



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

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFP/IT/2020/54

RFP TITLE: SCHEDULING AND ADVERTISING MANAGEMENT
SYSTEM (SAMS)

EXPECTED TIMEFRAMES

BID PROCESS	EXPECTED DATES
Bid Advertisement Date	22 March 2022
Bid Documents Available From	SABC Website (http://www.sabc.co.za/sabc/tenders/) E-Tender Portal: (http://www.etenders.gov.za)
Non-Compulsory Briefing Session Date & Time <i>See Annexure A (Guideline for Briefing Session) that the bidder needs to take note of.</i>	1 April 2022 @ 10H00
MS TEAMS: Link for virtual Non-Compulsory Briefing Session	Click here to join the meeting Learn More Meeting options
Bid Closing Date and Time	22 April 2022 @ 12 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.

BIDS DELIVERY

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

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. PREQUALIFICATION CRITERIA

- 1.1.1.1 All bidders must submit evidence (i.e. teaming agreement between main contractor and subcontractor) of commitment to sub-contract a minimum of 30% of the value of the contract to certain designated groups as prescribed in the PPPFA guidelines 2017 (as amended) see section 14 (sub-section 14.12) of this RFP document.
- 1.2. The successful bidder must sub-contract at a minimum of 30% (of the value of the contract) to (one or more) to an EME or QSE which is at least 51% owned by:
 - 1.2.1. black people;
 - 1.2.2. black people who are youth;
 - 1.2.3. black people who are women;
 - 1.2.4. black people with disabilities;
 - 1.2.5. black people living in rural or under develop areas or townships;
 - 1.2.6. black people who are military veterans;
 - 1.2.7. A cooperative which is at least 51% owned by black people

2. MANDATORY DOCUMENTS

- 2.1. Valid letter of authority from the Original Equipment Manufacturer (OEM) to distribute or resell the products within the boundaries of South Africa - (where applicable). The Letter must not be older than one year from closing date of bid, must be on the letterhead of the OEM and signed by an authorized official. Emailed letters are also accepted on condition that clear corporate contactable referees are provided.
- 2.2. Bidders must provide high level documentation describing full data migration process (Parameters and data mapping will be defined during implementation) from the current SABC systems to the new solution.
 - 2.2.1. Current SABC systems:
 - 2.2.1.1. IBMS – Oracle 10G Database
 - 2.2.1.2. Landmark- Actian

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

3. REQUIRED DOCUMENTS

- 3.1. SARS “Pin” to validate supplier’s tax matters
- 3.2. Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)

- 3.3. All Exempted Micro Enterprise (EME) and 51% black Owned Qualifying Small Enterprise (QSE) are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
 - 3.3.1. Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - 3.3.2. 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.

- 3.4. 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.
- 3.5. Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 3.6. Certified copy of Shareholders' certificates.
- 3.7. Certified copy of ID documents of the Directors or Members.
- 3.8. Last three years audited/reviewed financial statements OR the Companies Management Accounts.
- 3.9. Proof of Registration on the Central Supplier Data Base (CSD). SABC will do verification and no bidder who is not registered on CSD will be appointed.

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHOSE TAX AND TV LICENCE MATTERS ARE NOT IN ORDER. NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHO IS 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
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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 THE CENTRAL SUPPLIER DATABASE - 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:

- 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.

- 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 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

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 B-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

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/repaired 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 30 days from date of Invoice.

9.0 ASSIGNMENT OF CONTRACT

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

10.0 PROPOSALS ARE CONSIDERED TO BE BINDING ON THE BIDDERS

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

11.0 COMPLIANCE WITH SABC POLICIES

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

12.0 FAILURE TO COMPLY WITH THESE CONDITIONS

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

13.0 RFP SCHEDULE

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

14.0 ADDITIONAL NOTES

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

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

15.0 DISCLAIMERS

- 15.1 Bidders are hereby advised that the SABC is not committed to any course of action as a result of its issuance of this BID and/or its receipt of a bid in response to it. In particular, please note that the SABC may:
 - 15.2 change all services on bid and to have Supplier re-bid on any changes.
 - 15.3 reject any bid which does not conform to instructions and specifications issued herein
 - 15.4 disqualify bids after the stated submission deadline
 - 15.5 not necessarily accept the lowest priced bid
 - 15.6 reject all bids, if it so deems 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.

<p>1. Company’s Treasury CSD unique registration reference number.</p>	
<p>2. Have your company been issued with a SARS Compliance Status PIN.</p>	
<p>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.</p>	
<p>4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?</p>	
<p>5. If so, state your VAT registration number and original current tax clearance certificate to be submitted</p>	
<p>6. Are the prices quoted fixed for the full period of contract?</p>	
<p>7. Is the delivery period stated in the bid firm?</p>	
<p>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)</p>	

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 **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 / trustees / 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 **YES/NO**

whether or not they are bidding for this contract?

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 Employee Number / 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

TECHNICAL SPECIFICATION

1 INTRODUCTION AND BACKGROUND

The broadcast/media industry is rapidly changing and the SABC needs to adapt by enhancing efficiencies in its content scheduling and advertising management processes. More than 80% of the SABC's funding is realised from advertising sales on its television, radio, and digital platforms. It is therefore important to have the right systems and processes in place to support this critical function. The SABC seeks to acquire a cost effective and efficient content scheduling and advertising management system(s) to optimise programme scheduling and processing of linear and non-linear advertising campaigns.

The business goal for the project of SABC Scheduling and Advertising Management System will be to procure, install, configure, integrate, and implement the solution which will assist the SABC to better manage the end-to-end programme scheduling and advertising management process within all SABC broadcasting platforms. The solution will also drive the SABC in its migration to a complete digital environment as required by the National Digital Migration plan of South Africa.

2 SCOPE OF WORK

2.1. The SABC requires an application/solution to be utilized by television, radio and all SABC digital platforms for efficient management of content scheduling and advertising elements. **(PLEASE NOTE: For Radio Stations, this RFP is only seeking for service providers who will provide the functions of booking, scheduling and reconciliation of advertisements only).**

2.2. Platforms to be catered for:

2.2.1. All SABC TV Channels, including TV popup channels.

2.2.2. All SABC Radio stations including Radio popup stations,

NB* Pop-up channels must be at No additional license fee.

2.2.3. All SABC digital platforms

2.2.3.1. SABC Social media pages,

2.2.3.2. SABC Websites

2.2.3.3. SABC Mobile applications and OTT

2.2.3.3.1. Solution must integrate with the OTT solution for:

2.2.3.3.2. Television broadcast schedule

2.2.3.3.3. EPG Schedule

2.2.3.3.4. Rights management

2.2.3.3.5. As run logs

2.2.3.3.6. All transmission elements reconciliation

2.3. The prospective bidders to provide locally sourced hardware and software (i.e Operating Systems) within six (6) weeks after the contract has been signed with SABC. NB: (The scheduling and advertising management system does not have

to be locally sourced). All ownership of the purchased hardware and software must be in the name of SABC.

2.4. Support and maintenance of application, hardware and software. These will be responsibility of the awarded bidder. All such procedures should be handled by one or more of the following.

2.4.1. Subcontractor, appointed by the bidder (if applicable)

2.4.2. Bidder,

2.4.3. SABC staff as per agreement with the bidder. (A Service Level Agreement between SABC and reseller must be signed).

2.5. Analysis, Design, Installation, Customisation, integration, Configuration, Testing, and full implementation of the solution and licensing.

2.6. Detailed functional requirements would be:

2.6.1. Contract and rights management

2.6.2. On air elements, Programme and Advertising Schedule Management

2.6.2.1. Management of Generic Schedule or Needs Requests

2.6.2.2. Management of Long-Term Planning Schedule.

2.6.2.3. Management of Transmission Schedule.

2.6.2.4. On- air Management.

2.6.2.5. Advertising Management – Bookings

2.6.3. Costing and projecting the Schedule – Cost Benefit Analysis

2.6.4. VOD – Video on Demand – also known as non-linear scheduling

2.6.5. Reconciliation of Planned versus Broadcasted Elements

2.6.6. Management of ICASA quotas

2.6.7. Reports

2.6.8. Business Rules

2.6.9. Search

2.6.10. Integration

2.6.10.1. SAP (ERP)

2.6.10.2. Data Warehouse

2.6.10.3. Dira! and Dalet 5.1e (radio playout – spot interface)

2.6.10.4. DALET – Galaxy, Media Asset Management

2.6.10.5. Digital Platforms

2.6.10.6. Pebble Beach – Marina

2.6.10.7. Electronic Programme Guide (EPG) Interface

2.6.10.8. Imonitor (Digital Music Tracking System)

2.6.10.9. Telmar and Ariana

2.6.10.10 OTT

2.6.10.11 Enterprise Digital Library (EDL):

- 2.7 Processing of Changes.
- 2.8 Workflow approvals and Notifications.
- 2.9 Audit
- 2.10 Hardware, Software and applications requirements
- 2.11 User Management, Administration and Configuration
- 2.12 Security Requirements
- 2.13 Data migration
- 2.14 Training, Reference and Functionality manuals

3 PHASE 1: USER REQUIREMENTS & SPECIFICATIONS EVALUATIONS:

The following will be required:

(Bidder to indicate the solution, the costing per product and value-added options available as requested in the evaluations following.)

