



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

**REQUEST FOR PROPOSAL (RFP)**

**RFP NUMBER: RFP/COM/2021/63**

**RFP TITLE: A PANEL OF SERVICE PROVIDERS FOR CREATIVE AGENCIES FOR  
A PERIOD OF 12 MONTHS**

**EXPECTED TIMEFRAME**

<b>BID PROCESS</b>	<b>EXPECTED DATES</b>
Bid Advertisement Date	13 December 2021
Bid Documents Available From	National Treasury's tender portal ( <a href="http://www.etenders.gov.za">http://www.etenders.gov.za</a> ) SABC Website ( <a href="http://www.sabc.co.za/sabc/tenders/">http://www.sabc.co.za/sabc/tenders/</a> )
Bid Closing Date and Time	07 February 2022 @ 12pm
Contact details	<a href="mailto:tenderqueries@sabc.co.za">tenderqueries@sabc.co.za</a>
Preference point system	Either 80/20 or 90/10 (whichever is applicable)

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

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

**ENSURE THAT YOUR LINKS FOR WE-TRANSFER AND GOOGLE DROP BOX SHOULD EXPIRE AFTER 30 DAYS FROM THE DAY OF SUBMISSION**

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

## 1. PREQUALIFICATION CRITERIA

All bidders must submit the following document as prescribed by PPPFA guidelines 2017(as amended)

**ALL BIDDERS THE BIDDER MUST MEET AT LEAST ONE OF THE B-BBEE PRE-QUALIFICATION CRITERIA's LISTED BELOW.**

CRITERIA	COMPLY/NOT COMPLY
EME or QSE with B-BBEE Status Level 1 owned by black people	
EME or QSE which is at least 51% owned by black people who are military veterans	

**NON-COMPLIANCE TO THE PRE-QUALIFICATION CRITERIA WILL RESULT IN AUTOMATIC DISQUALIFICATION. BIDDERS WHO SUBMIT INCOMPLETE OR INVALID SWORN AFFIDAVIT WILL ALSO BE DISQUALIFIED. VERIFICATION OF THE EME OR QSE STATUS WILL BE DONE BASED ON THE BIDDERS FINANCIAL STATEMENTS OR MANAGEMENT ACCOUNTS. ONLY VALID DOCUMENTS WILL BE CONSIDERED. SABC RESERVES THE RIGHT TO DISQUALIFY ANY BIDDERS WHOM THEIR FINANCIAL STATEMENTS PROOFS THAT NO LONGER FALL WITHIN EITHER EME OR QSE B-BBEE STATUS. TO QUALIFY, THE BIDDER MUST MEET GENERIC REQUIREMENTS AS STATED ABOVE.**

## 2. MANDATORY DOCUMENTS

**All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be dis-qualified and will not be considered for further evaluation**

- 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 authorised official.

**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 BBEE Certificate (from SANAS accredited Verification Agency)
- 3.3 Central Supplier database (CSD) Proof of registration (full CSD profile)
- 3.4 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
  - 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.**

- 3.5 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.
- 3.6 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 3.7 Certified copy of Shareholders' certificates.
- 3.8 Certified copy of ID documents of the Directors or Members.
- 3.9 Last three years audited/reviewed financial statements OR the Companies Management Accounts.

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

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## **DOCUMENT A**

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

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

- 1.1 Bidders are required to complete and sign the RFP Document and initial all pages (including proposal and brochures).
- 1.2 During the COVID-19 pandemic, bidders may submit bids in the tender box or electronically until further notice as follows:

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

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

- Bids must be submitted in one (1) original, two (2) copies of the original and 1 (one) soft copy on a 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.
- It is a bidder's responsibility to ensure that all electronic submission links does not have an expiry date. SABC would not be held liable for any bids links that expires

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

Bids submitted electronically must adhere to the following:

- The single point of entry is [RFPSubmissions@sabc.co.za](mailto:RFPSubmissions@sabc.co.za).
- Electronic submissions must be submitted in a PDF format that is protected from any modifications, deletions or additions.
- Financial/pricing information must be presented in a **separate** attachment from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.

