



SCM Division  
Radio Park, Henley Road  
Auckland Park 2092  
Johannesburg  
Private Bag X1  
Auckland Park 2006  
Tel. +27 41 3911159  
URL [www.sabc.co.za](http://www.sabc.co.za)  
E-mail: [oldjohnn@sabc.co.za](mailto:oldjohnn@sabc.co.za)

### REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/LOG/2023/106
RFQ ISSUE DATE	<b>05 SEPTEMBER 2023</b>
BRIEFING SESSION / SITE VIEWING	<b>12 SEPTEMBER 2023 @10:00-12:00 AT SABC PE Office, Reception Area, 51 Conyngham Road, Parsons Hill, Port Elizabeth, Eastern Cape and SABC Mthatha Office, Reception Area, 16<sup>th</sup> Floor PRD Building, Mthatha, Eastern Cape</b>
RFQ DESCRIPTION	<b>PROVISION OF MAINTENANCE AND SERVICING OF FIRE EQUIPMENT FOR SABC GQEGERHA AND MTHATHA OFFICE FOR THE PERIOD OF THREE (3) YEARS</b>
CLOSING DATE & TIME	<b>03 OCTOBER 2023 @ 12:00</b>

Submissions must be electronically emailed to [RFQSubmissions@sabc.co.za](mailto:RFQSubmissions@sabc.co.za) on or before the closing date of this RFQ.

Active registration and valid minimum grading with the Construction Industry Development Board (CIDB) of 1SF  
“The Tenderer shall provide a valid and active certificate at the time of closing and at the time of award”.

For queries, please contact: **Tando Oldjohn via email: [Tenderqueries@sabc.co.za](mailto:Tenderqueries@sabc.co.za)**

The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO.: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

African Broadcasting Corporation SOC Limited: Registration Number: 2003/023915/30

Non-Executive Directors: Mr K M Ramukumba (Chairperson); Ms N A Batyi (Deputy Chairperson); Dr R K C Horne; Ms P Kadi; Ms P P Magopeni;

Mr D M Maimela; Ms A C Makhwanya; Mr D K Mohuba; Ms M Moonsamy; Ms R M S Motaung; Adv T S Thipanyane; Mr M Tsedu

Executive Directors: Ms N N Wotshele (Acting Group Chief Executive Officer); Mr I C Plaatjes (Chief Operations Officer); Ms Y van Biljon (Chief Financial Officer); Acting Company

Secretary: Mr M Salojee

## **NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION**

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All submissions should be prominently marked with the following details in the email subject line:
  - **RFQ and bidders' name.**
5. 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.
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. 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 receipt of the bid
  - failure of the Bidder to properly identify the bid.
  - illegibility of the bid; or
  - Security of the bid data.

**NB: BIDDERS SHOULD ENSURE THAT LINKS FOR WE-TRANSFER OR GOOGLE DROP BOX EXPIRE 30 DAYS AFTER SUBMISSIONS INSTEAD OF SEVEN DAYS**

## **NOTES ON SITE VISIT**

- Report to Reception **15 Minutes** before the Session in order to plan with the Protection Service to gain access to the Facility.
- Bring along your Id or Drivers licence to gain access to the SABC Eastern Cape Park Facility.

## REQUIRED DOCUMENTS

- 1.1 Submit proof CSD registration.
- 1.2 Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses. (Verification will also be done by the SABC internally)
- 1.3 Valid Tax Clearance Certificate or SARS “Pin” to validate supplier’s tax matters.
- 1.4 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.5 Certified copy of Shareholders’ certificates.
- 1.6 Certified copy of ID documents of the Directors or Members.

**NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO’S TAX MATTERS ARE NOT IN ORDER.**

**NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO’S TV LICENCE STATEMENT ACCOUNT IS NOT VALID.**

### FIRST PHASE –MANDATORY DOCUMENT

**All bid respondents must submit mandatory document. Bids that do not comply with the mandatory requirement will be disqualified and will not be considered for further evaluation.**

MANDATORY REQUIREMENTS	COMPLY/ NOT COMPLY
<p><b>1.</b> The Bidder/s must provide a valid proof to confirm membership with All Technicians to be used on site must be registered with the SAQCC (The South African Qualification &amp; Certification Committee for the Fire Industry).  <b>Failure to submit this document, RFQ proposal will be declared non-compliant</b></p>	
<p><b>2.</b> The Bidder/s must provide a valid and active proof of CIDB registration <b>with a minimum grading of 1SF or higher.</b>  <b>Failure to submit this document, RFQ proposal will be declared non-compliant</b></p>	

**NON-SUBMISSION OF THE MANDATORY DOCUMENT WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

## **DETAILED TECHNICAL SPECIFICATION**

### **PROVISION OF MAINTENANCE AND SERVICING OF FIRE EQUIPMENT FOR SABC GQEBERHA AND MTHATHA OFFICE FOR THE PERIOD OF THREE (3) YEARS**

#### **1. Company Overview**

South African Broadcasting Corporation (SABC) is a Public Entity founded in August 1936 and listed in terms of Schedule 2 of the Public Finance Management Act, Act No. 1 of 1999, as a public broadcaster in South Africa, and provides 19 radio stations as well as five television broadcasts to the general public.

#### **2. Background**

The Fire Detection system is essential to ensure that the system always remains reliable. An annual effective maintenance and repairs as and when needed by the SABC Gqeberha and Mthatha Offices. Therefore, the SABC requires the services of a reputable service provider for all fire equipment and not limited to: Fire Panel, Fire Alarm System, Smoke Detectors, Fire Extinguishers, Hose Reels, Fire Hydrant, Pressure Testing for Geysers, Boilers, Gas Tanks, Detection and maintain its Fire detection and gas suppression systems at Mthatha and Gqeberha offices.

The FM200 Gas Fire Suppression System maintenance service provider to be done twice a year and re-gassing when needed.

#### **3. OBJECTIVES OF THE PROJECTS**

To provide preventative, corrective, and customer and user- maintenance of the Fire Detection and Suppression systems utilizing SANS 10139 and SANS 14520 National Standards as well as the manufacturers prescribed acceptable standards.

The successful service provider is expected to provide preventative annual routine maintenance and repair where necessary on the system by Inspecting, Testing, Maintaining, and Certifying the fire alarm systems. **The successful service provider will satisfy latest requirements to conform to the SANS 10139 and SANS 14520 National Standards as well as equipment manufacturers recommendations and verify operation of the fire detection and alarm systems.**

#### **4. SCOPE OF SERVICES**

##### **4.1. Preventative maintenance**

Annual preventative maintenance visits that allow a competent technician to carry out a complete audit / check of the fire detection system, the documentation associated with the fire detection system, and the training requirements of users where necessary. The fire

detection system should receive at least annual major preventative maintenance visit a year. However, additional maintenance visits may be required depending on the complexity of the system, the environmental conditions, and the need to change 'any perishable items' e.g., batteries etc.

***In addition.***

The technician should complete a maintenance report whilst carrying out preventative maintenance of the fire detection system. The report should list any deviations of the system from the fully functional state, and should list relevant comments about the system e.g., smoke detectors, etc.

The report will help the SABC and/or user to monitor the reliability of the fire detection system to ensure the system meets its original purpose and will assist the budgeting of any replacement parts required in the future. A copy of the report should be made available to the SABC Office on completion of the maintenance for record and further attention purposes either by way of emails or hard copies.

**Corrective Maintenance and Response Times**

Corrective maintenance calls are the emergency maintenance of a system, or part thereof, carried out in response to the development of a fault.

Suitable communication should be used to ensure the SABC and/or user can be informed of expected arrival times to site. Response times shall therefore be a feature of the service contract / maintenance agreement. Strictly Confidential

***In addition***

Corrective maintenance report on completion of corrective maintenance should be generated by the technician who should complete a maintenance report and give a copy to the SABC and/or user.