	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 to substantiate compliance/ non-compliance
3. CONTRACT AND RIGHTS MANAGEMENT					
3.1.	Solution must manage contract & various rights including clearance rights for both linear and non-linear (VOD) scheduling for all platforms with corresponding license windows for each.		5	5	
3.2.	Solution must allow SABC to distribute (license and/or sell) material to 3rd parties (Local and International), inclusive and/or exclusive of the clearance rights and exploitation fees associated with it and mark the programme as such and maintain record history thereof.		5	5	
3.2.1	Solution must query and report on all Distributed Content		5	5	
3.2.2	Solution to query and report on content that have distribution rights but have not been distributed or not all rights have been distributed.		5	5	
3.3	Solution must cater for and manage commercialization of programmes to different broadcasters, 3 rd party distribution for broadcast and all rules that include commercialization.		5	5	

3.4	Solution must allow for management and reporting of all rights and runs as they are utilised and reported on as a collective and separately per platform.		5	5	
3.5	Solution must be able to provide comprehensive contract management facility for all different types of deals with associated assets with corresponding rights and advertisement thereof for all platforms. This relates to the management of- not limited to the below: - <ul style="list-style-type: none"> • Contract deliverables =1 point • Incentives, = 1 point • Discounts, =1 point • Total cost = 1 point • Budget 1 = point 		5	4	
3.5.1	Solution must record and manage all deliverables identified and agreed on against a deal contract. For each type of deal contracted there are different type's deliverables expected, with corresponding rights, durations (time in and out codes) and clauses associated to it. Associated deliverables amongst others, but not limited to the below <ul style="list-style-type: none"> • Stock shots/ footage = 1 point • Rushes =1 point • Scripts and script writers' contracts =1 point • Performers contracts =1 point • Cast details including agreed rates for repeat fees =1 point 		5	4	
3.6	Solution fully manage re-license and re-commission with updated records, dates, figures, etc and reporting thereof.		5	5	
3.7	Management of automatic Free Play and exhibition run rules for scheduling and related reporting thereof, for example: - <ul style="list-style-type: none"> • Free Play Restriction around on Holidays/weekend/Channels=1 point • Free play within predefined days with associated platform/s =1 point • Exhibition run within predefined days with associated platform/s. =1 point 		3	2	
3.8	Each element can have multiple rights associated to them; meaning can be scheduled and played multiple times on multiple platforms, taking into consideration the restrictions, hiatus and validity periods thereof. <ul style="list-style-type: none"> • Solution must allow for procured (allowed) runs to be shared across all SABC channels and platforms, i.e Programme 1 may have rights to be shared with SABC 1 and 2, website, OTT platform streaming, with free exhibition run within 24 hours. 		5	5	
3.9	Solution must enable the SABC to split an episode into one or more depending on the duration to recognise it as a continuation as opposed to deducting the run for continuation of a split.		5	5	

3.10	Solution should be able to create supplier of content with associated deal/s, so that in the long run a report on all deals provided by supplier can be drawn with other corresponding information		5	5	
3.11	Each deal planned to go live or broadcasted on any platform must have corresponding scheduling and contractual information and appropriate rights acquired for it.		5	5	
3.12	Solution must be able to provide SABC with full comprehensive contract management module to fully manage and track progress of the transmission elements from inception until delivery.		5	5	
3.13	The contract management functionality must support the existing procurement process for both the creation and amendment of all contract types with corresponding audit trail.		5	5	
3.14	Solution must allow for multiple amendments to be managed with full corresponding traceability there-of.		5	5	
3.15	Solution should allow for multiple titles to be captured and/or changed, as at times programme owner might decide to change programme title due to numerous business reasons i.e. Therefore solution must include for instance broadcast title, working title, AKA title and Programme title to cater for programme name changes after or subsequent to the contract being signed and concluded.		5	5	
3.16	<p>Allow for utilization and management of a deal memorandum (Deal Memo) which will ultimately be a fully comprehensive contract by the time the contract is fully signed by all parties.</p> <ul style="list-style-type: none"> The deal memo period would form part of the original contract period. =1 point The deal memo would be used in very specific circumstances; =1 point 		2	2	
3.17	Solution must be able to provide project Status Monitoring, track the progress of all deals.		5	5	
3.18	For all approved business plans/contracts created on SABC ERP system, must filter through to the new solution.		5	5	
3.19	<p>Solution must manage and report on Master agreement with Supplier of content</p> <ul style="list-style-type: none"> Solution must allow SABC to have multiple deals with supplier of content in any format i.e (commissioned, licensed, AFP, etc) and type (series, commercials, etc). 		5	5	
3.20	Solution to report on all deals for a specific Supplier of content, inclusive and exclusive of expired, active or archived status.		5	5	
3.21	<p>Solution to report on status of all deal memos created: - with other relevant information required in a dashboard format including report text format.</p> <ul style="list-style-type: none"> Fulfilled with contract =1 point Contract still outstanding =1 point 		2	2	
3.22	Solution to actively manage transmission elements clauses and restrictions.		5	5	

3.23	Solution must be able to do validation of runs, if no more runs are available no scheduling should be allowed and if the licence period is expired.		5	5	
3.24	Solution to have mechanism of auto-calculating and decrementing rights acquired versus scheduled and transmitted per schedule and reconciliation after broadcast.		5	5	
3.25	Solution must manage exploitation of Assets		5	5	
3.26	Information required for each deal is amongst others, but not limited to below:- <ul style="list-style-type: none"> Title =1 point Any restrictions and/or clauses if any =1 point Type of rights acquired =1 point Licence period per right per platform (start and end date) =1 point 		4	4	
3.27	Types of deals amongst others, but not limited to the below. <ul style="list-style-type: none"> Movies =1 point Fillers/ EPK =1 point Series =1 point Events =1 point Campaigns =1 point 		5	4	
3.28	Types of programmes amongst others, but not limited to the below. <ul style="list-style-type: none"> Commissioned =1 point Licensed (both local and International) =1 point Advertiser Funded Programmes =1 point Free (Not financed) =1 point 		4	3	
3.29	Management of various types of rights acquired per deal with corresponding licence periods per platform and associated exclusions. Right types, amongst but not limited to the below for programmes, on air and advertisements. <ul style="list-style-type: none"> Platform rights =1 point Regional and country rights =1 point Play rights =1 point Clearance rights =1 point Copyrights =1 point Footage rights =1 point Digital rights =1 point Sponsorship rights =1 point Music rights =1 point Sports rights =1 point 		10	8	
4. MANAGEMENT OF GENERIC SCHEDULE/NEEDS REQUESTS					
4.1	Solution must allow for both linear and Non-linear scheduling for all transmission elements with associated rights for all different platforms.		5	5	
4.2	Before the schedule is committed nor confirmed, solution must enable user to curate different schedule scenarios in an easy manageable manner and less cumbersome.		5	5	

4.3	Solution must allow for planning to be for a longer period from a day to even 5-year plan and over, continuously. It will be at the discretion of SABC to confirm and commit for a certain period per platform.		5	5	
4.4	Solution should allow multiple users to update information at the same time at this planning phase – collaboration.		5	5	
4.5	Information required would be comprised of:- amongst others but not limited to the below <ul style="list-style-type: none"> • Programme Genre & sub-genre =1 point • Slot start time & end time =1 point • Slot duration =1 point • Local or foreign production =1 point • Repeat score, i.e Premier, first Repeat, Omnibus =1 point • Estimated budget per programme and at slot level (automatically filtered) =1 point • Revenue projections per programme and slot level (automatically filtered =1 point • Audience rating projections per programme and at slot level (automatically filtered)=1 point 		8	8	
4.6	Solution must allow for parent and child scheduling functions with child inheriting all parent scheduled items and ability to change, amend and replace content (i.e programmes, promotions, adverts) where need be. <ul style="list-style-type: none"> • Export of main channel must prompt user to include and/or exclude child schedule, if user excludes child export solution should still allow user to export child schedule independently. 		5	5	
4.7	Each slot/needs request on the generic schedule must have a “unique number” and must be automatically generated by the system and must be used throughout all the stages for tracking progress.		5	5	
4.8	The solution must allow for different time period to be set and reporting thereof. <ul style="list-style-type: none"> • Performance time =1 point • Prime time =1 point • Overnight time =1 point • Day time =1 point 		5	4	
4.9	Provide a generic scheduling tracking facility in a dashboard format, with the ability to define key project milestones for each type of need.		5	5	
4.10	Allow user to identify and automatically schedule associated repeat slots for each programmes/slot and automatically associate full slot details. Flexible enough to cater for multi slot creation, i.e Create premier, first repeat and omnibus slots at the same time and assignment thereof/correct run allocation.		5	5	
4.11	Solution must be able to auto assign repeat count score for a programme across. <ul style="list-style-type: none"> • when one programme is already scheduled, another channel schedules the same programme, system to auto detect repeat score thereof. 		5	5	

4.12	Batch slot Update with options to apply to both main and/or Repeat slots		5	5	
4.13	Solution must allow to extend/add more slots within the original Slot Pattern		5	5	
4.14	Maintain a record of the committed and confirmed generic schedule with set objectives and match the multiple committed schedules to make it one comprehensive committed schedule for a period.		5	5	
4.15	Solution must manage compilation of multiple comparative Generic Schedules.		5	5	
4.16	Solution to automatically calculate total duration of the schedule and indicate how much duration in (HH:MM: SS) still missing and/or overrunning for a 24-hour day linear and set hours for non-linear scheduling. <ul style="list-style-type: none"> Including being able to identify where gaps, remaining minutes to be added/short, present user with warnings, checks. List of warnings and checks can be defined during design phase. 		5	5	
4.17	Solution must be able to cater for multiple genres. Different compliance entities require different types of genres and subgenres.		5	5	
4.18	Solution must allow to search and easily find slot based on various parameters on the schedule and retain search history.		5	5	
4.19	The solution should allow the SABC to mark the schedule as Approved or committed.		5	0	
5. MANAGEMENT OF LONG-TERM PLANNING SCHEDULES					
5.1	Long Term schedule should at all-time cross-reference the unique needs request number emanating from the approved generic schedule and continue with schedule version control as changes will continuously be applied.		5	5	
5.2	Must allow to manage live and non-live (pre-packaged) content on the schedule across the solution		5	5	
5.3	All roles within the solution should now have access to view the long-term schedule and commence with the processes and activities that are dependent on the schedule.		5	5	
5.4	Only scheduling department with a defined role can apply changes and updates to the schedule as and when required.		5	5	
5.5	Assignments of rights/run to single or group of slot on the schedule.		5	5	
5.6	Solution must have a schedule locking mechanism to avoid further changes to be done within a predefined period.		5	5	
5.7	For any changes that need to be applied on the long-term schedule post locking time, solution must be flexible enough and have a mechanism to allow changes to be effected effectively and workflow-ed accordingly.		5	5	

5.8	On Schedule creation and changes, solution should allow for ease of use and in short time spans, this includes basic editing functions such as cut, copy, paste, drag, drop, insert, undo, move rows & columns forward functionalities and automatically carry relevant information, including captured EPG information, etc		5	5	
5.9	Changes made to the schedule must be immediately visible and recognised within the value chain in the solution with colour-coded for easy recognition once approved by the first relevant role.		5	5	
5.10	Solution must allow to identify and manage different scheduling rules and restrictions against performance times, set objectives for different reporting times.		5	5	
5.11	Solution must be able conduct comparison between approved Generic schedule and changes made at any time of the year and corresponding cost impacted.		5	5	
5.12	Solution must allow and keep schedule and advert version control for all platforms.		5	0	
5.13	Solution must be able to cater for alternative schedule functionality, for in case live programming gets interrupted for any reason or pre-packaged material have glitches on air.		5	5	
5.14	Management of Parental Control guidance based on slot time, i.e 16LV cannot be scheduled before 18:00.		5	5	
5.15	Solution must allow for a 24-hour day scheduling for linear scheduling and hours defined as required for VOD.		5	5	
5.16	Solution must allow different approval levels and escalations within pre-defined time periods and status changes to be managed with corresponding audit trail with date/time stamp throughout.		5	5	
5.17	For all creations, approvals, changes and updates, deletions, solution must allow for comprehensive audit trail to be automatically logged.		5	5	
5.18	Allow user to identify and automatically schedule associated repeat slots for each programme and automatically associate full programme details where applicable, if not then only generic information can be scheduled as on the generic schedule.		5	5	
5.19	Solution must allow user to identify where opt in and out markers should kick in and schedule replacement material where need be. Main schedule should be inclusive of markers & triggers for 3 rd party distribution to be prepared for play out.		5	5	
5.20	Solution must allow to capture and track progress of slot fulfilment until material is confirmed		5	5	
5.21	Solution must allow for different colours schemes where applicable for easy reporting, traceability and more visibility. <ul style="list-style-type: none"> • on the schedule by genre, repeat score, status, etc =1 point • And advertisement by sell-out percentage, break availability and duration =1 point 		2	2	

