



Supply Chain Division
CNR Kellner & Markgraaf street
Bloemfontein
9300
Free State
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URL <http://www.sabc.co.za>

REQUEST FOR OFFER (RFO)

RFQ	RFO/FS/05/2024/IT
RFQ ISSUE `DATE	20 MAY 2024
RFQ DESCRIPTION	APPOINTMENT OF A RECYCLING FIRM TO DISPOSE RETIRED MISCELLANEOUS INFORMATION TECHNOLOGY EQUIPMENT AT THE SABC, FREE STATE REGION.
NON-COMPULORY PRESENTATION	VENUE: CNR Kellner & Markgraaf Street 24 MAY 2024 @12H00-13H00PM
CLOSING DATE & TIME	27 MAY 2024 AT 12H00PM

Submissions must be emailed to: SABC RFQSubmissions@sabc.co.za on or before the closing date of this RFQ.

For queries, please contact **Mlondolazi Mdingi** on email 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: _____

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:

➤ **RFO Number 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.

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 Free State Office.

NB: SHOULD ENSURE THAT LINKS FOR WETRANSFER AND GOOGLE DROP BOX EXPIRE AFTER 30 DAYS OF THEIR SUBMISSIONS INSTEAD OF SEVEN DAYS.

1. REQUIRED DOCUMENTS

- 2.1 Submit proof of CSD Registration (**Bidder must be registered with CSD to do business with the SABC**)
- 2.2 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).
- 2.3 Valid SARS Tax Compliance Status Pin Issued to validate supplier's tax matters.
- 2.4 **Certified** copy of Valid BBBEE Certificate/Affidavit (from SANAS accredited Verification Agency)
Note: All section of BBBEE sworn affidavits must be completed in full. Please see guideline for validating BBBEE sworn affidavits.
- 2.5 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 2.6 Certified copy of Shareholders' certificates.
- 2.7 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.

DETAILED TECHNICAL SPECIFICATION

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.

BACKGROUND

In the SABC, Free State Region, there are a number of assets that have been retired, these are miscellaneous assets, including IT related assets. The disposal committee set on the 12 of December 2023, and it was resolved that the assets in question are to be disposed of. It was also agreed that the following method of disposal will be followed, assets that are no longer in a usable state will be disposed by issuing an enquiry to the market and appoint the e-waste supplier to offer a financial offer and purchase the whole lot from SABC.

SCOPE OF WORK

- a) Provide collection and transportation service of assets at SABC.
- b) The service provider is required to give SABC an offer on the assets.
- c) The appointed service provider must provide the SABC with a destruction certificate or a simple guarantee that the data will be formatted.
- d) The appointed service provider will work with SABC staff to compile a register of assets removed from the in order for SABC to remove the assets from the asset register.
- e) Business may be awarded to the service provider that will give a competitive offer to SABC.
- f) Transaction should be at no cost to SABC.**
- g) Preference will be given to the service provider that will take the whole lot.