**4.2. Customer and user maintenance**

Whilst it is recognized that this Code of Practice should not place requirements on the SABC, it is important that the SABC as the customer is aware of the importance to provide user maintenance to the Fire detection and Suppression system. The SABC would also conduct a periodic review of Fire detection system's effectiveness to ensure it is still doing what it was intended to do to be able to report any fault to the service provider.

**4.3. Specific scope of work would include but not limited to the following:**

- Preventative Maintenance System will include ensuring that components are cleaned,

recalibrate, and retested if necessary to ensure continued performance and reduce the risk of component or system failure.

- During preventative or corrective maintenance visits, minor repairs will be made, such as replacement of faulty detectors or damaged devices.
- Smoke Detector Sensitivity testing will be performed in accordance with prescribed manufacturer's recommended test methods and a SABS approved testing device.
- Contractor will provide the necessary documentation to satisfy the SABC including provision of an analysis of the report along with recommendations for detectors that require cleaning or replacement.
- System Software Updates Microprocessor based systems will have the software upgraded when required to maintain the listing requirements.
- Corrective Maintenance Necessary repairs for deficient or inoperable devices such as those found during system testing, inspection, or preventative maintenance, or have failed during operation will be provided. Only original replacement components manufactured by the original equipment manufacturer or other compatible components are used in order to preserve underwriter's requirements.
- Emergency service response between scheduled tests will be available 24 hours a day / 7 days a week to minimize system downtime. Emergencies will be determined by SABC and Subcontractor where necessary.
- On-Site response will be provided via a telephone response within 30 minutes and Service Technicians will be onsite within eight (8) hours. Non-emergency calls, as determined by SABC, will be handled the next business day.
- Annual Testing will include testing but not limited to.
  - ❖ Fire Alarm Control Panels
  - ❖ Network Command Centre's testing with Municipal Fire Department
  - ❖ Addressable Smoke Detectors
  - ❖ Aspiration Smoke Detectors
  - ❖ Addressable Duct Detectors
  - ❖ Manual Call Points
  - ❖ Convention Smoke Detectors
  - ❖ System warning devices e.g., Sirens, strobes etc.
  - ❖ Interface circuits
  - ❖ Output relays
  - ❖ Graphic user interface system for graphic display of system alarms
  - ❖ Lift homing devices
  - ❖ HVAC Shutdown devices public address system

#### 4.4. **Gas suppression system**

**The fire suppression system is a FM200 based system and will require the following:**

- Preventative Maintenance System will include ensuring that components are cleaned, recalibrate, and retested if necessary to ensure continued performance and reduce the risk of component or system failure.
- During scheduled visits, minor repairs will be made, such as replacement of faulty detectors or damaged devices.
- Smoke Detector Sensitivity testing will be performed in accordance with prescribed manufacturer's recommended test methods and a SABS approved testing device.
- Verifying shutdown and evacuation circuits.
- Verifying cylinder pressure and weights.
- Checking for changes in hazard integrity.
- Checking input and output circuit supervision.
- Simulating system discharge and testing releasing circuits.
- Visually inspecting agent piping and nozzles.
- Checking hydro test dates for cylinders and discharge hoses.
- Checking fire seals and repair where required to ensure that the protected gas area will maintain room integrity.
- Conduct room integrity testing of the gas protected areas.
- Contractor will provide the necessary documentation to satisfy the SABC including provision of an analysis of the report along with recommendations for detectors that require cleaning or replacement.
- System Software Updates Microprocessor based systems will have the software upgraded when required to maintain the listing requirements.
- Corrective Maintenance Necessary repairs for deficient or inoperable devices such as those found during system testing, inspection, or preventative maintenance, or have failed during operation will be provided. Only original replacement components manufactured by the original equipment manufacturer or other compatible components are used to preserve underwriter's requirements.
- Emergency service response between scheduled tests will be available 24 hours a day / 7 days a week to minimize system downtime. Emergencies will be determined by SABC and Subcontractor where necessary.
- On-Site response will be provided via a telephone response within 30 minutes and Service Technicians will be onsite within eight (8) hours. Non-emergency calls, as determined by SABC, will be handled the next business day.
- Annual Testing will include testing but not limited to.
  - ❖ Fire Suppression Extinguisher Panels

