

## REQUEST FOR QUOTATION

### SENTECH INVITES SUPPLIERS FOR:

<b>Project title:</b>	<b>END-TO-END PRODUCTION OF SENTECH CORPORATE PLAN</b>		
	SENTECH is looking for a service provider to produce the SENTECH Corporate Plan. The job will include Editing, Proofing, Design and layout, as well as printing the plan.		
<b>Quotation or Proposal no:</b>	<b>RFX 6000003093</b>		
<b>RFQ Issue date:</b>	<b>14 October 2025</b>		
<b>Closing date:</b>	<b>17 October 2025</b>		
<b>Closing time:</b>	<b>12h00</b>	<b>Validity period:</b>	<b>90 days</b>

You are invited to provide a quote to deliver the goods, services or works defined in the Scope of Work.

#### QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

<b>Quotations Administrator</b>	<b>Nosipho Lembethe</b>
<b>Telephone no:</b>	067 416 4720
<b>E-mail:</b>	<a href="mailto:Quotations4@sentech.co.za">Quotations4@sentech.co.za</a>

#### Form of Offer and Acceptance

##### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:**

(in \_\_\_\_\_ words)

.....

.....Rand;

R.....(in figures)

**THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE**

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

**For the  
tenderer:**

Name & signature of witness	<i>(Insert name and address of organisation)</i>    	Date
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**Acceptance**

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the  
Employer**

Name &  
signature of  
witness

*(Insert name and address of  
organisation)*

Date

## RFQ Data

### 1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

**1.1.** Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that they are tax compliant and that all required information is submitted to Sentech. Supplier's providing quotations must be registered on the Sentech Supplier Database.

#### **1.2. Quotations must be in a Company Letterhead.**

**1.3.** Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.

**1.4.** Quotations or Proposals must be fully completed and signed in BLACK ink.

**1.5.** Quotations must be submitted via Email.

**1.6.** The Tenderer undertakes to the Purchaser that it will treat as confidential the terms of this RFQ together with all the Purchaser's confidential information and will not disclose such confidential information to any person, firm or company (other than to its auditors and other professional advisers) or to the media, and will not use such confidential information other than for the purposes of this RFQ, subject always to any prior specific authorisation in writing by the Purchaser to such disclosure or use."

### 2. AWARD OF RFQ's

Sentech may appoint one or more suppliers, in whole or in part, or not appoint any supplier/s at all, and/or cancel the bid in its entirety, at Sentech's sole and exclusive discretion, in order to satisfy various needs which may be identified, and to manage certain risks associated with the supply of goods or services specified in respect of the Bid.

### 3. RATE OF EXCHANGE, CURRENCY FLUCTUATIONS AND CURRENCY

All bid prices quoted shall be in South African Rands (ZAR). If prices are in a foreign currency, the rate of exchange quoted shall remain fixed throughout the term of the agreement. Bidders will bear the risk

of and all cost/s associated with currency fluctuations, therefore Bidders shall be required to manage such risk in their bid price.

#### 4. GENERAL - PRICES

All prices shall be quoted in ZAR.

Unless written approval has been obtained from Sentech, no adjustment in contract prices will be made. Applications for price adjustment must be accompanied by documentary evidence in support of any adjustment.

#### 5. PRICE NEGOTIATIONS

Sentech reserves the right to negotiate market related prices and discounts. If market-related prices are not agreed to, Sentech reserves the right to cancel the Bid.

#### 6. EVALUATION CRITERIA

The evaluation criteria are stipulated in 7 below. It is the Bidder's responsibility to ensure that they have responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid

#### 7. RFQ EVALUATION METHOD

This RFQ will be evaluated as described in the table below.