5.22	Solution must allow to export schedule information including EPG to social media, websites and mobile applications at a single click of a button.		5	5	
5.23	Solution must enable the SABC to split an episode into one or more depending on the duration to recognize as it as continuation as opposed to deducting the run for continuation of an episode.		5	5	
5.24	Solution must allow for automatic decrement of rights once scheduled per platform, i.e. allowed runs per platform vs Scheduled vs Transmitted vs remaining run by premier and repeat.		5	5	
5.25	Solution must be able to identify and denote weekends and all known South African public holidays within the schedule.		5	5	
5.26	History of all changes to the committed schedule including associated adverts must be retained.		5	5	
5.27	Solution must allow to automatically default the material end date to a [predefine period] life span into the system automatically calculate this date using the material start date.		5	5	
6. COSTING AND PROJECTING THE SCHEDULE – COST BENEFIT ANALYSIS					
Solution must be able to fully cater for financial pillars as follows: -					
6.1	Must allow to integrate from the ERP programme budgets and actuals		5	5	
6.2	Must allow for revenue projections and actuals with corresponding reporting thereof		5	5	
6.3	Must integrate invoicing data to ERP system for final billing.		5	5	
6.4	Solution must manage and report on SABC amortization, repeat and exploitation fees policies and rules to feed ERP system for calculations and payments		5	5	
6.5	Solution must be able to fully manage repeat fees calculations and pay out to the script writers and principal performers based on agreed captured rates and repeat score and feed ERP system for invoice & payment processing		5	5	
6.6	Solution must be able to fully manage exploitation fees calculations and pay out to the script writers, producers and principal performers based on agreed percentages and feed ERP system for invoice & payment processing		5	5	
6.7	Must allow to split programme cost/budget per channel, right, per genre based on repeat scores.		5	5	
6.8	Finance management <ul style="list-style-type: none"> • Solution must be able to feedback the required programme, broadcast and scheduling information to ERP system. =1 point • Keep track of amortized value and remaining balance =1 point • Solution must be able to present stock management with associated costs and runs available =1 point 		3	3	

6.9	Solution to automatically calculate total duration of the schedule with total budget/cost and indicate how much duration in (HH:MM:SS) still missing or overrunning and ability to report on cost and revenue related to the duration per genre, title, production, etc <ul style="list-style-type: none"> If its local/commissioned programmes - costing is per minute (CPM) =2 point Licensed programmes -costing is based on the license fee. =2 point 		4	4	
6.10	Must allow to split the total budget or cost of programmes across all platforms and channels/stations, and still be able to get total cost of the programme as a collective and per platform or channel for a period.		5	5	
6.11	Must allow to draw reports on estimated & actual cost, revenue of the schedule for any period in question versus actuals derived from ERP System.		5	5	
6.12	Must allow to manage and report on planned savings and overspending at any period and workflow to relevant roles derived from schedule changes.		5	5	
7. MANAGEMENT OF ON-AIR ELEMENTS					
7.1	This refers to both primary and secondary elements for all platforms.		5	5	
7.2	Must allow to create and manage different types of on-air elements with corresponding metadata for scheduling.		5	5	
7.3	Scheduling of on-air elements must allow for programme linkage and non-linkage, as it is a broadcast-able asset associated to the programme.		5	5	
7.4	Must allow to present user with a warning if scheduled promotion is not applicable to the slot scheduled on. (PG conflicts)		5	5	
7.5	Life span of on-air elements must be linked to the programme license period and must automatically be set as transmission disabled when programme ends, and also allow set periods as others are episodic promotions rather than generics, automatically disabled once the period ends.		5	5	
7.6	All created elements must be scheduled in the final Transmission schedule and reconciled like the rest of the elements and detailed play history must be available with corresponding slot details.		5	5	
7.7	On air elements should be scheduled across all platforms, allow for restrictions, clauses and exclusions if there are any.		5	5	
7.8	It must be able to draw a list of all available on-air elements and sort by available fields (used on creation)		5	5	
7.9	Solution should prohibit any deletion and transmission disabling of scheduled elements. Should prompt user with a warning stating that element is scheduled already, request permission from Transmission scheduler to remove from schedule.		5	5	
7.10	Solution must perform scheduling Wizard		4	2	

	<ul style="list-style-type: none"> Automatic scheduling of certain on-air elements based on rules or conditions. =2 point Solution must be able to schedule multiple on-air elements in a rotational manner. =2 point 				
7.10.1	<p>It must schedule repetitive promos/bumpers/stings/etc in a singular manner by way of selecting the material and defining:</p> <ul style="list-style-type: none"> Channel =1 point The date range =1 point The time range=1 point Placement in relation to programme =1 point Before=1 point After =1 point Within centre breaks=1 point 		7	5	
7.10.2	<p>Must schedule multiple promos in a rotational manner by defining the criteria as below: -</p> <ul style="list-style-type: none"> Channel=1 point The date-range=1 point The time-range=1 point Placement in relation to programme =1 point Before =1 point After =1 point Within centre breaks=1 point 		7	6	
7.10.3	<p>Must schedule graphics/secondary events across multiple events in a singular manner. The relevant graphic/secondary event is selected and then scheduled once the user set the parameters, which are defined as follows:</p> <ul style="list-style-type: none"> Date range =1 point Time range, including offset time =1 point Programme type =1 point Programme with title where title is free text =1 point 		4	3	
7.11	<p>Management of Parental Control guidance based on slot time, i.e 16LV cannot be scheduled before 18:00.</p>		5	5	
8. MANAGEMENT OF TRANSMISSION SCHEDULE					
8.1	<p>Solution must also be able to cater for alternative schedule functionality, for in case live programming gets interrupted for any reason or pre-packaged material have glitches on air.</p>		5	5	
8.2	<p>Allow the solution to automatically create and attach templates based on the slot duration and/or programme name.</p>		5	5	

8.3	<p>Allow for template management (building slot structure as multiple elements are inserted). This relates to building slot structure line items that make up full duration of the slot, for example:-</p> <p>30 minutes slot will be comprised of :-</p> <ul style="list-style-type: none"> • 24 minutes duration, in segments. – each segment will have its own duration. • 4 minutes of advertisements both primary and secondary elements • 2 minutes remaining may refer to the on-air elements (bumpers, promotions, stings, music videos, etc) 		5	5	
8.4	Airtime Management teams must be able to build break indicators based on the planning schedule, book and schedule advertisements, allocate necessary material and make them available for inclusion in the final transmission schedule.		5	5	
8.5	Scheduled adverts should automatically sit within allocated times, if scheduled adverts over and under runs, controls must be configurable to manage further processing.		5	5	
8.6	Ability to automatically time the schedule (single slot and full day) to depict where duration is under and/or over running and record break sell-out percentages.		5	5	
8.7	Ability to set tolerance period per element per channel per platform		5	0	
8.8	Solution must also include booking & scheduling of secondary events for both sales and channel specific.		5	5	
8.9	Ability to create, updates, add and remove elements on the tx schedule and provide exact time code for each.		5	5	
8.10	Solution must allow scheduling of subtitling, open & closed captioning, audio descriptors as well as second language audio tracks. Open and closed captioning should allow for multiple languages.		5	5	
8.11	Final transmission schedule should include “identifier/marker” and/or “trigger” of the elements to be sent to play out system for broadcast.		5	5	
8.12	Final Transmission schedule should again include a “trigger” and/or “marker” as a directive or indication to the playout systems where to opt in and out of the main schedule for ad-insertions function for third party distribution.		5	5	
8.13	Solution should prohibit schedule from being sent to play-out until all identified errors and warnings are resolved.		5	5	
8.14	Solution should allow schedule to be automatically exported to playout at a set time, of course by performing checks first, if all pass then automatically export and also allow user to export if automatic export fails.		5	5	
8.15	Ability to time out the schedule once all promos are placed to reflect the exact start time, and durations		5	0	
8.16	Once final transmission schedule is refined and timed to hours required (linear and non- linear) it can be exported to play out systems. (i.e. Pebble beach, DIRA and digital platforms.).		5	0	

9. VOD – Video on Demand – also known as non-linear scheduling					
	Non-linear platform is where a catalogue/description of content is made available and scheduled on the VOD platform for a defined period of time, where users can access and view or partially view and finish viewing the content at a later stage at any time. The same applies to commercials in the programmes, with targeted and pragmatic commercial placement for a specific viewer, based on viewer preferences.				
	Requirements listed above also applies to VOD to different platforms.				
9.1	Solution must allow for automatic catch-up scheduling of full programmes from the linear schedule with corresponding EPG/catalogue.		5	5	
9.2	Solution should allow for VOD scheduling independent from linear schedule with corresponding EPG and must be available within set availability period on the platform. <ul style="list-style-type: none"> Must be able to upload content and only make it available within published dates and time. 		5	5	
9.3	Solution must also allow for scheduling of short form programmes and other elements based on set rules per VOD service and associated rights and still allow user to refine the schedule for preparation of broadcast.		5	5	
9.4	Must able to automatically time the schedule to depict where duration is under and/or over running in line with total hours allowed for VOD.		5	5	
9.5	Solution should also allow for scheduling of on-air elements and advertisement, accordingly, including pragmatic and targeted adverts.		5	5	
9.6	Solution must allow for tracking of associated rights of different elements and assignment there-of.		5	5	
9.7	Accurate decrement and update of rights (allowed runs vs transmitted vs scheduled) must be managed accordingly.		5	5	
9.8	Solution must be able to provide and schedule correct versions of transmission elements per platform.		5	5	
9.9	Solution must allow for multiple Pop Up SABC TV channels and Radio stations services so that they can be activated and made available for scheduling and broadcast as and when required.		5	5	
9.10	Solution must be able to manage different types of VOD services as follows, as per SABC OTT requirements: <ul style="list-style-type: none"> Catch-Up TV =1 point Transactional – video on demand (TVOD) =1 point Subscription – video on demand (SVOD) =1 point Near video on demand (NVOD) =1 point Push video on demand (PVOD) =1 point Advertising video on demand (AVOD/ASVOD) =1 point VODcast =1 point 		7	5	