- All electronic submissions must be prominently marked with the full details of the tender in the email subject line namely Bidder's Name, Tender No and Tender Title.
- Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
- Tender submission emails received after submission date and time will be declared late bid submissions and will not be accepted for consideration by SABC.

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

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

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

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

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

### **3.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS**

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

### **4.0 SCHEDULE OF QUANTITIES**

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

### **5.0 BID PRICES**

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

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

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

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

## **7.0 ACCEPTANCE OF PROPOSALS**

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



- 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](mailto: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 BBBEE points
- 14.6 QSEs have to comply with all elements
- 14.7 Start-up enterprises are verified similar to EMEs, but can opt to be rated using the QSE and Generic Scorecard
- 14.8 QSE with at least 51% black ownership or above are only required to obtain a sworn affidavit on an annual basis with a confirmation of turnover and black ownership
- 14.9 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that B-BBEE status level certificate under the consortium name is submitted.
- 14.10 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 14.11 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 14.12 A bidder will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME

that has the capability and ability to execute the sub-contract.

- 14.13 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

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

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

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

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

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

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

**END OF DOCUMENT A**

## **DOCUMENT B**

### **GENERAL CONDITIONS OF PROPOSAL**

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

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

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

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

#### **3.0 WARRANTY**

- 3.1 If there are any defects arising from failure of goods to meet the specifications within the period specified in the contract, the Bidder shall replace the defective items at his expense or shall refund the SABC such costs as the SABC may incur in replacing such defective item. The Bidder shall also bear the cost of transporting replaced/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 deem fit
- 15.7 award a contract in connection with this bid at any time
- 15.8 award only a portion as a contract
- 15.9 split the award of the contract to more than one Supplier
- 15.10 make no award of a contract.

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

**END OF DOCUMENT B**

## **DOCUMENT C**

### **QUESTIONNAIRE TO BE COMPLETED WHEN BIDDING**

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

<b>1. Company's Treasury CSD unique registration reference number.</b>	
<b>2. Have your company been issued with a SARS Compliance Status PIN.</b>	
<b>3. If yes, please provide PIN number. The provision of the PIN will be construed as your permission to SABC Procurement to access your tax status on-line.</b>	
<b>4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?</b>	
<b>5. If so, state your VAT registration number and original current tax clearance certificate to be submitted</b>	
<b>6. Are the prices quoted fixed for the full period of contract?</b>	

7. Is the delivery period stated in the bid firm?	
8. What is the address in the Republic of South Africa where an item of the type offered by you may be inspected preferably under working conditions? (Where Applicable)	
9. What is the approximate value of stock in the Republic of South Africa for this particular item? (If required).	
10. Where are the stock held?	
11. What facilities exist for servicing the items offered?	
12. Where are these facilities available?	
13. What are the names and addresses of the factories/suppliers where the supplies will be manufactured and may be inspected, if required?	

\*

ALSO INDICATE WHICHEVER IS NOT APPLICABLE

**END OF DOCUMENT C**

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

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

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

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

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number: .....

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

.....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

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

<sup>1</sup>“State” means –

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

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

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

2.7.1 If so, furnish the following particulars:

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

.....

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

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

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

2.8.1 If so, furnish particulars:

.....

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
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?

2.9.1 If so, furnish particulars.

.....

.....

2.10 Are you, or any person connected with the bidder, **YES/NO**  
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?

2.10.1 If so, furnish particulars.



.....

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**  
of the company have any interest in any other related companies  
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.**

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

#### **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

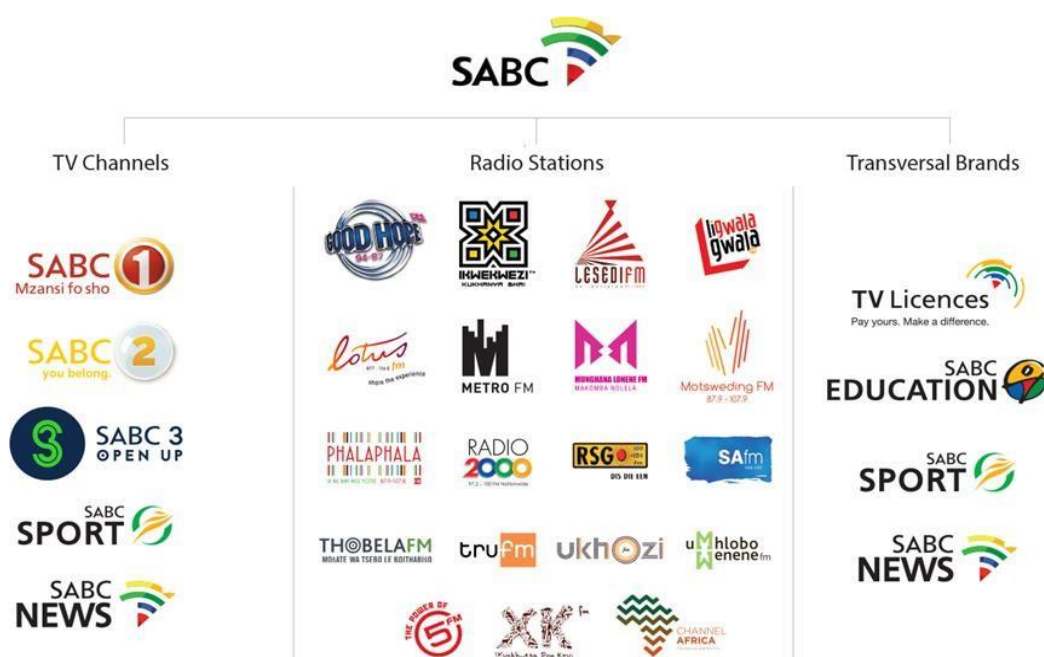
The SABC is the only Public Broadcaster in South Africa whose mandate is to deliver an unparalleled public value proposition of educating, informing and entertaining all South Africans in eleven languages, by means of 19 radio stations and 5 television channels. Over the past few years, the SABC brand has suffered reputational damage due to maladministration and poor governance resulting in a lack of consumer confidence in its ability to deliver both revenue and audience. In this period, the Public Broadcaster has also lacked a strong brand voice that clearly communicates the characteristics of the SABC to the myriad of its stakeholders. The last major brand carried out by the SABC was more than 7 years ago. The organisation is in need of strong creative marketing campaigns both internally and externally that will bring the SABC's vision to life and affirm what the SABC brand stands for.

#### 2 SABC PORTFOLIO OF BRANDS

The SABC is mandated to deliver an unparalleled public value proposition of educating, informing and entertaining all South Africans in eleven languages, by means of 19 radio stations and 5 television channels. The Corporation provides content in all official languages, in multiple genres ranging from children's and educational programmes, drama, documentaries, news & current affairs, and top-revenue-grossing soap operas.

##### 2.1 SABC Brand Architecture

The SABC hybrid brand strategy aims to incorporate elements of both **the branded house** and **house of brands** models to give each brand a separate identity yet still be associated with the master brand or not, depending on context. The model assists the broadcaster in remaining relevant, widely accessible with services offered reflecting South Africa's demographic landscape. The SABC Radio brands' audience share is currently 73.2% (BRC RAM June 2020 data release) while SABC TV brands' audience share is 30 million per week.



### 3 MOTIVATION

In recent times, the SABC's reputation and competitive edge has been impacted by ongoing negative perceptions and media reports about the organisation within its key stakeholder groupings and this affects its ability to do business within the environment within which it operates. Added to this, the SABC has not driven distinct creative and advertising campaign to communicate its brand story, its key messages and those of its sub-brands.

With the help of creative agencies, the SABC will be able to engage a wider audience through their marketing channels, whether is via commercials, social media or through print ads or events.

Consumers are bombarded by advertising, therefore creative ads and artwork that cut through the constant noise and clutter are essential for success. More importantly creatives.

### 4 OBJECTIVES

- The SABC is looking for a panel of 3 Creative Services Agencies to manage its portfolio of brands which comprises of Radio TV and Transversal brands (SABC, Sport, News, TV license and Education).

- The creative agencies are expected to partner with these brands in offering services which will help meet each brand's marketing objectives over a period of 1 year.
- The various brands are currently at different phases of their brand life cycle and face different challenges and opportunities, the overall brand objectives for the next 1 year include (these could be subject to change and addition of specific brand objectives for each brand);

#### **4.1 Brand Positioning**

- Increasing brand visibility and awareness – top of mind drive
- Develop refreshed and consistent brand image (look and feel) to reflect audience expectations of their entertainment platforms
- Build audience loyalty and enhance brand reputation

#### **4.2 Defend Audience Share**

- Maintaining current audience share on performing brands
- Increase audience share for brands that have lost audiences over time

#### **4.3 Brand Relevance**

- Reinforce public value of our brands / CSI initiatives

#### **4.4 Commercialization of audience**

- Initiatives to assist in the commercialization of SABC audiences including but not limited to various media trading models and commercialization of key events and/or brand properties (revenue streams)

#### **4.5 Brand Innovation & Integration**

4.5.1 Integrated brand communications campaigns using relevant Omni-channel media strategies relevant to target audience as required for:

- Cohesion across all the SABC brands
- leveraging of Media spend and budgets
- Optimize reach and impact
- Demonstrating innovation and use of technology (AI etc)

- Being relevant and in tune with target audience and technology
- Alternative Revenue Stream Generation (SABC Ad-Venture partnerships)
- Creating a tangible customer experience with every engagement of the SABC and its brands
- Embracing digital platforms to cater for communications campaigns and messaging across both SABC owned and other media platforms (PR related)

## **5 SCOPE OF WORK**

In response to the unique positioning of each brand within the SABC, including its supporting business units, the SABC requires a creative powerhouse, made up of a careful blend of designers, developers, content writers, directors, a creative agency that will offer through-the-line brand communication services, which include the development of a brand strategy and creative concepts for each brand (reflecting each platform's unique positioning).

The SABC will need experts at designing and developing creative work for the online world in view of the surge in digital content in South Africa. In addition, the Corporation requires experts in producing outstanding billboards, media kits, pop-up banners, and understands the subtle impact of clever packaging, and the attention to detail in grabbing the attention of consumers. Finally, the SABC needs to return to being an iconic brand that captures the hearts of its audiences through memorable adverts.

The creative agency brand communication campaigns and interventions should address the objectives highlighted in point 4 above.

The services required from the three agencies which will form the panel of service providers are as follows:

Service	Short Description	Applicable Brands
Creative Strategy Development	Research and insights that inform the creative direction and design processes.	Mother brand and all sub-brands
Creative Execution	The execution of creative elements in line with the creative strategy, applied across all SABC brands with varying language requirements that meet all 11 official languages. The designs must work for a multi-channel approach including TV, Radio, Print Media, Out-Of-Home (OOH) Media and Digital Media.	Mother brand and all sub-brands
Campaign Creation	The conceptualization, creation and management of strategic brand campaigns that seek to build the SABC brands, generate leads and create affinity with our brands. The campaigns must include Above-The-Line (ATL), Below-The-Line (BTL) and Digital Media executions.	Mother brand and all sub-brands
Communication and Public Relations Support	The development of creative communication solutions that can support Public Relations efforts including paid placements, Sponsored Content, Influencer Marketing.	Mother brand and all sub-brands.
Brand Tracking and Monitoring	The tracking of our creative campaigns, monitoring performance against own targets and the competitive environment	Mother brand and all sub-brands
Experiential Activations,	The conceptualization of brand experiences, activations, and events. This includes the creative design and production of various brand elements.	Mother brand and all sub-brands

Promotions and Events		
Branding Collateral	The design and production of various branding items as required for brand building.	Mother brand and all sub-brands

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

In line with the objective of showcasing previous work and experience that illustrates the understanding of the requirements of the SABC brands; previous work that addresses the following scenarios should be presented:

### **6.1 Brand Positioning Campaign**

### **6.2 Campaign Effectiveness– audience/market response**

### **6.3 Integrated Marketing Communication Campaign – with digital component,**

### **6.4 Brand Innovation**

### **6.5 Understanding of different Market segments within South Africa – i.e. Below-the-Line Regional Activations**

### **6.6 Creative Strategy and Solutions**

Each case study submitted must include the following:



- 6.7 An overview of the brief given to the agency stipulating what the objectives and/or business challenges are to be addressed and/or achieved**
- 6.8 Campaign duration**
- 6.9 Overall campaign budget and/or spend against that budget**
- 6.10 Campaign tracking and return on investment measurement**
- 6.11 Over-all campaign results Achieved (SMART)**
- 6.12 Client reference for verification of the information provided in the case study**

## **7 TENDER RESPONSE FORMAT**

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

### **7.1 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.

## **7.2 Pricing Breakdown Model**

- 7.2.1 Bidders must provide a detailed cost breakdown by pricing all items for the delivery of **a total solution** as per the specification. All deviations should be stipulated as options with the indicative unit prices.
- 7.2.2 Supplier must provide the product specifications of the hardware and software of the items priced.
- 7.2.3 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.

## **8 EVALUATION CRITERIA**

Bidders should note that only bidders who met the **Pre-qualification Criteria** of the bid shall be evaluated further for Functionality (where indicated), Price and B-BBEE.

Responses will be evaluated 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.

During the evaluation process, the SABC may require a bidder's representative to answer questions with regard to the proposal and/or require certain bidders to make a formal presentation to the evaluation team.

### **8.1 Functionality Evaluation**

Bidders are evaluated based on the functional criteria (the experience, capability and capacity of the media buying agencies services) set out in the RFP. Only those bidders who score **sixty (60)** points or higher (out of a **possible 85**) during the functional evaluation will be evaluated further using 90/10 or 80/20 principle on their field of speciality.

Bidders are required to submit supporting documentation to confirm compliance with each requirement, where applicable

## 8.2 Functionality Criteria:

The tender responses will be evaluated on either 80/20 or 90/10-point system. The functionality will be evaluated based on the criteria below:

Evaluation Area	Evaluation Criteria	Max Points	Min Points
<b>Previous Experience</b>	<p>In line with the objective of showcasing previous work and experience that illustrates the understanding of the requirements of the SABC brands; previous work that addresses the following scenarios should be presented:</p> <ul style="list-style-type: none"> <li>○ Brand Positioning Campaign</li> <li>○ Campaign Effectiveness– audience/market response</li> <li>○ Integrated Marketing Communication Campaign – with digital component,</li> <li>○ Brand Innovation</li> <li>- 6.5 Understanding of different Market segments within South Africa – i.e. Below-the-Line Regional Activations</li> <li>○ Creative Strategy and Solutions</li> </ul> <p>Each case study submitted must include the following:</p> <ul style="list-style-type: none"> <li>○ An overview of the brief given to the agency stipulating what the objectives and/or business challenges are to be addressed and/or achieved</li> <li>○ Campaign duration</li> <li>○ Overall campaign budget and/or spend against that budget</li> <li>○ Campaign tracking and return on investment measurement</li> <li>○ Over-all campaign results Achieved (SMART)</li> <li>○ Client reference for verification of the information provided in the case study</li> </ul>	<b>30</b>	<b>20</b>

	<ul style="list-style-type: none"> <li>Showcase previous work done aligned to above-the-line (ATL) campaigns for any brands (accompanied by a reference letter from clients) (15)               <ul style="list-style-type: none"> <li>5 campaigns or more (10)</li> <li>2 campaigns and below (5)</li> </ul> </li> <li>List similar work done for any broadcasters (5)               <ul style="list-style-type: none"> <li>5 broadcasters (5)</li> <li>Less than 5 (0)</li> </ul> </li> </ul>		
<b>Capacity to deliver</b>	<p>Agency resources utilized to deliver on the brief presented. List of key project team members and areas of specification (Note radio stations in regions). (10)</p> <ul style="list-style-type: none"> <li>Enough people to work on the account (business unit director, client management/ liaison, research, strategists, traffic management, creative team) (5) (key personnel)</li> <li>Staff compliment/ organogram to show that they are able to handle the business and the different brands in accordance to SABC (mother brand, 19 radio stations, 5 tv channels, trade marketing) (5)</li> </ul> <p>Demonstrate your agency's financial management capabilities through client billings and supplier payments.</p> <ul style="list-style-type: none"> <li>Bidders to supply three (3) invoices accompanied by the three (3) respective statements which were issued to client and/ or suppliers.               <ul style="list-style-type: none"> <li>3 or more invoices and/ statements (10)</li> <li>Less than 3 invoices and/ statements (0)</li> </ul> </li> </ul>	40	

