



SOUTH AFRICAN BROADCASTING SABC SOC LIMITED

(“the SABC”)

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFP/LOG/2022/47

RFP TITLE: APPOINTMENT OF A SERVICE PROVIDER FOR PREVENTATIVE MAINTENANCE, TECHNICAL SUPPORT, SUPPLY OF SPARES AND REPAIRS OF SWITCHGEARS, TRANSFORMERS AND ASSOCIATED CONTROL PLANT AT SABC AUCKLAND PARK FOR FIVE YEARS

EXPECTED TIMEFRAME

BID PROCESS	EXPECTED DATES
Bid Advertisement Date	06 September 2022
Bid Documents Available From	National Treasury’s tender portal http://www.etenders.gov.za SABC Website http://www.sabc.co.za/sabc/tenders/
Non-Compulsory Briefing Session Date & Time <i>See Annexure A (Guideline for Briefing Session)</i>	13 September 2022 @ 11h00
Site Walk	14 September 2022 @ 11h00
Closing date for Clarification Questions and Answers	Two weeks before the closing of the tender to allow timeous consultation and response
Venue / Link for virtual Briefing Session	Microsoft Teams meeting Join on your computer or mobile app Click here to join the meeting
Bid Closing Date and Time	05 October 2022 @ 12H00
Contact details	tenderqueries@sabc.co.za
Preference point system	80/20 preferential point system will be used

The SABC retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

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BIDS DELIVERY:

Bids must be lodged in the:

SABC's Tender Box

Radio Park

Henley Road; Auckland Park

Johannesburg

OR

ELECTRONIC SUBMISSION

RFPSubmissions@sabc.co.za

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

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

Tender Number: : RFP/LOG/2022/47

RFP Title: Appointment of Service Provider for the LTO System Support which included Installation, configuration and Troubleshooting the whole LTO Archive System at the SABC Production Facilities For a period of Five (5) years

1. REQUIRED DOCUMENTS

- 1.1 SARS “Pin” to validate supplier’s tax matters
- 1.2 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 1.3 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.

- 1.4 Proof of Valid TV License Statement (Company’s, Shareholders and all Directors’), or affidavit proving that company and/or officials are not in possession of TV licence. Verification will also be done by the SABC internally.
- 1.5 Proof of Central Supplier Database (CSD) registration reflecting the CSD Supplier Number (Bidder must be registered in order to do business with the SABC). Verification will also be done.
- 1.6 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.7 Certified copy of Shareholders’ certificates.
- 1.8 Certified copy of ID documents of the Directors or Members.
- 1.9 Last three years audited/reviewed financial statements OR the Companies Management Accounts.

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NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDER/S WHOSE TAX AND TV LICENCE MATTERS ARE NOT IN ORDER.

2. Mandatory documents:

MANDATORY REQUIREMENT	COMPLY/ NOT COMPLY
2.1 Provide proof of the following CIDB Grading: <ul style="list-style-type: none">• Minimum EP=6	

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

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C O N T E N T S

- DOCUMENT A:** CONDITIONS TO BE OBSERVED WHEN BIDDING
- DOCUMENT B:** GENERAL CONDITIONS OF THE BID/PROPOSAL
- DOCUMENT C:** QUESTIONNAIRE
- DOCUMENT D:** DECLARATION OF INTEREST
- DOCUMENT E:** FUNCTIONALITY REQUIREMENTS
- DOCUMENT F:** CONFIDENTIALITY
- DOCUMENT G:** PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017- SBD 6.1
- DOCUMENT H:** DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES - SBD 8
- DOCUMENT I:** CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9
- DOCUMENT J:** ACCEPTANCE OF CONDITIONS OF BID
- DOCUMENT K:** VENDOR FORM (SABC SUPPLIER/VENDOR REGISTRATION FORM) - (ATTACHED SEPARATELY) / PLEASE ALSO REGISTER ON CENTRALISED DATA BASE - <https://secure.csd.gov.za>

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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 (CD) or memory stick, by hand and be enclosed in a sealed envelope marked distinctly with the RFP number. All soft copies should be in PDF format and must contain proposal, all completed forms, and attachments. This envelope must indicate the Bid number and the name and delivery address of the Bidder.

1.2.2. Electronic submission:

Bids submitted electronically must adhere to the following:

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

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- 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 (must not exceed 30mb)
 - Delay in transmission or receipt of the bid
 - Failure of the Bidder to properly identify the bid
 - Illegibility of the bid; or
 - Security of the bid data.
- 1.5 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.

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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.

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- 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

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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:

7.3.1 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;

7.3.2 that, if there are changes in the control of the company, these should be brought to the attention of the SABC;

7.3.3 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;

7.3.4 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;

7.3.5 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

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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:

9.3.1 not evaluate and award bids that do not comply strictly with this bid document;

9.3.2 make a selection solely on the information received in the bids;

9.3.3 enter into negotiations with any one or more of preferred Bidder(s) based on the criteria specified in the evaluation of this bid;

9.3.4 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;

9.3.5 award a contract to one or more Bidder(s);

9.3.6 accept any bid in part or full at its own discretion; and

9.3.7 cancel this bid or any part thereof at any time.

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- 9.4 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

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questions together with responses will be sent to all Bidders who attended compulsory Briefing Session.

13.0 AUTHORISED CONTACT PERSONS

13.1 All enquiries in respect of this bid must be addressed to:

Tender Office

SCM Division

Radio Park Office Block

Henley Road

Auckland Park

Johannesburg

South Africa

E-mail: tenderqueries@sabc.co.za

14.0 BROAD-BASED ECONOMIC EMPOWERMENT

14.1 According to the 2013 B-BBEE Revised Coded 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

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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
- 14.5 certificates to EMEs and QSEs as it was under 2007 Codes
- 14.6 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 BBEE points
- 14.7 QSEs have to comply with all elements
- 14.8 Start-up enterprises are verified similar to EMEs, but can opt to be rated using the QSE and Generic Scorecard
- 14.9 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
- 14.10 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.
- 14.11 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.

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14.12 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.

14.13 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.

14.14 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.

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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

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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.

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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 of services will be to the SABC Auckland Park, 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.

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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 60 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

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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

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- 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.**

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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

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DOCUMENT C

QUESTIONNAIRE TO BE COMPLETED WHEN BIDDING

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

<p>1. Company's Treasury CSD unique registration reference number.</p>	
<p>2. Have your company been issued with a SARS Compliance Status PIN.</p>	
<p>3. If yes, please provide PIN number. The provision of the PIN will be construed as your permission to SABC Procurement to access your tax status on-line.</p>	
<p>4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?</p>	
<p>5. If so, state your VAT registration number and original current tax clearance certificate to be submitted</p>	
<p>6. Are the prices quoted fixed for the full period of contract?</p>	
<p>7. Is the delivery period stated in the</p>	

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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

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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:

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2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

¹“State” means –

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

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

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

2.7.1 If so, furnish the following particulars:

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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**

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

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

.....
.....
.....

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

2.8.1 If so, furnish particulars:

.....
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person **YES / NO**

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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.

.....

.....

.....

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2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

.....

3.0 Full details of directors / trustees / members / shareholders.

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

4.0 DECLARATION

I, THE UNDERSIGNED (NAME)

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.....

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

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DOCUMENT E

1. Background:

The South African Broadcasting Corporation, SABC, has its Head Office in Auckland Park, Johannesburg, with regional offices in each South African province. The Head Office comprises of two adjacently located buildings i.e., Radio Park and TV Centre.

The electricity supply system at SABC Auckland Park consist of two intake points at 11kV from City power. From there, power is distributed throughout the buildings at 11kV and 400V to supply various loads. The electricity distribution system consists of Medium Voltage Switchgears, Step -Down Transformers, Low Voltage Switchgears, Medium and Low voltage cable network.

Failures and breakdowns of the electricity distribution equipment affect the business operations and results in loss of income to the organisation. Furthermore, it causes reputational damage to the SABC brand. The users of these facilities are also exposed to major safety risk if not maintained in line with the original manufactures' specification. SABC has technical staff that is responsible for the 1st line maintenance which includes routine inspections, minor maintenance and repairs. The major maintenance of switchgears, transformers and associated equipment is specialized in nature and SABC does not have the skills and resources internally to carry out this type of maintenance safely and in accordance with the OEM requirements. It is anticipated that proper preventative maintenance and scheduled repairs will minimise downtime and improve reliability of the electricity supply infrastructure assets.

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2. SCOPE OF SERVICE

2.1 Scope of Service

This scope of work comprises preventative maintenance, technical support, supply of parts and carrying out repairs on MV and LV Switchgears, Transformers and the associated Control Plant Equipment.