- ❖ Fire Suppression Extinguisher Status Panels
- ❖ Network Command Centre's testing with Municipal Fire Department
- ❖ Conventional Smoke Detectors
- ❖ Manual Call Points
- ❖ Discharge circuits e.g., discharge solenoids
- ❖ System warning devices e.g., Sirens, strobes etc.
- ❖ Fire Dampers

## 5. LIST OF EQUIPMNTS (OUTCOMES AND DELIVERABLES)

	DESCRIPTION	LOCATION	SERVICING and MAINTENANCE
<b>SABC PORT ELIZABETH OFFICE EQUIPMENT</b>			
1	1 x Fire Panel – the detection of the fire breaks out in a particular place.	SABC PE Office (G96)	Servicing and maintenance of all fire equipment and not limited to: Fire Panels, <b>(servicing to be conducted annually, OR “as and when required”)</b>
2	3 x Gas Tanks - fire suppression units <ul style="list-style-type: none"> <li>• 2 x 13.6 KG</li> <li>• 1 x 11,3 Kg</li> </ul>	SABC PE Office (G81)	Servicing and maintenance of all fire equipment and not limited to: Fire Panels, <b>(servicing to be conducted annually, OR “as and when required”)</b>
3	6 x Fire alarms – to sound the warning to the employees of the eminent danger.	SABC PE Offices (All Main Building floors, Technology Building)	<b>Servicing and maintenance of all fire equipment and not limited to: Fire Alarm system, (The above, servicing to be done annually).</b>
4	97 x Fire extinguishers – portable extinguishers <ul style="list-style-type: none"> <li>• 4.5 kg x 49</li> <li>• 2 kg X 11</li> <li>• 9 Kg X 14</li> <li>• Kg x 8</li> <li>• 5 Kg x 12</li> <li>• 1.0kg x 2</li> <li>• 6.1kg x 1</li> </ul>	SABC PE Office (Inside and Outside)	<b>Servicing and maintenance of all fire equipment and not limited to: Fire Extinguishers, (Servicing to be done annually.</b> <ul style="list-style-type: none"> <li>• Pressure testing for fire extinguishers – to be done every 5 years.</li> </ul>

<b>5</b>	<p><b>14 x Hose Reels</b> – pressurized water system with pipe system</p> <p><b>1 x Water Booster</b> – used to boost the existing water pressure for firefighting.</p> <p><b>5 x Fire hydrants</b> – provides huge amounts of water for fire suppression.</p> <p><b>2 x Fire Blankets</b> – to cover the fire from spreading.</p> <p><b>Fire detection Unit</b></p> <p><b>Smoke detectors</b></p>	<p>SABC PE Office (outside and inside)</p> <p>SABC PE Office (Outside only)</p> <p>SABC PE Office (Outside only)</p> <p>SABC PE Office (G96)</p> <p>SABC PE Offices (All Main Building floors, Technology Building)</p> <p>SABC PE Offices (All Main Building floors, Technology Building)</p>	<p><b>Servicing and maintenance of all fire equipment and not limited to: Fire.</b></p> <ul style="list-style-type: none"> <li>• Panels, Fire Alarm system, Smoke Detectors, Fire Extinguishers, Water Pressure Booster, Hose Reels, Fire Hydrant.</li> </ul> <p><b>(For all the above, servicing to be done annually)</b></p>
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#### SABC MTHATHA OFFICE EQUIPMENTS

<b>1</b>	<p><b>7 x Fire Extinguishers</b></p> <ul style="list-style-type: none"> <li>• 7 x CO2 2kg</li> </ul>	16th Floor PRD Building, Mthatha	<p>Servicing and maintenance of all fire equipment and not limited to: Fire Extinguishers, <b>(For all the above, servicing to be done annually)</b>.</p> <p>Pressure Testing <b>(needs to be done every five years)</b></p>
<b>2</b>	<ul style="list-style-type: none"> <li>• <b>FM200 Gas Fire Suppression</b></li> </ul>	16 Floor PRD Building SABC Mthatha Office	<p><b>Servicing interval/s as per OHS Act of 1993</b></p> <ul style="list-style-type: none"> <li>• <b>Servicing and maintenance of FM200 Gas Fire Suppression to be serviced – (Twice a year)</b></li> <li>• <b>Gas tanks to be serviced and filled as and when required.</b></li> </ul>

## 6. CONTRACT PERIOD

Duration of the project is **three (3) years**.