LIST OF EQUIPMENT

Asset number	Barcode	Description	Location	Serial number
536585	119005	Laptop, HP 820	FBBC0109	5CG53865XL
	162339	Laptop,HP Zbook	FBBC0220	5CGB2859DP
525697	110554	Desktop, Proone 400, 19	NKBC0101	CZC53814KT
535046	119023	Laptop, HP 820	FBBCGF15	5CG53866TX
525385	119020	Laptop,HP Elitebook 820 G2	FBBC0220	5CG53866YV
525386	119021	Laptop,HP Elitebook 820	FBBCGF15	5CG53866KT
530869	140709	Laptop, HP 250	FBBCGF15	CND6082MNZ
525332	129308	Laptop, hp 250 Notebook	FBBCLG09	CND6082JGY
536147	153304	Laptop, HP	FBBCLG17	CND6082PWM
525355	129309	Laptop, hp 250 Notebook	FBBC0220	CND6082MDS
525884	129393	Laptop, hp 250 G4	NKBC0101	CND6072RK2
525437	119072	LAPTOP HP ELITEBOOK 820 G2 14	FBBCLG07	5CG538673J
526345	129292	Laptop, Notebook hp 250 G4	FBBC0221	CND683523
525369	129251	Laptop, HP 250	FBBCLG17	CND6082QZR
532646	117130	Computer,Desktop Unit HP ProOne 600	FBBCGF15B	CZC50600C6
532619	117103	Computer,Desktop Unit HP ProOne 600	FBBCGF15B	CZC5060077
2413986	81530	Computer, Monitor ACER V179	FBBCGFCE4	ETLBNOC14994717E27
2407182	117914	"CONVERTER, CLUX 3G SDI TO HDMI"	FBBCLG17	CSC50600BG
521784	82038	Computer, desktop monitor LG Flatron	FBBCLG17	001UXLS4N656
	80757	Computer, desktopMonitor, Samsung 226 22 LCD B/W	FBBCGFCE4	ME22HMBPA11114E
2414355	82631	Computer, Desktop Monitor HP LE1901w	FBBCLG17	3CQ017Q6MQ
46645760	82998	Computer, Hp LE1901w Monitor	FBWWGF02	3CQ017Q88M
536082	82189	Computer, desktop monitor Dell	FBBCLG17	CB19H9FZ800432A
536058	141051	Computer, Samsung S19D300 Monitor	FBLBGF07	ZZLZH4LH500269N
	80085	Laptop,HP ProBOOK 6560B	FBBCLG17	5CB32282700
534746	129306	Laptop, Hp notebook	FBBCGF15	CND6082LWL
	162361	Laptop,HP EliteBOOK 820	FBBCLG17	5CG5515ZW3
525264	79998	Lap Top hp Pro Book 6570b	FBBCLG09	5CB237228D
527430	81559	Computer, hp ProBook 6560b	FBBCLG09	5CB2244223
	129280	Laptop,HP 250 G4	FBBCLG09	CND6082PFJ
525370	140930	Notebook, DELL XPS Ultrabook	FBBCLG09	0
46646113	97285	Laptop, DELL XPS	FBBCLG11	5vqskx1
525405	119040	LAPTOP HP ELITEBOOK 820 G2 14	FBLBGF07	5CG53865WH
2426543	81443	Computer, Desktop Samsung SyncMaster 723N	FBBCGF34	HA17H9FQ825186B
	146039	Computer,HP Pro One400 G3	FBBCLG03	#N/A
490955	82101	Television, Samsung E1920W 19 LCD	FBBCGF34	CB19H9FZ800442K
524749	81448	Computer,Desktop Unit Dell Optiplex	FBBCGF34	7M10202
525332	129308	Laptop, hp 250 Notebook	FBBCLG09	CND6082JGY
	12986	Laptop,HP 250 G4	FBBCLG03	CND6083H5Y
535953	129291	Computer, desktop case HP	FBBCLG09	CZC6297LTY
2425132	79275	Computer, Samsung SyncMaster 743nx	FBBCLG09	MY17HMEQ312173N
415696	80578	Computer, Samsang SyncMaster 743NX Monitor	FBBCLG09	MY17HMDQ301506X

	82981	DESKTOP TOWER	FBBCLG03	CASE024473
518313	80579	Computer,Desktop Case HP Compaq dc7800p	FBBCLG09	CZC823GMP
117702	81378	Computer, desktop case HP	FBBCLG09	0
520429	80966	Computer,Desktop Case HP Compaq 8000 Elite	FBBCLG07	CZC0405681
536137	79269	Computer, HP desktop case	FBBCLG07	CZC8187TTP
536133	141098	Computer, Desktop Monitor Samsung S19D300	FBBCGF06	ZZLZH4LH502419V
521779	81060	Computer, Desktop Monitor HP LE1901w	FBBCLG07	CNT62304V3
2414047	81306	Computer, Flatron W1934S Monitor	FBBCLG07	809TPED4156
521782	81071	Computer, Desktop Monitor HP LE1901w	FBBCLG07	MJ17H9FQ652300T
415658	81145	Computer, Monitor Samsung SyncMaster 720N	FBBCLG07	MJ17H9FQ651286D
46668413	82901	Computer, desktop Case HP	FBBCLG17	CZC8082FH8
534968	132770	Laptop, HP ProBook 250	FBBCLG07	CND6063VPH
	146031	Laptop, HP ProBook 450 g5	FBBCLG07	5CD825841P
	119045	Laptop EliteBook 820	FBBCLG07	5CG538673J
	117129	Computer,HP Pro One 600 G1	FBBCLG05	CZC50600G3
	117041	Computer,HP Pro One 600 G1	FBBCLG05	CZC506006W
	117117	Computer,HP Pro One 600 G1	FBBCLG05	CZC50600G2
	1170-93	Computer,HP Pro One 600 G1	FBBCLG05	CZC506008G
	117097	Computer,HP Pro One 600 G1	FBBCLG05	CZC5060070
	117039	Computer,HP Pro One 600 G1	FBBCLG05	CZC506008X
	117050	Computer,HP Pro One 600 G1	FBBCLG05	CZC50600CD
	117085	Computer,HP Pro One 600 G1	FBBCLG05	CZC50600B7
	117056	Computer,HP Pro One 600 G1	FBBCLG05	CZC506009H
	117087	Computer,HP Pro One 600 G1	FBBCLG05	CZC50600C81
	117123	Computer,HP Pro One 600 G1	FBBCLG05	CZC506007V

END OF RFO DOCUMENT

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):

	[1]	[2]
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.

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER