage conflicts = 2 points Add additional on-the-spot items with ease = 2 points View and print reports, including Outstanding Items List, Check-out Forms, Check-in Forms, and individual job information reports with pricing and/or costs = 2 points 				
3.13.	Time Capture		6	6	
	<p>The system should allow personnel resources to validate their work schedules by tracking the time spent on work orders and activities.</p> <p>The Time Capture interface should:</p> <ul style="list-style-type: none"> Display activities and work orders assigned to a single (personnel) resource for a specified period of time = 2 points Provide additional graphical display features, drag-and drop activity modification = 2 points Provide a confirmation status review system for validating employee hours = 2 points 				
3.14.	Contract		12	12	
	<p>The system should have Contract Management capabilities allowing the Contract Managers to create and manage contracts that are usually associated with one client and one or more work orders. Clients may have several contracts in the system. A contract can be linked to one client or</p>				

	<p>can be made available to multiple clients. Each contract should have an effective (beginning) and expiration (ending) date. Pricing of resources can be assigned at the contract level.</p> <p>The system should allow a User/Contract Manager to:</p> <ul style="list-style-type: none"> • Create filters and queries to locate existing contracts = 2 points • Add new contracts to the system = 2 points • Enforce specific contract level pricing for specific periods of time = 2 points • Edit existing contracts = 2 points • Delete contracts = 2 points • Create new contracts by copying existing contracts and modifying them = 2 points 				
3.15.	Trouble Tickets		2	2	
	Ability to create tickets related to the problems experienced or encountered in production e.g. personnel equipment and environment = 2 points				
3.16.	Training and support		4	4	
	<p>Training is crucial in the implementation of the Resource Management Software System; the following training and support requirements is identified:</p> <ul style="list-style-type: none"> • General usage of the System = 2 points • Technical support documentation crucial to assist the SABC first line support teams = 2 points 				
3.17.	Audit Trail		2	2	
	<p>The Resource Management software should:</p> <ul style="list-style-type: none"> • Enable auditing for all primary processes and activities (create, update, delete) throughout the solution, with date/time stamp and record of user who performed the action, including old value and new value = 2 points 				
3.18.	Segregation of duties		4	4	
	<p>The Resource Management software should have:</p> <ul style="list-style-type: none"> • Sufficient levels of segregation of duties, i.e different levels of approvals, status changes, late changes and implement DAF. All these rules must be configurable to allow business to be agile enough and implement changes as and when required and approved = 2 points • Allow higher authority to over-write certain processes. Errors where these have been breached to be cleared = 2 points 				
3.19.	System Integration		3	3	
	<p>The Resource Management software should:</p> <ul style="list-style-type: none"> • Seamlessly integrate and conform to the current internal SABC systems (Time-clock Biometrics and SAP) via either API, webservice and/or xml formats = 3 points 				
3.20.	Accessibility – Online and Offline environment		4	4	

	The Resource Management software should: <ul style="list-style-type: none"> Allow users to remotely access the system regardless of their geographical location = 2 points Enable users to access the system in both online and offline environment and automatically synchronize when online = 4 points 				
3.21.	Security		4	4	
	The Digital Library: <ul style="list-style-type: none"> Should have sufficient security levels to prevent unauthorised entry or intrusion. All basic security components should be addressed. (Confidentiality, Integrity and Availability). = 2 points Must comply with all SABC Security policies = 2 points 				
3.22.	Non-Functional requirements		6	6	
	The following non-functional requirements must be implemented: <ul style="list-style-type: none"> System must be available 99% of the time = 2 points System must be available over weekends = 2 points Response times of the system must be in accordance with SABC standards = 2 points 				
	TOTAL POINTS		340	340	

4. TENDER RESPONSE FORMAT

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

4.1. Technical Response

A point-by-point response is required, i.e., a comment for each point or paragraph that is associated with the numbering should be made.

4.2. Pricing Breakdown Model

4.2.1. All hardware, software and licenses, installation, integration, training and support etc. must be specified, broken down into individual elements on a Bill of Materials

(BOM) and the pricing of each, specified on hard copy (paper copy) and in soft copy (Excel format).

4.2.2. Bidders must provide a detailed cost breakdown by pricing all items for the delivery of **a total solution** as per the specification. All deviations should be stipulated as options with the indicative unit prices.

4.2.3. Supplier must provide the product specifications of the hardware and software of the items priced.

4.2.4. Bidders must submit unit and total pricing in SA Rands (Excluding VAT), and where applicable, use the Foreign currency rate below to calculate the Rand value. Use Annexure B to indicate the total amount subject to exchange rate variation.

5. 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 **340 points** and a set minimum threshold of **340 points** for the technical evaluation and should the bidder/s not meets the minimum required points of **340 points**, they will be disqualified and will not qualify for further evaluation.
- Bidders who met the set minimum threshold from technical evaluation, will be evaluated on Functionality out of maximum of **90 points** and set minimum threshold of **70 points**. All bidders achieving less than the set minimum threshold will not be evaluated further on Price and Specific goals.
- Bidders who met the set minimum threshold from Phase 3, will be evaluated further on Price and Specific goals.

6. PHASE 2: FUNCTIONALITY EVALUATION CRITERIA:

Evaluation Area	Evaluation Criteria	Max. Points	Min. Points
Company previous experience	<p>All details of reference companies must be included in Annexure B.</p> <ul style="list-style-type: none"> - Submission of three (3) or more verifiable references experience in broadcast resource management system: 20 points - Submission between one (1) and two (2) verifiable references relevant to 	20	10

	<p>broadcast resource management system: 10 points</p> <p>- No references experience provided: 0 points</p> <p>The SABC further reserves the right to call the references and verify the information. Any incorrect information will be regarded as deliberate misrepresentation and be dealt with in terms of the prescripts and law.</p>		
Service Support	<p>Bidders will be evaluated on their ability to provide a meaningful technical support plan for the system offered:</p> <p>For application:</p> <ul style="list-style-type: none"> All application upgrades and supports for the duration of the contract, must be included at no additional cost. = 10 points If the solution upgrades and supports for the duration of the contract, are at additional costs to SABC = 5 points <p>For Application, hardware and software</p> <ul style="list-style-type: none"> 8 hours daily on business days support only = 5 points Provide a sample of Service Level Agreement based on Terms and Conditions for this bid = 5 points Provide call logging procedures and progress report including contact details for fault resolutions and priority escalation = 5 points Minimum 3-year contract including maintenance and support = 10 points 	35	35
Project Implementation and commissioning	<p>Provide a project plan detailing the approach to be used in delivering the solution as per requirement including the migration of the existing data (SchedulALL running on SQL database). Include anticipated timelines and project duration (from time of contract approval)</p> <ul style="list-style-type: none"> 8 weeks – 10 weeks = 15 points 11 weeks – 14 weeks = 10 points More than 14 weeks = 0 points 	15	10
Training, Reference and Functionality manuals	<p>Provide costing and training approach/details as part of project deployment (including development of training material)</p> <ul style="list-style-type: none"> Technical/system administrators training = 10 points <ul style="list-style-type: none"> 10 x SABC internal users User/ tester training = 10 points <ul style="list-style-type: none"> 110 x SABC internal users 	20	20
Total		90	70

Bidders who obtain less than the set minimum threshold of **70 out of 90 points** will be declared non-responsive and will be eliminated from further evaluation

7. PHASE 4 – PRICE AND SPECIFIC GOALS

The bid responses will be evaluated on the 80/20-point system.

80 = Price

20 = Specific goals

8. Objective Criteria

- 8.1.** The SABC reserve the right not to consider proposals from bidders who are currently in litigation with the SABC.
- 8.2.** 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.
- 8.3.** 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.
- 8.4.** Vetting process will be conducted in line with the laws of RSA with the successful bidder.
- 8.5.** Former employees, SABC's Non-Executive members and Independent Contractors:
- 8.6.** No SABC former employees shall be awarded contracts with the SABC within 24 months after termination of employment with the SABC.
- 8.7.** Should employees resign or retire from the employment of the SABC and become directors of other businesses tendering with the SABC, such tender shall not be considered until the cooling off period of 6 (six) months has expired.
- 8.8.** Should the employee be dismissed from the SABC employment, such employee shall be prohibited from conducting business with SABC for a period of 5 (five) years from the date of dismissal.
- 8.9.** Should the employee be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- 8.10.** The SABC shall not procure any goods, services, works or Content from any Board member or Board member owned business, to ensure that suppliers competing

for the SABC's business have confidence in the integrity of SABC's selection process.

- 8.11.** Should the SABC's Board members no longer serve on the SABC Board but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of 6 (six) months has expired.
- 8.12.** Should the Board member be found guilty in a court of law due to criminal conduct/act, such Board member will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- 8.13.** The SABC shall not procure any goods, services, works or Content from any independent contractor or independent contractor owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 8.14.** Should the Independent Contractor no longer be contracted to the SABC but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of 6 (six) months has expired.
- 8.15.** Should the Independent Contract be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged

END OF DOCUMENT E

DOCUMENT F

CONFIDENTIALITY

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

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

NAME OF BIDDER: _____

PHYSICAL ADDRESS: _____

Bidder's contact person:

Name : _____

Telephone : _____

Mobile : _____

Fax.: _____

E-mail address : _____

END OF DOCUMENT F

DOCUMENT G

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value below R50 000 000 (all applicable taxes included).

1.1 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.3 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 90/10 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

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

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

Source Documents to be submitted with the Bid or RFQ

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points

claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

.....

SIGNATURE(S) OF TENDERER(S)

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

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid

in response to the invitation for the bid made by: **South African Broadcasting Corporation
SOC Limited "SABC"**

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

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

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

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 _____ 2024.

NAME OF COMPANY _____

NAME OF THE SIGNATORY (IES) _____

CAPACITY: _____

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

WITNESSES:

1. _____

2. _____

BIDDER

END OF DOCUMENT J

ANNEXURE A

TENDER PRICE SUMMARY

BREAKDOWN OF AN ALL-INCLUSIVE TENDER PRICE

Fixed Amount (Duration of Contract) R_____

Variable Amount (Exchange Rate dependent) R_____ @ R/\$ 18.90

R_____ @ R/£ 23.86

R_____ @ R/€ 20.36

=====

SUB TOTAL R_____

Add 15% Vat R_____

=====

TOTAL TENDER AMOUNT R_____

BIDDER'S DETAILS:

Name of Tenderer: _____

Address: _____

Telephone: _____

Signature: _____

Date: _____

ANNEXURE B – REFERENCE DETAILS

Project Description	Company Name	Contact Person	Designation	Contact Number	Email Address	Project Duration	Link to Resource management software system

END OF THE REQUEST FOR PROPOSAL DOCUMENT