## 7. LOCATION OF SITE

- **SABC Gqeberha Office, 51 Conyngham Road, Parsons Hill, Port Elizabeth, Eastern Cape**  
*and*
- **SABC Mthatha Office. 16<sup>th</sup> Floor PRD Building, Mthatha, Eastern Cape**

## 8. COSTING

The quotation must reflect a detailed cost breakdown, and any indirect costs associated with the

rendering of this service as per the schedule in the **Scope of Service**.

## 9. EFFECTIVE DATE OF BID

Vendors should state in writing in its quotation to the SABC that all furnished information, including price, will remain valid and applicable for **90 days** from the date the vendor quotation is received by the SABC.

## 10. RFQ Response Information

### Evaluation criteria

#### 10.1 **BBBEE and Price**

- The RFQ responses will be evaluated on the **80/20** points system.

#### 10.2 **Technical Evaluation**

- The tender submission will be technically evaluated out of **100**.
- A minimum threshold of **60 out of a maximum of 100** has been set.
- Bidders achieving less than the set threshold will be declared non-responsive.

## SECOND PHASE EVALUATION CRITERIA: PAPER BASED

Evaluation Area	Evaluation Criteria	Min Points	Max Points
<b>Company past relevant experience in Fire Detection</b> <b>Installers/maintenance and servicing</b>	<p>Provide <b>reference letter/s (Accompanied by Completion letters)</b> where Similar services were rendered previously or current stating the following:</p> <p><b>Experience in years</b></p> <ul style="list-style-type: none"> <li>• More than 3 years = <b>(20 points)</b></li> <li>• From 1-3 years = <b>(10 Points)</b></li> <li>• Less than 1 years = <b>(0 points)</b></li> </ul> <p>The reference letter/s (Accompanied by Completion letters) must be on the client letterhead, duly signed by the client and clearly indicating the duration of the contract and scope of work.</p> <p><b>Reference letters</b></p> <ul style="list-style-type: none"> <li>• More than 3 valid letters = <b>(20 points)</b></li> <li>• From 1-3 valid letters = <b>(10 Points)</b></li> <li>Less than 1 valid letters = <b>(0 points)</b></li> </ul> <p><b>NB: provide the reference letters as proof. (Not Award letters or Purchase Orders)</b></p>	20	40

<b>CV's and Experience of the Project Team</b>	<p>Bidder must provide detailed CV of Team Leader and Technician with a registration with the <b>South African Qualification &amp; Certification Committee (SAQCC) Fire</b>.</p> <p><b>Team Leader / Technician:</b></p> <ul style="list-style-type: none"> <li>Provide CV with minimum of 5 years' experience in commissioning and servicing fire detection and gas suppression system and <b>SAQCC Fire certificate = 15 points</b></li> </ul> <p><b>Assistant Technician:</b></p> <ul style="list-style-type: none"> <li>Provide CV with minimum of 2 years' experience in commissioning and servicing fire detection and gas suppression system and <b>SAQCC Fire certificate = 15 points</b></li> </ul> <p><b>NB: Please provide a copy of the above certification document for all intended on site technicians.</b></p>	15	30
<b>Methodology/Project Execution Plan</b>	<p><b>Provide a brief step-by-step (NB: SABC is a live site).</b></p> <ul style="list-style-type: none"> <li>Operational and backup plan (= <b>5 Points</b>)</li> <li>Safety plan = <b>5 Points</b> No submission of Safety Plan, and Operational backup plan <b>Support = 0 Points</b></li> </ul>	10	10
<b>Warranty and guarantee</b>	<p><b>Warranty and guarantee period:</b></p> <ul style="list-style-type: none"> <li>More than 12 months or stipulated by SABS/ SANAS with no financial implication to the SABC = <b>10 points</b></li> <li>Less than 12 months after acceptance = <b>0 points</b></li> </ul>	10	10
<b>Maintenance, Support and Spares holding</b>	<p><b>Bidder to provide details on how the systems will be maintained and supported.</b> Call out response with local spares holding and replacement of equipment, Repair Response time and replacement of equipment, during the warranty period and thereafter.</p> <p><b>Normal response</b></p> <ul style="list-style-type: none"> <li>24 hours Response time = <b>5 points</b></li> <li>24 hours to 48 hours Response time = <b>0 points</b></li> </ul> <p><b>Emergency response</b></p> <ul style="list-style-type: none"> <li>Less than 8 Hours = <b>5 Points</b></li> <li>More than 8 Hours = <b>0 Points</b></li> </ul>	5	10
<b>TOTAL</b>		60	100

## **THIRD PHASE EVALUATION: BBBEE and PRICE**

### **11. POINTS AWARDED FOR PRICE**

The **80/20** preference point system

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

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### **12. B-BBEE PREFERENTIAL POINTS WILL BE EVALUATED IN LINE WITH THE FOLLOWING**

The SABC shall deal with Suppliers in accordance with the B-BBEE Codes of Good Practice and the Preferential Procurement Policy and Enterprise Development strategy of the SABC. The following will apply and will be adhered to when evaluating RFQ:

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

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

### **13. ADJUDICATION USING A POINT SYSTEM**

- The bidder obtaining the highest number of total points will be awarded the contract.
- Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### **14. Objective Criteria**

- The SABC reserves 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.
- The SABC will not award contract/s to the bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, company financials, etc. will be eliminated from the bid process.
- The SABC reserve the right not to award this tender to any bidder who fails the financial stability assessment.
- No SABC former employees shall be awarded contracts with the SABC within 24 months after termination of employment with the SABC.

- Should employees resign or retire from the employment of the SABC and become directors of other businesses tendering with the SABC, such tender shall not be considered until the cooling off period of 24 (twenty-four) months has expired.
- Should the employee be dismissed from the SABC employment, such employee shall be prohibited from conducting business with SABC for a period of 5 (five) years from the date of dismissal.
- Should the employee be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- The SABC shall not procure any goods, services, works or Content from any Board member or Board member owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- Should the SABC's Board members no longer serve on the SABC Board but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of 24 (twenty-four) months has expired.
- Should the Board member be found guilty in a court of law due to criminal conduct/act, such Board member will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- The SABC shall not procure any goods, services, works or Content from any independent contractor or independent contractor owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- Should the Independent Contractor no longer be contracted to the SABC but become directors of other companies, the SABC shall not conduct business with those companies until the cooling-off period of 24 (twenty-four) months has expired.
- Should the Independent Contract be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

## 15. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

## 16. CONDITIONS TO BE OBSERVED WHEN TENDERING

16.1. The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.

16.2. No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

16.3. The Corporation reserves the right to:

**Not evaluate and award submissions that do not comply strictly with his RFQ document.**

**Make a selection solely on the information received in the submissions and**

- Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
- 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 RFQ shall be sought, offered, or permitted.
- Award a contract to one or more bidder(s).
- Accept any tender in part or full at its own discretion.
- Cancel this RFQ or any part thereof at any time.
- Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs & Preference Point system.

**17. Cost of Bidding**

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation 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.

**18. PAYMENT TERMS**

SABC will effect payment sixty (60) days after the service provider has submitted an invoice.

**END OF RFQ DOCUMENT**

**Annexed to this document for completion and return with the document:**

<b>Annexure A</b>	<b>- Declaration of Interest</b>
<b>Annexure B</b>	<b>- Consortiums, Joint Ventures, and Sub-Contracting Regulations</b>
<b>Annexure C</b>	<b>- Previous completed projects/Current Projects</b>
<b>Annexure D</b>	<b>- SBD 6.1 Form</b>
<b>Annexure E</b>	<b>- SBD 4 Form</b>
<b>Annexure F</b>	<b>- PRICING SCHEDULE</b>

**ANNEXURE "A"****DECLARATION OF INTEREST**

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favouritism, should the resulting tender, or part thereof be awarded to-
  - (a) any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
  - (b) any person who acts on behalf of SABC; or
  - (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
  - (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The Tenderer or his/her authorised representative shall declare his/her position *vis-à-vis* SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Tenderer and a person employed by SABC in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	<b>[1]</b>	<b>[2]</b>
NAME	: .....	
POSITION	: .....	
OFFICE WHERE EMPLOYED	: .....	
TELEPHONE NUMBER	: .....	
RELATIONSHIP	: .....	

2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.
3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:
  - recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
  - cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

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SIGNATURE OF DECLARANT

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TENDER NUMBER

---

DATE

---

POSITION OF DECLARANT

---

NAME OF COMPANY OR TENDERER

## CONSORTIUMS, JOINT VENTURES, AND SUB-CONTRACTING REGULATIONS

### 1. CONSORTIUMS AND JOINT VENTURES

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 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 tender.

### 2 SUB-CONTRACTING

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of the state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract 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 of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

### 3 DECLARATIONS OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:
  - 3.2.1 The percentage of the contract will be sub-contracted .....% .....
  - 3.2.2 The name of the sub-contractor .....
  - 3.2.3 The B-BBEE status level of the sub-contractor.....
  - 3.2.4 whether the sub-contractor is an EME      YES / NO

---

SIGNATURE OF DECLARANT

---

TENDER NUMBER

---

DATE

---

POSITION OF DECLARANT

---

NAME OF COMPANY OR TENDERER

## ANNEXURE "C"

**Previous completed projects (preferably provide a detailed company profile, detailed the below mentioned information)**

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

**Current projects (preferably provide a detailed company profile, detailed the below mentioned information)**

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date

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

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

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

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**1. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

a) The applicable preference point system for this tender is the **80/20** preference point system.

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

(a) Price; and

(b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
--------------	-----------	--------------

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

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

**Source Documents to be submitted with the tender or RFQ.**

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

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of

the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
- (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

<p style="text-align: center;">..... <b>SIGNATURE(S) OF TENDERER(S)</b></p>	
<p><b>SURNAME AND NAME:</b> .....</p>	
<p><b>DATE:</b> .....</p>	
<p><b>ADDRESS:</b> .....</p>	
<p>..... ..... .....</p>	

**SBD 4**  
**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

### 2.3.1 If so, furnish particulars:

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any

2 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.

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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

## ANNEXURE "F"

## PRICING SCHEDULE

Item	Description	Rate (Exclusive of VAT)	Year 1	Year 2	Year 3
1.	Yearly service rate per all fire equipment	R			
2.	Twice a service rate for FM200 Gas Suppression Units (Mthatha Office only)	R			
3.	Call out service	R			
4.	Hourly Fee for Artisan (Normal Hours)	R			
5.	Hourly Fee for Artisan (After Hours)	R			
6.	Hourly fee for Artisan (Sundays and Public Holidays)	R			
7.	Hourly Fee for Artisan Assistant (Normal Hours)	R			
8.	Hourly Fee for Artisan Assistant (After Hours)	R			
9.	Hourly fee for Artisan Assistant (Sundays and Public Holidays)	R			
10.	Travelling kilometers' (will be based on standard rate or tariff)	R			
11.	Mark-up on Material Costs (Maximum 10%)	%			
	<b>SUB-TOTAL</b>				
	<b>VAT</b>				
	<b>TOTAL</b>				

- ONLY UNIT PRICES MUST BE QUOTED.
- PRICES QUOTED MUST BE EXCLUSIVE OF VAT.
- ALL INSTALLATION COSTS SHOULD INCLUDE LABOUR AND TRAVELLING COSTS.