9.11	System should reconcile assets or material against defined thresholds (amount of hours or capacity)		5	5	
9.12	The manner at which transmission elements may be scheduled to be broadcasted is not limited to the below and must be managed and treated as such. <ul style="list-style-type: none"> • Pop up, =1 point • Allow for skip function and =1 point • No skip function allowed =1 point • Only allow to skip after a set time =1 point 		4	3	
9.13	All the platforms should have mechanism to feedback true reflection of broadcast (as run log) as it occurred, for the solution to successfully and accurately reconcile and maintain an up-to-date inventory with updated play history.		5	5	
10. ADVERTISEMENT MANAGEMENT – BOOKINGS (For all platforms TV, Radio and Digital)					
10.1	Solution must manage multiple advertising types (primary and secondary elements) for all platforms within linear and non-linear scheduling space. Eg, streaming services, TV and radio.		5	5	
10.2	Solution must book and schedule both Primary and Secondary elements for all platforms where each element has a different business type and business rules. The business types amongst others but not limited to the below: <ul style="list-style-type: none"> • Classic =1 point • Sponsorship =1 point • Promos =1 point • Added Value =1 point 		4	3	
10.3	Solution must book and schedule Primary elements for all platforms. Examples of primary elements amongst others but not limited are: <ul style="list-style-type: none"> • Commercial =1 point • Live elements (example Interviews) • =1 point 		4	4	
10.4	Solution must book and schedule Secondary elements for all platforms. Examples of Secondary elements amongst others but not limited are: <ul style="list-style-type: none"> • Virtual Images =1 point • Opening Billboards =1 point • Closing Billboards =1 point • Squeeze back =1 point • Corner Logos =1 point • Sponsored logos =1 point 		6	6	
10.5	Solution must support various trading models amongst others but not limited to: <ul style="list-style-type: none"> • Cherry Picking =1 point • Cost Per Point =1 point • Cost Per Thousand =1 point • Cost Per Lead =1 point • Sponsorships =1 point • Packages =1 point • Auctioning =1 point 		10	8	

	<ul style="list-style-type: none"> • Revenue share model =1 point • OTT =1 point • Product placement =1 point 				
10.6	Solution must provide all booked adverts (for all platforms) planned to be broadcasted must allow for rules, hiatus and restrictions to be set, adhered to and included as part of the schedule for broadcast.		5	5	
10.7	Solution must provide all digital advertisement should be booked through the new solution. Integration to the relevant ad servers is required for in-house facilities management of digital adverts.		5	5	
10.8	Solution must allow to create and manage revenue share/ product placement agreements and reconcile elements transmitted (sourced externally/Internally). Integration to the relevant ad servers is required for in-house facilities management of the above-mentioned adverts.		5	5	
10.9	Solution must allow to have multiple booking engines that are user friendly and efficient to handle large data volumes for processing booked spots using data import options, Line, and Automated booking engines that are easy to define, easy to modify and process with accuracy.		5	5	
10.10	<p>Solution must provide a client self-service portal and E-commerce service including carts and payment processing.</p> <ul style="list-style-type: none"> • Clients to book adverts and manage their accounts from a secure SABC portal. =3 points • Auctioning of available spots where possible =3 points • Access information on existing booking orders and ability to change orders within policy prescripts =3 points • Access to account information including orders, statements (ERP) and invoices (ERP). =3 points • allocate material industry code to advertising elements. =3 points • Cash on Delivery (COD) and credit transactions based on client's ERP system and within set credit limits. = 3 points • Clients to view full description/catalogue of programmes and purchase selected programmes with appropriate rights and/or status – allowed to be sold. = 3 points • needs to be able to plug-in to the payment gateway as required for OTT platform and allow for different payment methods to be made available. =3 points • Client / AE to capture plan spots with duration for an advertiser only for within the period the uploaded rate card is applicable. The solution must allow a discount to be captured by the user, authorization permitting. A quotation/proposal approval must be done by the client. =3 points 		30	27	

	<ul style="list-style-type: none"> Real-time management of contracts and acceptance from clients for spot changes and contract and pricing adjustments =3 points 				
10.11	Solution must allow to import booking request in multiple forms based on predefined existing templates and structures.		5	5	
10.12	Solution must enable Electronic Data Interchange (EDI) services for booking requests.		5	5	
10.13	Solution must allow to attach and view and or listen to all booked platform spot material on the actual booking system.		5	5	
10.14	Solution must allow to manage contracts in real time:		5	5	
10.15	Contract acceptance from clients for any spot changes, and pricing adjustments		5	5	
10.16	Solution must allow end-to-end campaign management execution, delivery , tracking and reporting		5	5	
10.17	Solution must be able to create, upload and amend multiple rate cards for all platforms.		25	25	
10.18	<p>Solution must allow booking of different types of commercial elements in a timeous manner, with corresponding data amongst but not limited to the below.</p> <ul style="list-style-type: none"> Generate a unique code for each commercial element =1 point Allow to create and manage different Types of Campaigns e.g .Classical, Sponsorships , Promotions, Trade Exchanges , Features, Outside Broadcasts etc =1 point Allow to manage different material types and flighting instructions e.g. Commercial, Live Reads, Pre-Packaged, Infomercials, story line inserts. =1 point Allow to select and enter duration. These durations should be predefined accordingly to the rate ratios as per the Approved Business Rate Cards =1 point Allow to enter free text in different fields to record additional campaign information and Client details e.g Names, Contact details and any instructions for both Sales and Client Information. =1 point Enter Campaigns budget and cost and/or link campaign to existing deal in order for the campaign to inherit incentive structure defined at deal level =1 point 		6	5	
10.19	Solution must allow to select and enter discount offered at campaigns level with authority and audit trails		5	5	
10.20	Solution must allow to draw reports based on client, AE, title, genre, etc.		5	5	
10.21	Solution must allow to define Campaign Strike weights and Dayparts according to campaign delivery methods.		5	5	

10.22	Solution must allow to generate an automated "Order Confirmation" or quotation based on what is planned and booked in the system. This must be inclusive of all dependencies being fulfilled.		5	5	
10.23	Solution must allow to separate lines between paid spots and free spots on the order confirmation.		5	5	
10.24	Solution must allow to perform and manage billing as well as integrate all necessary data to the ERP system and generate a revenue report post billing (i.e month end billing and invoicing run)		5	5	
10.25	Solution must allow to manage different types of material metadata		5	0	
10.26	Solution must allow for targeted and pragmatic adverts placement.		5	5	
10.27	Solution must allow to build sport bulletins and generate workflow to the relevant stakeholders. <ul style="list-style-type: none"> A separate sport schedule must be generated and sent to the studio or producers. =1 point The system must be able to allow the producers to capture the transmitted times against primary and secondary elements. =1 point 		2	2	
10.28	Solution must allow to access and modify the spot schedule/log once the spots have been reconciled for accurate capturing of transmitted time codes (Rules to be outlined in the design phase). Example: Upon reconciliations all sport spots will be placed in a 'Status' that would require approval from a sport booking executive who will then get a workflow with all the spots for accurate capturing of time codes these should not be in conflict with the original booking schedule but rather a marriage between broadcast schedule and reconciliation schedule		5	5	
10.24	Solution must highlight schedule changes and rate changes on the order confirmation that gets sent to clients.		5	5	
10.25	Solution must record and display true costing against a spot, actual percentage discount (client discount, Early Booking Discount, spot level discount and combined discount column). This is to show both the actual percentage discount and the Net rand value including the calculation and display of spot surcharges.		5	5	
10.26	Solution must generate clear and detailed campaign header information on the first page of the order confirmation only, which should include the bookings person details, the campaign period and the product.		5	5	
10.27	Solution must have brand and/or clash restrictions preventing certain bookings into special programmes with sponsored rights that cannot be overridden controlled by permissions.		5	5	
10.28	Solution must allow to have multiple rate cards created into the system with a specific approved rate card loaded for each platform.		5	5	
10.29	Solution must create and manage multiple types of advertising campaigns.		5	5	
10.30	Solution must automatically identify and apply reasons when spots statuses are changed and or modified.		5	5	

	<ul style="list-style-type: none"> Example due to rate card changes, programme changes, external changes, internal changes, movement of spots, system errors (Real or not real changes) and provision of an audit trail with history and a workflow notification must be submitted to users who booked that spot 				
10.31	Solution must display active spots and cancelled spots with charges on the order confirmations as these are used to balance the invoice statement at billing stage.		5	5	
10.32	Solution must identify and display all spot status on material rotations and allocations		5	5	
10.33	Solution must provide Real time programme interface (Workflow notifications send once programmes are changed by channels and rate changes) and automatically update the commercial schedule without manual intervention and workflow notification must be send to users whom spots are affected by the change		5	5	
10.34	Solution must allow for seamlessly update rate changes on breaks when programmes are changed.		5	5	
10.35	Solution must allow for spots to be bumped and updated with the relevant status. Email notification must be sent to the client. The spot is amended/rejected following receipt of notification from the client.		5	5	
10.36	<p>Solution must highlight Spot status in different colours/other visual indicators on the schedule.</p> <ul style="list-style-type: none"> Example: Missing material spots will have a different colour from Programme change spots 		5	5	
10.37	Solution must automatically calculate spot cancellation/ surcharges based on the policy and a set of pre-defined business rules, grids and calculators		5	5	
10.38	Solution must generate checks and balances screens in the form of Warning /Validations/Errors before a user saves any work and or proceeding to the next function.		5	5	
10.39	Solution must allow the SABC to place a budget limit/similar (particularly on a deal and purchase order in order to prevent over-spending when booking the spot and the ability to track the spend). This functionality should be for paid and free values (e.g. AV, CSI, Trade Exchanges, promotions).		5	5	
10.40	SABC must be able to track adverts and ad spend by customer, holding company, programme and platform.		5	5	
10.41	<p>Amend a spot status reason after a change has been made with an audit trail (time stamped)</p> <ul style="list-style-type: none"> Example: Cancellation reason code must not be locked in order to allow a user to make a change if else the applied reason was incorrect 		5	5	
10.42	Create cancellation reasons as predefined by business with associated cancellation calculation to trigger the charges		5	5	

10.43	The solution must allow to book different types of spots i.e paid, compensation and added value etc. The type of spots must be linked to predefined booking discount codes.		5	5	
10.44	Must allow to preconfigure regulations to comply with the schedule checks for automatic exclusions.		5	5	
10.45	Must allow to include and exclude specific genres, time channels, programmes, etc. in automated bookings		5	5	
10.46	Must allow to restrict placement of ads in same breaks/ Genres/programmes/time channels based on clash codes, same product, same advertiser, etc.		5	5	
10.47	Must allow to retain booked spot details and availability when modifying booked spots.		5	5	
10.48	Must allow to change a deal on a campaign without cancelling and rebooking spots.		5	5	
10.49	Must allow to create multiple material types for different platforms		5	5	
10.50	Must allow to display the entire log at a glance especially when working on the schedule.		5	5	
10.51	Must allow to perform schedule checks prior to exporting the log to the playout systems colour coding will be imperative in this regard.		5	5	
10.52	Must allow for seamless exporting methods for the log preferably one or two clicks		5	5	
10.53	Must allow to generate a missing material list and a workflow to be send out to the traffic, spotter and scheduling teams		5	5	
10.54	Must allow to identify language codes on the same material that is scheduled on different platforms and return a warning if language differs between material and platform. <ul style="list-style-type: none"> Example: Only Afrikaans material to go out on RSG and Sesotho on Lesedi etc. 		5	5	
10.55	Must allow to print, save and send the final schedule to the relevant internal stakeholders		5	5	
10.56	Must allow to import bookings from standard external templates for all platforms		5	5	
10.57	Must allow to reconcile, bill primary and secondary elements		5	5	
10.58	Must allow to record value of broadcasted secondary elements for revenue recognition purposes.		5	5	
10.59	Must allow to bill on spot level and campaign level (scheduled payments)		5	5	
10.60	The Credit Management rules must be fully integrated from the ERP system into the solution. The following are some of the items but not an exhaustive list: <ul style="list-style-type: none"> Real time management of Credit Limits for each account with every new booking and change of booking. Reports to be sent to relevant internal partners and clients when these events occur. =1 point 		3	3	

	<ul style="list-style-type: none"> • Proper account master and advertiser management. All amendments from ERP system must be in place before order generation. =1 point • Real time management of account blocks suspension. Reports to be sent to relevant internal partners and clients when these events occur. =1 point 				
10.61	<p>Must fully integrate all buying on all platforms and cover all offerings of the SABC. Upfront Rendering of invoices to clients who pay cash. The system must be able to reconcile cash in advance invoices to services booked.</p> <ul style="list-style-type: none"> • Consignment transactions (consolidated invoicing) for government orders. =1 point • Able to accommodate rules for booking, ie. only accept bookings against purchase orders. =1 point • Then managing bookings within the requirements and values of such purchase order such that bookings do not exceed the value of the purchase order. =1 point 		3	3	
10.62	<p>Rap and similar service booking to be catered for by new system. In the events that the rap/production order is linked to Government order the services of both raps and classic must be consolidated to one invoice. In all instances 3.67.2 must apply. The following service bookings amongst others but not limited to:</p> <ul style="list-style-type: none"> • Merchandising (Trademark Licensing), =1 point • Mobile, =1 point • Media for Equity and • Trade Exchanges =1 point • Handling of desk top deals made by radio stations, i.e. Competitions and CSI deals, as per approved business rules and policy. =1 point 		5	4	
10.63	<p>Create and manage deal and deal discounts. Deal must only be activated, once approved via workflow. The workflow approval levels must be based on delegation of authority framework.</p>		5	5	
10.64	<p>Effective Dispute management integrated from ERP system with proper authorisation and operating within timeframes.</p>		5	5	
10.65	<p>All Sponsorship agreements must be negotiated and approved within the booking system framework.</p> <ul style="list-style-type: none"> • Pricing – approved T-rates from both TV and Radio and must be approved by revenue management unit =1 point • Sponsorship billing =1 point • Revenue recognition – stipulated by T-rate used in offering the client the exposure and at what price are the different exposure elements offered with relevant discounts to get the negotiated deal, etc. =1 point • The solution must allow to book an agreement against multiple programmes. =1 point 		5	5	

	<ul style="list-style-type: none"> Deal Evaluation must be developed in the system which amongst other things match spots booked against contract and rate card, then determine the revenue allocation and the invoice amount. These must be governed by the normal approval process, i.e. Capturer and Validator. =1 point 				
10.66	Daily measurement of available inventory and value measured against actual inventory and value, deriving unsold inventory and values.		5	5	
10.67	<p>Must allow to create predefined booking packages and offerings. These may include amongst others but no limited to:</p> <ul style="list-style-type: none"> Creations of platform offerings by groupings these are known as combos =1 point Back to school packages, Valentines etc =1 point Must have Shorter deadlines to book radio spots. =1 point 		3	3	
10.68	<p>Types of Advertising Campaign/s deals.</p> <ul style="list-style-type: none"> Fixed Ratings Campaign =1 point Fixed Schedule Campaigns =1 point Promotions, Digital and =1 point Sponsorships =1 point 		4	3	
10.69	Must allow to create and manage Holding companies including modification, status maintenance linking of subsidiaries as well as tracking and auditing changes made on holding companies.		5	5	
10.70	Must allow to display multiple discounts when querying a specific Client deal in one screen		5	5	
10.71	Must allow to query client and display all relevant Client details		5	5	
10.72	Must allow to select a deal from a drop-down list (specific to the client)		5	5	
10.73	Must allow to configure narratives into the system once off configuration based on a pre-defined list provided and made available by Business that will be available for selection as a drop down menu when creating a deal		5	5	
10.74	Must allow to have an intelligent field for comments in the deals details to allow capturing of Special deal information. This field should allow for a minimum of 250 characters.		5	5	
10.75	Must allow for the comments field to be available across various modules		5	5	
10.76	Must allow to calculate added value and bonus based on the SABC approved policy and existing grids		5	5	
10.77	Must allow to have a deal tracking report based on spend		5	5	
10.78	Must allow to configure prime and shoulder time per platform automatically configured on the system once and then just selectable in the drop-down menu and made available and selectable when creating a deal		5	5	
10.79	Must allow to upload and attached multiple external documents unto a deal for tracking purposes and auditing (To be outlined at design phase)		5	5	

10.80	Must allow to generate real time spend revenue reporting as per the predefined Business Rules to be outlined at the design stage)		5	5	
10.81	Must allow to manage Agency changes at deal level		5	5	
10.82	Must allow to identify and flag overlapping deals		5	5	
10.83	Must allow to record deal details specific to sponsorships and features		5	5	
10.84	Must allow to manage make good (goodwill/compensation) spots		5	5	
10.85	Must allow to apply rules to specific time bands		5	5	
10.86	Must provide for types of deal contracts amongst others but not limited to the below <ul style="list-style-type: none"> Standard contract =1 point Non- standard contract =1 point Term sheet =1 point 		3	3	
11. RECONCILIATION OF PLANNED ELEMENTS VS ACTUAL BROADCASTED ELEMENTS					
11.1	Reconciliation should be purely based on the as run log file (true reflection of broadcast) from all play out systems and all platforms.		5	5	
11.2	On integration solution must be able to import/receive as run logs from different platforms for reconciliation purposes. Solution must automatically calculate total as run log duration and present user with warning if duration doesn't equal 24hours for linear and/or predefined duration. As run log must also automatically import error or transition as it occurs.		5	5	
11.3	Perform automated reconciliation of all elements (commercial, on- air and programming) played on all platforms.		5	5	
11.4	Must allow as run log to be reimported when required.		5	5	
11.5	Perform accurate automated reconciliation of all broadcasted elements and generate a report on discrepancies found.		5	5	
11.6	Solution must allow for correction of any discrepancies that may arise in the process. Allow user to indicate reason/s for discrepancies found per slot and make necessary changes to reflect actual broadcast, provide appropriate reasons, and attach Final Transmission Reports and documentation where need be.		5	5	
11.7	For discrepancies found, there should be an icon and or status and or warning where user will be cognisant of the discrepancies found to be investigated and rectified. <ul style="list-style-type: none"> The Solution must be able to produce a reconciliation discrepancy reports to permit manual investigations for those elements that were not automatically reconciled. 		5	5	
11.8	Solution must allow to set tolerance time per channel, station, and platform and must be taken into consideration when reconciliation is done. This is to enable elements to still be recognised to have played within scheduled bracket.		5	5	

11.9	Must allow all scheduled elements to be reconciled and allow for accurate extraction of the play history report In line with requirements for ICASA and Music Rights CMO's including break rules and inventory rules.		5	5	
11.10	Solution must enable reconciliation to automatically decrement and accurately update rights for transmission elements and update transmission times for commercial elements once broadcasted.		5	5	
11.11	Must allow to enter comments on the reconciled schedule for any reasons against the reconciled elements. Visible on face value.		5	5	
11.12	Must retain the original planning schedule vs reconciled schedule to allow easy comparison to be done after reconciliation for changes carried out during broadcast.		5	5	
11.13	Once reconciliation and correction of discrepancies are completed, reconciled schedule should change to a relevant status and workflow should be triggered to the next role for approval.		5	5	
11.14	Once reconciliation is approved, solution must have locking mechanism to prevent further changes for data integrity purposes and make it available to different units for reporting and month end procedures.		5	5	
11.15	For further changes that need to be applied subsequent to the recon being locked, only a predefined role can unlock reconciliation to apply changes required, and a higher level to approve the applied changes. These should be audited, and time stamped		5	5	
	12. MANAGEMENT OF ICASA QUOTAS (TELEVISION ONLY)				
12.1	Solution must be able to set ICASA quotas per fiscal.		5	5	
12.2	Must allow for amendments including score counts to be made, where need be and should not impact the previous fiscals' quotas.		5	5	
12.3	If no amendments are required, then current active quotas should apply for the next fiscal.		5	5	
12.4	Must allow platforms to check and verify how channels are performing against set ICASA quotas at any given period.		5	5	
12.5	It must able to report on different time bands.		5	5	
12.6	Must be able to use any of the ICASA reporting fields in different scenarios and presented in graphs, text, dashboard.		5	5	
12.7	Must cater for percentage (%) breakdown of each language. Total must add up to 100% per programme for all local programmes.		5	5	
12.8	Must automatically convert % captured to hh:mm:ss format to denote total minutes of a language in slot/programme per genre.		5	5	
12.9	Must report on total languages in % and in hh:mm:ss, including and excluding categorizations below and English per channel, per reporting time, per genre against set quotas.		5	5	
12.10	Must calculate total performance per genre, per language, per reporting time, per channel against set ICASA quotas		5	5	

12.11	Must calculate minimum hours per genre, per language, per channel, per reporting time against set ICASA quotas.		5	5	
12.12	Must calculate language delivery per reporting time per genre per channel and average per week/month.		5	5	
12.13	Must average total universe in % of local content per genre per channel per reporting time per week, adding up to a year.		5	5	
12.14	Must present the calculations in a graph/chart format to denote SABC channel performance against ICASA quotas.		5	5	
12.15	Must calculate total format factors per genre per channel per reporting time		5	5	
12.16	Must calculate total duration per genre, language, per repeat score count, per format factor		5	5	
12.17	Must report on all official languages.		5	5	
12.18	Must capture if production is local or foreign with associated scoring count		5	5	
12.19	Must extract repeat score count as captured when creating schedule		5	5	
12.20	Format factors and corresponding score count.		5	5	
12.21	Solution must cater for various genres.		5	5	
12.22	Solution must report on location of production house, actual location of the production including scoring allocated.		5	5	
13. PROCESSING OF CHANGES					
NB* traceability of changes must be done once committed schedule/Long Term Schedule has been made available. Traceability of changes performed must be across the system.					
13.1	Solution must cater for full change management process.		5	5	
13.2	Where changes are made (programme, adverts with corresponding metadata) should be clearly visible across the system.		5	5	
13.3	Different levels of approvals and priorities required per change type are required.		5	5	
13.4	Record of all changes performed should be kept, with full auditing function		5	5	
14. BOTS, WORKFLOW APPROVALS AND NOTIFICATIONS					
14.1	SABC administrators must be equipped and trained sufficient to fully manage this engine and configuration thereof. (Able to create own customer workflow)		5	5	
14.2	System should allow configuration of workflows to have segregations and categorizations to be defined per channel, per platform and station.		5	5	
14.3	Enable active and passive workflow notifications including escalations and reminders within predefined period.		5	0	
14.4	Solution must able to develop and implement bots functionality		10	10	
15. REPORTS					

15.1	Over and above standard reports that the solution has, solution must allow SABC to build and configure customized reports, this will assist in ensure that reports drawn and extracted are specific to the SABC needs.		5	5	
15.2	Reports must be in different formats - charts, dashboard, text with relevant fields to cater for different reporting lines.		5	5	
15.3	Different types of reports amongst others but not limited to the below:- <ul style="list-style-type: none"> • Multiple compliance reports, =1 point • AC Nielsen report for both radio and tv broadcast =1 point • List of Programme, on air and adverts available with corresponding metadata =1 point • Report/notifications on all failed integrated functions between systems with corresponding reason for failures. =1 point • Reporting must be available for an approved Generic schedule vs changes applied subsequent to the schedule being approved. =1 point 		5	4	
15.4	Report of all programme and advert changes performed within a certain period- allow user to select the period in question.		5	5	
15.5	Draw reports on estimated cost, revenue and profitability of the schedule for any period in question versus actuals derived from ERP or Financial system amongst others but not limited to: <ul style="list-style-type: none"> • Genre =1 point • Programme =1 point • Slot =1 point • Platforms including digitals =1 point 		4	3	
15.6	Inventory or stock available report		5	5	
15.7	Play history report for all elements		5	0	
15.8	Programme repeat information		5	5	
15.9	All deals with cast/artist information.		5	5	
15.10	Under-selling and over-selling of adverts based on set targets and duration thereof for any period required.		5	5	
15.11	Repeat ratio vs Premier report		5	5	
15.12	Programme Status Monitoring <ul style="list-style-type: none"> • Export/Integrate rates in multiple file formats to external systems 		5	5	
15.13	Report on status of all deal memos created: - with other relevant information required in a dashboard format including report text format. <ul style="list-style-type: none"> • Fulfilled with contract =1 point • Contract still outstanding =1 point 		2	2	
15.14	Amortisation reports		5	5	
15.15	Report on future booked commercial elements against blocked customers.		5	5	
15.16	Must generate programme revenue projection reports based on a set of predefined business rules		5	5	

15.17	<p>Must generate inventory and sell out reports based on predefined business rules, grids and calculators</p> <ul style="list-style-type: none"> • Example: Inventory reporting once the rates are loaded (Break List, total inventory, sell out vs number of spots booked. • Example : Breaks: Daypart sellout (Break Types) by paid for spots and free spots 		5	5	
15.18	<p>Must generate Programme Revenue reports based on Average Ratings per programme(AR) and Total viewership (Business Rules to be outlined)</p>		5	5	
15.19	<p>Must view scheduled programmes using a Programme schedule list for rates loading</p>		5	5	
15.20	<p>Must automatically generate revenue impact reports based on schedule changes</p> <ul style="list-style-type: none"> • Example: Impact of programme changes and schedule displacement 		5	5	
15.21	<p>Must generate multiple discount revenue reports based on pre-defined business rules</p> <ul style="list-style-type: none"> • Example :EBD Report (Tracking of EBD discount) – How much revenue is received daily- When EBD is opened for 10 days how much EBD has been received in order to review the profitability of the window period 		5	5	
15.22	<p>Must query client and display different results to be used for reporting as per stakeholder needs</p>		5	5	
15.23	<p>Must generate revenue projections report historical and current accurately in real time</p>		5	5	
15.24	<p>Must query programmes and generate specific programme revenue reports</p>		5	5	
15.25	<p>Must generate post campaign reports using prescribed criteria's</p> <ul style="list-style-type: none"> • Example: Show the total number of spots: By channel, by month, and total number of spots for the campaign. 		5	5	
15.26	<p>Must generate campaign and booked spots audit reports that will display historic spots movement and changes throughout the booked live cycle from version 1 to the latest version</p> <ul style="list-style-type: none"> • Example: The report must include cancelled spots, missed spots, dropped spots, rate and programme changes. 		5	5	
15.27	<p>Tracking reports: status of spend against deals – including all incentives, packages</p>		5	5	
15.28	<p>Unsold inventory reports for all platforms.</p>		5	5	
15.29	<p>Solution must allow the user to extract a report on all reminders and escalations done, for which role and name, action and frequency thereof.</p>		5	5	
16. BUSINESS RULES					
The system must do the following:					

16.1	Solution must allow SABC to set flexible configurable operational rules and workflows		5	5	
16.2	Solution to conform and adopt to current internal systems structures and formats including policies and procedures.		5	5	
16.3	Adopt to set naming conventions.		5	5	
17. SEARCH					
17.1	Must search for content using key words – easy find.		5	5	
17.2	Allow button “enter” on the keyboard and [Search] button in the system to be used to search		5	5	
17.3	Must search all metadata captured on creation including keywords and wildcard searches.		5	5	
17.4	Must search across multiple schedule types.		5	0	
17.5	Must search where each element is being scheduled.		5	5	
17.6	Must export search results into different file formats: <ul style="list-style-type: none"> • PDF = 1 point • Excel = 1 point • Word = 1 point • Csv = 1 point • Print = 1 point 		5	4	
17.7	Must able to extract and save schedule (on-air, programme and adverts) into different file formats: <ul style="list-style-type: none"> • Pdf = 1 point • Excel = 1 point • XML = 1point • Csv = 1 point • Print = 1 point 		5	4	
17.8	Must drag and drop fields to collate different reports based on the columns used.		5	5	
17.9	Must allow for text and dropdown search of captured metadata includes and excludes to narrow down and extend the results of what is available and required.		5	5	
17.10	Must allow for search of a programme or transmission element on the schedule and results to highlight where in the schedule the transmission element is scheduled and allow updates from the search results to update the schedule for a particular and/or all scheduled days.		5	5	
18. INTEGRATION					
18.1	Solution must be able to seamlessly integrate/synchronize information with the below systems without human intervention by conforming to the below mentioned standard or formats amongst others but not limited to: <ul style="list-style-type: none"> • BXF (Broadcast Exchange Format) standard = 1 point • API = 1 point • Web service = 1 point • XML file format = 1 point 		4	3	

18.2	The Bidder will need to carry the cost to enable the required API or similar integration (with relevant licensing) and will need to add it as a separate line item in the bill of material costing		5	5	
18.3	The system integration needs to continuously synchronize data received from SABC and 3rd party systems i.e <ul style="list-style-type: none"> • SAP (ERP) = 10 points • SAP (BW) = 10 points • DIRA = 10 points • Dalet Galaxy = 10 points • Dalet 5.1e = 10 points • Pebble Beach = 10 points • Imonitor = 10 points • Telmar = 10 points • Ariana = 10 points • Casis = 10 points • External radio monitoring system = 10 points • OTT = 10 points • Enterprise Digital Library (EDL) = 10 points 		130	110	
18.4	The system integration needs to continuously synchronize data received from Actus monitoring compliance record systems		5	0	
18.5	The successful bidder must quote for the licences to integrate to the below-mentioned SABC and third party systems. <ul style="list-style-type: none"> • SAP (ERP) = 1 point • SAP (BW) = 1 point • DIRA = 1 point • Dalet Galaxy = 1 point • Dalet 5.1e = 1 point • Pebble Beach = 1 point • Imonitor = 1 point • Telmar = 1 point • Ariana = 1 point • Casis = 1 point • external radio monitoring system = 1 point • OTT = 1 point • Enterprise Digital Library (EDL) = 1 point 		13	10	
18.6	The system should be flexible to allow external systems (i.e SAP) to be able to update some tables/processes on the new system.		5	5	
18.7	Unique identifiers from the integrated systems need to exist in the new solution to enable seamless and accurate updates		5	5	
18.1 SAP (ERP)					
Solution must integrate with SAP in the following manner: -					
18.1.1	The new system must receive customer and supplier information from SAP.		5	5	
18.1.2	The solution must conform with SAP account receivable rules and SABC standard credit management.		5	5	
18.1.3	The billing information from the solution must integrate with SAP.		5	5	

18.1.4	Program repeats including cast/artist and their corresponding rates from the solution must integrate with SAP for invoicing & payment processing		5	5	
18.1.5	Exploitation fees calculations and pay out to the script writers, producers and principal performers based on agreed percentages must integrate with SAP for invoicing & payment processing		5	5	
18.1.6	Amortisation and Capitalization rules and calculations must be integrated to/from SAP.		5	5	
18.1.7	Reconciled scheduled must be integrated to SAP.		5	5	
18.1.8	Needs request information including budgets must be integrated to/from SAP.		5	5	
18.1.9	New solution must be able to integrate with SAP for actual financials (cost and revenue) to track how the schedule (programming and adverts) is performing in terms planned cost/budget and revenue versus actuals at any given time period and reporting thereof.		5	5	
18.2 SAP BUSINESS WAREHOUSE					
18.2.1	Allow a data warehouse like SAP BW to extract data from the system.		5	5	
18.2.2	The following mode of data extracts must be possible: <ul style="list-style-type: none"> • Initial Data =1 point • Delta Data Load (only changed records, mainly for transaction data) =1 point • Full (All) Data =1 point 		3	3	
18.2.3	Extracting Data using the following methods: <ul style="list-style-type: none"> • Seamless integration i.e JDBC = 10 points • XML = 1 point • Flat files = 1 point 		12	11	
18.2.4	DATA required amongst others but not limited to: <ul style="list-style-type: none"> • planned commercial elements = 3 points • broadcasted elements that will affect billing = 3 points 		6	6	
18.3 Dira! and Dalet 5.1e (radio playout – spot interface)					
18.3.1	The solution must have the ability to build in rules to ensure all bookings conform to both clients and radio broadcast requirements. Once the spot is booked the corresponding title and metadata needs to be exported to the playout system to create the spot (audio is attached to the spot at this time).		5	5	
18.3.2	The solution should do this by providing a delimited file to create the spot title within the DIRA playout system and the Dalet playout system.		5	5	
18.3.3	The solution needs to seamlessly provide a schedule to the playout system. The schedule must accept all break types as required by commercial enterprises.		5	0	
18.3.4	Item scheduled must be classified as per the attached table 1 (DIRA Requirements)		5	5	
18.3.5	The solution should be able to deliver a delimited file according to the following formats to export		5	5	

	schedule to the playout system: ASR-XX-DDMMYY.txt.				
18.3.6	The solution must be able to accommodate the number of characters sold in a live read. This live read need to be sent to the playout system including special characters (ASCII and unicodes).		5	5	
18.3.7	The solution must be able to accept the as run report from the playout system DIRA and Dalet and automatically reconcile the date.		5	5	
18.4. DALET – Galaxy, Media Asset Management					
New solution should have ability to seamlessly integrate with DALET, to perform the following:-					
18.4.1	To send media placeholders for auto creation at any given time period.		5	5	
18.4.2	To send associated rights to assist in pushing and getting files ready to different platforms for broadcast.		5	5	
18.4.3	To send transmission schedule, in order to allow for creation of the rundown.		5	5	
18.4.4	To send programme changes as and when required		5	0	
18.4.5	To receive media segmentation file including open and closed captions for inclusion in the final transmission schedule. Information sent to the new solution, must enable extraction of FC sheet information where need be.		5	5	
18.4.6	Solution must be able to do direct query in DALET.		5	5	
18.4.7	Solution must be able to receive updated version of the programme for different platforms and repeats.		5	5	
18.4.8	Solution to send reconciliation file to update runs/rights of elements.		5	5	
18.5 SABC Digital platforms (SABC Social Media Pages, SABC Websites and Mobile Applications including OTT)					
18.5.1	Solution must be able to integrate with the digital platforms for the following:- <ul style="list-style-type: none"> ○ Television broadcast schedule = 1 point ○ EPG Schedule = 1 point ○ Rights management = 1 point ○ As run logs = 1 point ○ Program reconciliation = 1 point ○ Adverts (primary & secondary) = 1point 		6	6	
18.5.2	Solution needs to be able to receive AsRun logs from different platforms for reconciliation purposes. SABC Social media pages but not limited to the below: <ul style="list-style-type: none"> ● Twitter = 1 point ● Facebook = 1 point ● Instagram = 1 point ● SABC Website = 1 point ● SABC Mobile applications = 1 point ● OTT = 1 point ● DTT/DTH = 1 point 		7	5	

18.6 Pebble Beach (PB) – Marina					
Solution must perform the following: -					
18.6.1	Solution to send final transmission schedule to Pebble Beach (both main and DR) simultaneously.		5	5	
18.6.2	Solution to successfully receive AsRun logs/broadcast log file for reconciliation purposes.		5	5	
18.6.3	Solution must adapt to the PB format and structure.		5	5	
18.7 Electronic Programme Guide (EPG) interface					
18.7.1	Solution must have capability of allowing EPG information to be captured efficiently and effectively on programme title and episode level.		5	5	
18.7.2	Solution must enable basic editing function to be utilised and allow SABC to set maximum number of characters to be allowed to have full description (synopsis and generic description) to be captured and made available.		5	5	
18.7.3	Solution must allow for episodic, season and series EPG.		5	5	
18.7.4	Solution to integrate with the metadata sources.		5	5	
18.7.5	Solution to export EPG/catalogued data amongst others but not limited to: <ul style="list-style-type: none"> • Real time via web service/XML =1 point • Excel format e.g excel =1 point • Flat file/format e.g csv =1 point 		3	3	
18.7.6	The EPG/Catalogue data must be made available to all platforms for a defined period. Platforms examples are amongst others but not limited to: <ul style="list-style-type: none"> • SABC website = 2 points • SABC Social media pages = 2 points • SABC Mobile applications i.e VOD/OTT= 2 points • To a repository (SFTP)/bucket to allow external stakeholders retrieve information from there and convert to their specific required format = 2 points 		8	6	
18.7.7	Solution must allow for different EPG structures and formats to be exported at once to cater for different stakeholders. <ul style="list-style-type: none"> • EPG System (CASIS) = 5 point • Multichoice- DSTV= 5 points 		10	10	
18.8 IMONITOR/DIGITAL MUSIC TRACKING SYSTEM					
18.8.1	The solution must be able to send programme schedule to Imonitor.		5	5	
18.8.2	The solution must be able to send play history report including AsRun log.		5	5	

18.9 EDL – Enterprise Digital Library					
	The SABC is in the process of procuring an Enterprise Digital Library solution (EDL) which is likely to happen in early 2022				
	The SAMS is required to integrate with EDL to accommodate the following functionality:				
18.9.1	The ability to synchronise the placeholder record (metadata) with the delivered content on the EDL and update if content is available		5	5	
18.9.2	The ability to update and synchronise the content rights to the EDL to enable effective content rights management. The metadata from SAMS is core and integration essential to have the EDL carry a record of the DRM and content management control for its archival storage management rules and orchestration.		5	5	
18.9.3	The ability to synchronise the live and upcoming schedules from the SAMS system to EDL to avail content for playout.		5	5	
18.9.4	The EDL will be required to synchronise the media metadata with the SAMS as changes occur		5	5	
18.9.5	The Bidder will need to carry the cost to enable the required API or similar integration (with relevant licensing) and will need to add it as a separate line item in the bill of material costing.”		5	5	
18.9 OTHER INTEGRATION POINTS REQUIRED (Telmar, Ariana)					
18.10.1	Solution to ensure seamless integration of programme schedule to external systems via FTP/SFTP		5	5	
18.10.2	Solution must be able to send programme and adverts scheduled to Ariana and receive audience rating file		5	5	
18.10.3	Solution must be able to send programme and scheduled adverts with Telmar and receive audience rating file.		5	5	
18.10.4					
19. AUDIT					
19.1	The solution must keep track of the full comprehensive audit trails for approvals, creations, changes, updates and deletions. <ul style="list-style-type: none"> User who performed the action =1 point Date/time stamp, =1 point Type of change/Action performed =1 point Old and new value =1 point 		4	4	
19.2	Audit trail search function		5	5	
19.3	Audit trail log trimmings		5	5	
19.4	Audit trail log archiving		5	0	
20. HARDWARE, SOFTWARE AND APPLICATION REQUIREMENTS					

20.1	Active high availability solution with the option to change to passive high availability upon implementation for hardware, database and application. <ul style="list-style-type: none"> Active/active= 10 points Active/passive = 5 points 		15	5	
20.2	SABC requires HP Hardware/equivalent		5	5	
20.3	Secure https website for e-commerce integration into the back-end system being proposed.		5	5	
20.4	Bidders to provide full solution diagram depicting test, QA, UAT, Production high availability.		5	5	
20.5	SABC requires Microsoft SQL server/Oracle database/Equivalent		5	5	
20.6	SABC requires Microsoft windows/Redhat Linux/Equivalent		5	5	
20.7	Decision of how the solution will be hosted, will depend on what is cost effective, flexible and effective for the SABC, i.e. <ul style="list-style-type: none"> on premise OR Full Cloud based located in South Africa OR Hybrid based cloud = 10 points 		10	10	
20.8	Solution must provide DR support.		5	5	
20.9	Solution must have both system and database back-up and integrate with Veritas netbackup.		5	5	
20.10	Bidder to provide solution for remote access clients using Wide Area Network Clients i.e <ul style="list-style-type: none"> Citrix service = 2 points Microsoft remote desktop services = 2 points 		4	2	
20.11	All the components should come with a minimum of five (5) year 24/7 support and maintenance		5	5	
20.12	The bidder to provide client application to be compatible with Microsoft Windows, Android and iOS operating systems.		5	5	
20.13	The bidder to provide client application that is web or desktop based.		5	0	
20.14	Multiple versions of the client application should be able to run on users desktop/computer on the same time.		5	5	
20.15	Allow users to connect and work on the system remotely without system response being negatively impacted.		5	0	
20.16	Solution must allow for at least 150 concurrent active users without negatively affecting response time.		5	5	
20.17	Bidders must provide the SABC with different licencing models: <ul style="list-style-type: none"> If the solution is on premises, the licencing must be perpetual for both application and database access. =1 point Allow for unlimited number of users. =1 point Unlimited number of channels and stations and no restrictions on geographic location of users. =1 point 		4	3	

	<ul style="list-style-type: none"> Unlimited number of Social media platforms. =1 point 				
20.18	Solution must have multiple testing environments to be put in place, for testing, training and UAT purposes at no extra licensing cost implications.		5	0	
20.19	All Disaster Recovery licences for the application and database must be provided.		5	5	
21. USER MANAGEMENT, ADMIN AND CONFIGURATION					
21.1	<p>SABC with the assistance from the vendor must be given full access to manage the following but not limited to:</p> <ul style="list-style-type: none"> all configuration changes = 1 point parameters settings= 1 point drop down lists = 1 point categorizations = 1 point different types of elements and material = 1 point 		5	4	
21.2	<p>SABC with the assistance from the vendor must be given full configuration access to the following but not limited to:</p> <ul style="list-style-type: none"> to create and update any platform (all radio stations, TV channels, digital platforms), =1 point to setup different audience ratings categories. =1 point to create different time intervals per platform =1 point to Create and amend different break types. =1 point to automatically generate a unique identifier for each type of material. =1 point to create channels/station grouping categories (i.e Public Commercial Stations (PCS) and Public Broadcast Services (PBS) =1 point to create and amend different types of broadcast/transmission elements = 1 point 		7	5	
21.3	Allow the SABC to manage the roles rights, privileges and permissions		5	5	
22. SECURITY REQUIREMENTS					
22.1	Preferred single sign-on via Windows Active Directory integration.		5	0	
22.2	<p>In the event that there is no window active directory integration, the following parameters will need to be adhered to:</p> <ul style="list-style-type: none"> Password Expiration date, every 30 days= 1 point Password complexity = 1 point Password length (minimum of 8 characters) = 1 point 		5	4	

	<ul style="list-style-type: none"> Password remembered. (10 times) = 1 point Account lock-out after 3 unsuccessful attempt = 1 point 				
22.3	<p>The following security parameters will need to be adhered to:</p> <ul style="list-style-type: none"> IDLE_TIME 15 minutes = 1 point PASSWORD_REUSE_TIME 365 days = 1 point PASSWORD_LOCK_TIME 1 day = 1 point INACTIVE_ACCOUNT_TIME 90 days 1 point 		4	0	
23. PLATFORMS TO BE CATERED FOR					
SABC requires a solution that caters for the platforms listed below, including pop-up channels (Tv & Radio) at NO additional cost. The pop-up channels will be utilised for a limited period and should allow for commercialization as well. Solution should allow for expansion on number of platforms any point.					
23.1	<p>All SABC TV Channels, (minimum 8) – 5 points</p> <ul style="list-style-type: none"> Including TV popup channels, At No additional license fee/charge – 10 points TV popup channels With additional license fee – 0 points 		15	0	
23.2	<p>All SABC Radio stations, (minimum 19) - 5 points</p> <ul style="list-style-type: none"> Including Radio popup channels, at No additional license fee/charge – 10 points Radio pop-up stations With additional license – 0 points 		15	0	
23.3	<p>All SABC digital platforms</p> <ul style="list-style-type: none"> SABC Social media pages, - 5points SABC Websites - 5 points SABC Mobile applications including OTT – 5 points 		15	0	
24. TRAINING, REFERENCE AND FUNCTIONALITY MANUALS					
24.1	Training manuals must be made available		5	5	
24.2	<p>Online help – must be available with:</p> <ul style="list-style-type: none"> audio = 2 points Screenshot per section in the system = 3 points 		5	2	
24.3	SABC internal Support team must also be extensively trained with relevant detailed material.		5	5	
24.4	Training to be conducted for both Learning and Development department and users.		5	5	
24.5	SABC requires reference or help guide from the bidder		5	0	

25. GENERAL					
25.1	Allow different colour schemes to be used to identify and be cognisant of the status of an element amongst others but not limited to: <ul style="list-style-type: none"> • Genres = 1 point • Statuses = 1 point • Close to expiry = 1 point • Repeat score count = 1 point • TX Element change on schedule = 1 point • Missing material = 1 point 			6	5
25.2	Solution must allow the user to define their own layout			5	5
25.3	Solution must be able to identify and flag the below but not limited to : <ul style="list-style-type: none"> • gaps = 1 point • warnings = 1 point • discrepancies = 1 point • overlaps = 1 point • errors = 1 point 			5	4
				2261	2045

Bidders who obtain less than the minimum threshold of 2045 points will be declared non-responsive and will be eliminated from further evaluation. (Evaluation Phase 2)

12 TENDER RESPONSE FORMAT

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

12.1 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.

The response to technical requirements must state “Comply” or “Non-Comply.” The vendor must further specify how the system/product meets or differs, for each aspect as stated below, including references or supporting information to clarify the response. A mere “Comply” or “Partially Comply” statement or no response, without detail shall be seen as “Non-Compliant” and will be scored as such.

12.2 Pricing Breakdown Model

12.2.1 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).

12.2.2 Bidders must provide a detailed cost breakdown by pricing all items for the delivery of **a total solution** (both hardware and software) as per the

specification. All deviations should be stipulated as options with the indicative unit prices.

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

12.2.4 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.

13 EVALUATION CRITERIA

Bidders should note that only bidders who meet the **Mandatory requirements** 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 three stages of evaluation based on the criteria below:

- The tender submission will be evaluated out of maximum of **2261 points** and a set minimum threshold of **2045 points** for the Phase 1 evaluation and should the bidder/s not meet the minimum required points of **2045** 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 **135 points** and set minimum threshold of **115 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 Phase 3 -Practical Demonstration for the top qualifying bidders of Phase 2. The Phase 3 evaluation will be evaluated out of a maximum of **90 points** and set minimum threshold of **68 points** – All bidders achieving less than the set minimum threshold of **68 points** will not be evaluated further on Price and BBEE Preference (10) points.
- Bidders who met the set minimum threshold from Phase 3, will be evaluated further on Price and BBEE.

13.1. PHASE 2: FUNCTIONALITY EVALUATION CRITERIA:

Evaluation Area	Evaluation Criteria	Max. Points	Min. Points
Portfolio of experience and references	Bidder to provide/submit a minimum of three (3) valid reference letter(s) from clients operating in broadcasting environment where scheduling and advertising management systems were	30	25

	<p>successfully implemented within the last ten (10) years. Valid reference letters that will be considered MUST have the following:</p> <ul style="list-style-type: none"> • Must be on a previous client letterhead or traceable corporate email address • the scope of work conducted must include both scheduling and advertising management system. • May indicate the number of users for the solution implemented, where applicable. • Must be duly signed with the name of the signatory reflected from the letter or email with contactable client details. <p>Number of Valid Reference Letters</p> <ul style="list-style-type: none"> • Greater than 3 valid reference letters or emails from clients = 30 points • 3 valid reference letters or emails from clients = 25 points • Less than three valid reference letters or emails from clients = 0 points 		
<p>Installation and configuration</p>	<p>Provide detailed information regarding the installation & configuration e.g. commissioning and warranty on installation. The tender response should also include a projected timeframe for the completed project.</p> <ul style="list-style-type: none"> • Commissioning = 10 points • Warranty on installation = 10 points 	<p>20</p>	<p>20</p>
<p>Maintenance and support</p>	<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, patch releases, configuration, for the duration of the contract, must be included at no additional cost. = 10 points (If the solution upgrades, patch releases, for the duration of the contract, are at additional costs to SABC = 0 points) • Allow for customisation to be done during the course of the contract = 5 points <p>For Application, hardware and software</p> <ul style="list-style-type: none"> • A 24/7 support from the bidder = 5 points • Provide a sample of Service Level Agreement based on Terms and Conditions of this bid = 5 points • Provide call logging procedures including contact details for fault resolutions and escalation = 5 points • Minimum 5-year maintenance and support with all parties (Awarded bidder, reseller and SABC) = 10 points (NB: with the 	<p>40</p>	<p>30</p>

	possibility of extending to 15 years after the initial 5 years has expired).		
Project Implementation and commissioning	Provide a project plan detailing the approach to be used in delivering the solution as per requirement. Include anticipated timelines and project duration (from time of contract approval) <ul style="list-style-type: none"> • 9 months – 12 months = 15 points • 12 months – 18 months = 10 points • More than 18 months = 0 points <i>(Bidders must note that penalties will be levied should the timelines submitted not be adhered to. Delays from the SABC side will not be penalised for.)</i>	15	10
Training, Reference and Functionality manuals	Provide overview of training approach as part of project deployment (including development of training material) <ul style="list-style-type: none"> • System administrator training = 5 points • Technical administrator training = 5 points • User training = 10 points • Bidder must commit to provide media clips and manuals (hardcopy and pdf copies) for technical and user training, including online references as part of their training delivery = 10 points 	30	30
Total		135	115

Bidders who obtain less than the set minimum threshold of **115 points** will be declared non-responsive and will be eliminated from further evaluation.

13.2. PHASE 3 – DEMONSTRATION OF PRODUCT SOLUTION

Bidders need to demonstrate their product solutions for the following:

The main objective of the practical evaluation is to be given the opportunity to demonstrate the system, its operational simplistic or complex workflows, functions and user interface controls for the experts and operational teams.

The following needs to be show cased to demonstrate the listed evaluation points:

Demonstration must be in line with Document E– Section 3 of the detailed technical specification Document.

Evaluation Criteria	Max. Points	Min. Points	Practical Compliance function demonstrated
•Does the job, meets criteria = 3			

•Doesn't meet the job = 0			
Part 1:			
Contract and rights management (for programming and adverts)	3	3	
Management of Generic Schedule or Needs Requests (for TV Only)	3	3	
Management of Long-Term Planning Schedule (for TV Only)	3	3	
Management of Transmission Schedule (for TV Only).	3	3	
On-air Management (for TV Only)	3	3	
Advertising Management – Bookings (for TV, Radio & Digital Platforms)	3	3	
Integration to E-commerce – Bookings and payments (for TV, Radio & Digital Platforms)	3	3	
Costing and projecting the Schedule – Cost Benefit Analysis (for TV Only)	3	3	
VOD – Video on Demand – also known as non-linear scheduling (for TV Only)	3	3	
Reconciliation of Planned versus Broadcasted Elements (for Everything scheduled and broadcasted on all Platforms)	3	3	
Management of ICASA quotas (for TV Only)	3	3	

Reports (for All Platforms across the solutions)	3	3	
Business Rules (for All Platforms across the solutions)	3	3	
Search (for All Platforms across the solutions)	3	3	
Processing of Changes	3	3	
Workflow Approvals	3	3	
Audit	3	3	
User Management, Administration & Configuration	3	3	
Security Requirements	3	3	
TOTAL	57	57	
Part 2:	INTEGRATION		
Evaluation Criteria <ul style="list-style-type: none"> •Effective - beyond our requests = 3 •Does the job, meets criteria = 2 •Operation difficult to demonstrate but possible = 1 	Max. Points	Min. Points	Practical Compliance function demonstrated
<ul style="list-style-type: none"> • SAP (ERP) 	3	1	
<ul style="list-style-type: none"> • Data Warehouse 	3	1	
<ul style="list-style-type: none"> • Dira! (radio playout – spot interface) 	3	1	
<ul style="list-style-type: none"> • Dalet 5.1e (radio playout – spot interface) 	3	1	

• DALET – Galaxy, Media Asset Management	3	1	
• Pebble Beach – Marina	3	1	
• Electronic Programme Guide (EPG) Interface (CASIS)	3	1	
• Imonitor (Digital Music Tracking System)	3	1	
• Ariana	3	1	
• Telmar	3	1	
• Media host	3	1	
	33	11	
TOTAL POINTS	90	68	76%

Bidders who obtain less than the minimum threshold of **68 points** will be declared non-responsive and will be eliminated from further evaluation. (BBBEE and Price)

NB: Shortlisted bidders will be required to bring their product to the SABC for demonstration and/or through online demonstration of product solution.

13.3. PHASE 4 - PRICE AND BBBEE

The bid responses will be evaluated on the 90/10-point system. Bidders are to provide detailed breakdown of all direct and indirect costs associated with the contract, including licence fees if any. Bidders must provide original or certified B-BBEE certificates or sworn affidavits in order to get preference points.

13.4. Financial Stability

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

FINANCIAL STABILITY

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

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

13.5. Objective Criteria

- 13.5.1. The SABC reserve the right not to consider proposals from bidders who are currently in litigation with the SABC.
- 13.5.2. 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.
- 13.5.3. 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.

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 **90/10** system for requirements with a Rand value above R50 million (all applicable taxes included).

1.2 The value of this bid is estimated to be above R50 million (all applicable taxes included) and therefore the.....**90/10**.....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	90
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	10
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:

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

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

15.1 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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8

6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	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.
.....

SIGNATURE(S) OF BIDDER(S)

2.

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	<p>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).</p> <p>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.</p>	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 **RFP/IT/2020/54**

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 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 _____ 2022

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

GUIDELINES FOR BRIEFING SESSION

Applicable where Briefing Sessions are not compulsory or mandatory:

Due to the Covid-19 pandemic, and in compliance with National Treasury Instruction Note 5, institutions are advised as far as possible to avoid convening briefing sessions. **Therefore, a non-compulsory briefing session will be held online via MS Teams. The link has been provided on the cover page of this RFP document.**

- Bidders are requested to submit their queries related to the bid via email
- Bidders must send their queries to the Bid Office via the email tenderqueries@sabc.co.za
- The queries must be submitted at least within 10 days after the tender has been advertised on the SABC Website.
- The Bid Office will forward the queries to the Bid Specification Team for relevant response.
- All queries and responses will be consolidated into a schedule of questions and answers and published on all the platforms that were utilized to advertise the tender within 5 days after the query deadline.