<b>Evaluation Method</b>	<ol style="list-style-type: none"> <li>1. <b>Stage 1 – Administrative Responsiveness Evaluation</b> All the Quotations will be evaluated against the <b>Administrative responsiveness requirements</b> as set out in section 2 of the RFQ Data.</li> <li>2. <b>Stage 2 – Functional Evaluation Criteria</b> The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further.</li> <li>3. <b>Stage 3 – Price and Preference</b> Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20 Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.</li> </ol>
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#### 7.1. Mandatory Evaluation Criteria

Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria	Reference proof supplied by reference the page number where the information is located in your Tender submission
<b>NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.</b>			

## 7.2. Functional Evaluation Criteria

Functionality criteria	Proof Required	Points
<p>Years of Experience of the Service Provider in the Content Writing, Editing, Proofing), Graphic Design &amp; Layout, and Print Management industry</p> <ul style="list-style-type: none"> <li>• <b>More</b> than 15 years of experience.....15 points</li> <li>• Between 10 to 15 years of experience.....10 points</li> <li>• Between 5 to 9 years of experience .....5 points</li> <li>• Less than 5 years of experience.....0 points</li> </ul>	<p>Detailed Project list with the following:</p> <p><b>Project Name</b>  <b>Customer Name</b>  <b>Description of Service</b>  <b>Start Date of the Project</b>  <b>End Date of Project</b>  <b>Contact Details of Customer</b></p> <p>Start Date of the projects will be used to calculate number of years' experience in the industry</p>	15
<p>Years of experience and qualifications in Content Writing, Editing and Proofing of Resource to be deployed at Sentech</p> <ul style="list-style-type: none"> <li>• <b>More</b> than 15 years of experience.....15 points</li> <li>• Between 10 to 15 years of experience.....10 points</li> <li>• Between 5 to 9 years of experience .....5 points</li> <li>• Less than 5 years of experience.....0 points</li> </ul>	<p>Curriculum Vitae of the Content Writing, Editing and Proofing Resource</p> <p><b>(Should the content writer, editor and proofing specialist be different team members please send all CVs)</b></p>	15
<p>Years of experience and qualifications in Graphic Design &amp; Layout of Resource to be deployed at Sentech</p> <ul style="list-style-type: none"> <li>• <b>More</b> than 15 years of experience.....15 points</li> <li>• Between 10 to 15 years of experience.....10 points</li> <li>• Between 5 to 9 years of experience .....5 points</li> <li>• Less than 5 years of experience.....0 points</li> </ul>	<p>Curriculum Vitae of the Graphic Design &amp; Layout Resource</p>	15

<p>Years of experience and qualifications Quality Assurance in Content Writing</p> <ul style="list-style-type: none"> <li>• <b>More</b> than 15 years of experience.....15 points</li> <li>• Between 10 to 15 years of experience.....10 points</li> <li>• Between 5 to 9 years of experience .....5 points</li> <li>• Less than 5 years of experience.....0 points</li> </ul>	<p>Curriculum Vitae of the Quality Assurance Resource</p>	<p><b>15</b></p>
<p>Provide a detailed portfolio of soft copy (Email or USB) of previously published and client approved work.</p> <p><b>(Not older than 3 years from the time date of RFQ Advert)</b></p> <p>8+ examples of corporate plan.....20 Points  5 to 7 examples of corporate plan .....15 Points  3 to 4 examples of corporate plan .....5 Points  Less than 3 examples of corporate plan.....0 points</p>	<p>Soft copy of previous projects <b>(specifically Corporate Plan or Integrated Report)</b></p> <p><b>(Not older than 3 years from the time date of RFQ Advert)</b></p>	<p><b>20</b></p>
<p>Demonstrate referrals through testimonials in the Writing, Editing, Proof Reading (Publishing), Graphic Design &amp; Layout</p> <p><b>(Not older than 3 years from the time date of RFQ Advert)</b></p> <p>More than 8 Letters.....20 points  5 to 7 Letters.....15 points  3 to 4 Letters.....10 points  Less than 3 Letters.....0 points  No letter attached.....0 points</p>	<p>Attach letters of referral OR testimonials from previous Customer that you have serviced.</p> <p><b>Letters must be on the official letterhead of the customer</b></p>	<p><b>20</b></p>
<p>Methodology and approach clearly describing the workflow for Content Writing, Editing, Proofing, Graphic Design, and Quality Assurance clearly showing the link and customer interface between Service Provider Team and the Sentech Teams during the project. Methodology must also highlight the supporting project resources that will assist with the implementation of the project.</p> <p><b>Evaluation indicators:</b></p> <ul style="list-style-type: none"> <li>• <b>Excellent methodology</b> – Comprehensive end- to-end Methodology and Proposal. This is covering over and above the minimum specifications =35 points</li> <li>• <b>Good methodology</b> – End-to-end Methodology and Proposal in line with the minimum defined Scope of Work =20 points</li> <li>• <b>Average methodology</b> – End-to-end Methodology and Proposal with one or more critical requirements missing = 10 points</li> </ul> <p><b>No methodology attached</b> OR Methodology and Proposal does have any solution linked to requirements =0 points</p>	<p>Attached detailed Methodology and Proposal</p>	<p><b>35</b></p>