	<p>Amount of time it took for agency to deliver on brief pre and post event, demonstrated by number of debriefs and ability to solve queries and manage 3rd party suppliers <b>(10)</b></p> <ul style="list-style-type: none"> <li>○ Agency timelines from brief to execution, number of reverts and post campaigns; 2 weeks turnaround time.</li> <li>○ Revert from initial brief               <ul style="list-style-type: none"> <li>- 1 – 2 weeks (5)</li> <li>- 2 – 3 weeks (3)</li> <li>- 3 weeks or more (0)</li> </ul> </li> <li>○ Strategy and creative revert:               <ul style="list-style-type: none"> <li>- 2 - 3 weeks (5)</li> <li>- 3 - 4 weeks (3)</li> <li>- 4 weeks or more (0)</li> </ul> </li> </ul> <p>Changes from revert:</p> <ul style="list-style-type: none"> <li>- Within a week (5)</li> <li>- 1 – 2 weeks (3)</li> <li>- 2 weeks or more (0)</li> </ul> <p>Post campaign</p> <ul style="list-style-type: none"> <li>- 1 – 2 weeks (5)</li> <li>- 2 – 3 weeks (3)</li> <li>- 3 weeks or more (0)</li> </ul>		
<b>Implementation Plan</b>	In the case study presented please demonstrate from a research perspective your insights into the target	<b>55</b>	

	<p>audience's culture, language and geographical location considered <b>(10)</b></p> <ul style="list-style-type: none"> <li>• In the case study presented demonstrate the process followed in conceptualizing, planning, and executing a brand led event campaign. <b>(15)</b></li> <li>• Detailed project plan to be demonstrated in the case study, with reference to objectives, outcomes/ROI, event media mix and timeframe. <b>(30)</b></li> </ul> <ul style="list-style-type: none"> <li>- Brand Positioning Campaign (</li> <li>- Campaign Effectiveness– audience/market response</li> <li>- Integrated Marketing Communication Campaign – with digital component,</li> <li>- Brand Innovation</li> <li>- Understanding of different Market segments within South Africa – i.e. Below-the-Line Regional Activations</li> <li>- Creative Strategy and Solutions</li> </ul> <p>Each case study submitted must include the following:</p> <ul style="list-style-type: none"> <li>- An overview of the brief given to the agency stipulating what the objectives and/or business challenges are to be addressed and/or achieved</li> <li>- Campaign duration</li> <li>- Overall campaign budget and/or spend against that budget</li> <li>- Campaign tracking and return on investment measurement</li> </ul>		
--	---	--	--

	<ul style="list-style-type: none"> <li>- Over-all campaign results Achieved (SMART)</li> <li>- Client reference for verification of the information provided in the case study</li> </ul>		
<b>Brand Innovation and Culture Fit (SABC Specific)</b>	<p>Understanding of Broadcasting and SABC regulatory parameters <b>(5)</b></p> <ul style="list-style-type: none"> <li>• Understanding of processes and systems of a State-Owned Company such as the SABC <b>(10)</b></li> <li>• Agency Culture which fosters innovation and adaptability <b>(20)</b></li> <li>• Brand Extension opportunities identified for SABC future events demonstrated through innovative partnership and sponsorship opportunities identified on behalf of SABC with other agency clients/suppliers in your portfolio <b>(10)</b></li> <li>• Demonstrate Financial Management capabilities through client billings and supplier payments using SABC platforms as examples <b>(5)</b></li> </ul>	<b>50</b>	
Total Points			

**Functionality Threshold for Paper based Evaluation:**

Bidders who obtain less than threshold of **50** points **over 75** points will be declared non-responsive and will not be evaluated further for price and BEE.

### 8.3 BBEE and Price

The bid responses will be evaluated on either 80/20 or 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.

#### **8.4 Financial Stability**

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

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

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

#### **8.5 Objective Criteria**

- 8.5.1 The SABC reserve the right not to consider proposals from bidders who are currently in litigation with the SABC.
- 8.5.2 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.
- 8.5.3 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**

**Annexures to Document E:**





## **DOCUMENT F**

### **CONFIDENTIALITY**

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

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

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

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

\_\_\_\_\_

Bidder's contact person: Name : \_\_\_\_\_

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

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

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

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

**END OF DOCUMENT F**

DOCUMENT G

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

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

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

---

**1.0 GENERAL CONDITIONS**

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

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

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

1.3 Preference points for this bid shall be awarded for:

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

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

## POINTS

### 1.3.1.1 PRICE

80

### 1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION 20

**Total points for Price and B-BBEE must not exceed**

**100**

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The SABC reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the SABC.

## 2.0 DEFINITIONS

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

- 2.5      **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6      **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7      **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8      **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9      **“EME”** means any enterprise with an annual total revenue of R10 million or less as per the Amended Codes of Good Practice (COGP).
- 2.10     **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11     **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12     **“non-firm prices”** means all prices other than “firm” prices;
- 2.13     **“person”** includes a juristic person;

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

### **3.0 ADJUDICATION USING A POINT SYSTEM**

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

#### **4.0 AWARDED FOR PRICE**

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

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

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

Where

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

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = 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>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
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**

.....

.....

.....

.....

**Company Classification**

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

**9.6 Total number of years the company/firm has been in business? .....**

**9.7** 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?</p> <p>(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><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <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)?  <b>Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	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 bids<sup>1</sup> 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).<sup>2</sup> 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:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.**

**<sup>2</sup> 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 RPF XXXX

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 consortium<sup>3</sup> 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.

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

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.

SIGNEDat\_\_\_\_\_this\_\_\_\_\_day of \_\_\_\_\_2016

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

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

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

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

#### **WITNESSES:**

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

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

\_\_\_\_\_

**BIDDER**

**END OF DOCUMENT J**

**END OF THE REQUEST FOR PROPOSAL DOCUMENT**

## **ANNEXURE A: GUIDELINE FOR BRIEFING SESSION**

- The briefing session meeting will be arranged by means of an online session using the Microsoft TEAMS. Find below the link:-

**Join on your computer or mobile app**

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

- Bidders who have do not access to Microsoft Teams or similar enablers are kindly requested to advice of their interest to participate in the online briefing session by sending an email to [RFPSubmissions@sabc.co.za](mailto:RFPSubmissions@sabc.co.za) 3 days before the briefing session or they can visit our below stated offices to attend the virtual meeting.

**SABC Auckland Park**  
**Entrance 2**  
**Henley Road**  
**Radio Park**  
**Auckland Park**  
**Johannesburg**  
**2006**

- On the date and time of the briefing session, bidders will join via Microsoft Teams or similar enablers to attend the online briefing session meeting.
- On joining the meeting, bidders must join as their company names.
- Bidders who are unable to connect via Microsoft TEAMS or similar enablers are requested to submit their queries related to the bid via email. The aforementioned process will follow
- The dates and times of the briefing sessions is advertised on the National Treasury E-Tender Portal and the SABC Website.
- All queries and responses from the various briefings sessions will be consolidated into a schedule of questions and answers and communicated by publishing on the National Treasury E-Tender Portal and the SABC Website.



**ANNEXURE C: COSTING MODEL**

- **BIDDERS MUST STATE R 0. 00 FOR ANY ITEMS THAT THEY DO NOT PRICE FOR.**

<b>Service</b>	<b>Amount Exclusive of VAT</b>	<b>Amount Inclusive of VAT</b>		
Creative Strategy Development				
Creative Execution				
Campaign Creation				
Communication and Public Relations Support				
Brand Tracking and Monitoring				
Experiential Activations, Promotions and Events				
Branding Collateral				