<b>Qualifying Score: 110 points out of 135</b>	<b>TOTAL SCORE</b>	<b>135</b>
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Total minimum qualifying functional score is ##### points.

## 8. Preference Point allocation – 80/20

Sentech's Specific goals emanate from the section 2(1)d of the Preferential Procurement Policy Act which may include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability. The Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	A valid BBEE Certificate showing at least 51% black ownership
	5	A valid BBEE Certificate showing at least 25.1 – 50% black ownership
	3	Black owned company showing at least 5 – 25% black ownership
	0	Below 5%
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBEE Certificate showing at least 51% women ownership
	4	A valid BBEE Certificate showing at least 25.1 – 50% women ownership
	2	A valid BBEE Certificate showing at least 5-25% women ownership
	0	A valid BBEE Certificate showing at less than 5% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability, confirmation of disability from the Department of Labour, BEE certificate or equivalent confirmation.
<b>Total Points</b>	<b>20</b>	

## 9. Price Calculation 80/20



The following formula will be used to calculate the points for price.

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

Where:

$P_s$	=	Points scored for price of bid under consideration
$P_t$	=	Rand value of bid under consideration
$P_{min}$	=	Rand value of lowest acceptable bid

## **ANNEXURE1: SCOPE OF WORKS**

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

### **BACKGROUND**

Sentech requires the use design, layout, publication and editing for the production of the Corporate Plan 2026/27.

### **SCOPE**

The service provider will be required to:

- Work under tight deadlines and pressure and,
- Work overtime including weekends when required
- Provide Sentech with dedicated Single Resource as point of contact for all content editing requests and a project manager.
- Work closely with Sentech team members to ensure the quality of finished write-ups, including editorial and stylistic consistency.
- Conduct editing for conciseness and the ability to edit technical content for a non-technical audience is highly desirable.
- Assist in improving the readability, appearance, and overall presentation of corporate plan following Sentech CI manual.
- Accurate and multiple version control of the document and editing requests based on, Sentech Team inputs
- Meet the deadlines that will be provided in the project plan
- Start work immediately, upon appointment
- Produce final document with accompanying PowerPoint deck

### **NB: Service provider is required to breakdown each element of their quotation**

- Corporate Plan 2026/27 FY requirements:

General Requirements:

- Work overtime including weekends when required
- Number of pages 60 max
- Size: A4
- Obtain an ISBN number
- Source images

Critical timelines:

- The service provider must be prepared to commence work from November 2025
- Submit three design concepts by 14 November 2025
- Editing and proofing to commence 19 January 2026
- Layout to commence on 30 January 2026
- Final Corporate Plan to be ready by 20 Feb 2026
- Final PowerPoint deck to be delivered 27 February 2026

The above serves as a guideline. Upon onboarding of a service provider, the dates will be reviewed and aligned prior to project kick-off.

END.