2.1.1 The Works in general includes the provision of the following services:

- Provision of all labour, material, tools, machinery, equipment, supplies, transportation, storage, utilities, appliances, hauling, hoisting, excavation, backfill, supervision and services necessary to maintain MV and LV Switchgears, Transformers and the associated Control Plant Equipment.
- Implement and conduct preventative maintenance service in line with manufacture's manual
- Ensure that work is performed by competent and qualified staff
- Respond to emergency equipment failures during working hours & after hours
- Conduct periodic tests on the electrical equipment
- Produce monthly service reports and schedule service sheets
- Supply & install equipment parts on approval of a quotation on as when required basis
- Attend scheduled maintenance meetings
- Carrying out maintenance and repairs to the existing and newly installed electrical equipment.
- Provide technical advice on the maintenance and operation of electrical equipment.
- Perform equipment failure investigations and Root Cause Analysis when required
- Submit detailed report on breakdowns and repairs
- Provide training to SABC technical staff on the maintenance and operation of Switchgears, Transformers and Control Plant Equipment.
- Compile procedure and drawings on an ad-hoc basis when required.

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2.1.2 The Maintenance Contract shall be divided in two parts as follows:

(a) Preventative Maintenance

Service rates shall apply for all preventative maintenance as per values agreed on the maintenance contract. The Contractor shall not be entitled to claim for payment for scheduled items that have not been included in the monthly schedule and approved by the Employer or his representative. SABC reserves the right to remove any electrical equipment from the schedule due to changes in operational requirements and the contract amount will be adjusted accordingly.

(b) Reactive Maintenance

The Contractor shall attend to all callouts and/or ad-hoc maintenance and the response time shall be as stipulated on the service level agreement. Where the Contractor is called out for faults or requested to provide a service, the Contractor shall only be paid for the callout and labour, and unscheduled rates shall apply. Where the contractor is required to provide spares or services not included in the bill of quantities, the Contractor shall first submit a quote for approval, and may provide the spares and/or services only after approval has been granted in writing and a % mark-up shall apply for all third-party items, services and spares.

SABC or its authorized representative will report any switchgears, transformer and/or associated control plant equipment faults or breakdowns which may occur to the contractor. All emergencies will be reported telephonically and then followed by a job card. Any other maintenance will be communicated in writing and a repair job card will be transmitted to the Contractor. The Contractor shall respond promptly to the complaint and restore the equipment to functional status in accordance with the assigned priority level. On completion of work the SABC representative together with the contractor shall inspect the works and if both parties are satisfied with the work done both shall sign off the job card including a detailed report on the repairs completed.

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Response Time

Response time shall be measured as the time taken from reporting the call, to the time taken by the artisan to arrive at the relevant piece of equipment.

The response to call outs shall be categorized according to the need for urgency in attending to the call out. All breakdowns **during and after working hours** shall be responded to as follows:

(i) Emergency Response

This shall be defined as an event that requires an immediate response or action to prevent and or mitigate against equipment damage, harm or injury to persons or property or to limit the disruption of services. The Contractor shall respond to an emergency call-out within **1hour**.

(ii) Urgent Response

This shall mean any failure or repair requirement that could significantly affect the services or pose a danger if left unattended for a lengthy period of time. The Contractor shall respond to an urgent call-out within **4 hours**.

(iii) Routine Response

This shall apply to other failures or repairs other than those requiring emergency and urgent response. These items shall be dealt with as unscheduled additional work items as requested by the SABC or authorized representative.

Any breakdown impacting on operations shall be attended-to until restored to good reliable condition. This implies that no breakdown may be left unattended or incomplete for the next day.

SABC will hold the Contractor liable for any costs incurred as a result of negligence or unreasonable deficient performance by the Contractor including excessive time taken to effect repairs.

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2.1.3 Scope of work for Transformers

- (a) Collect oil samples for each transformer to be tested by the independent laboratory for KV Dielectric, PPM Moisture, Acidity, Furanic PPM and PCB
- (b) Oil purification or regeneration
- (c) Oil leak repairs and cleaning of oil spillages
- (d) Replacement of silica gel
- (e) Gasket replacement
- (f) Bushing replacement
- (g) Topping up of oil when necessary
- (h) Removal/sanding out rust and painting works
- (i) Check earthing connection and integrity
- (j) Cleaning of the transformer after service

A Comprehensive test result report is expected indicating which service or repair is required to each respective Transformer

2.1.4 Scope of work for MV Switchgears

- (a) Inspect the current carrying parts and arcing contacts for overheating, cracks or any mechanical damage
- (b) Check the dielectric strength of the oil, if the oil is badly discoloured, it should be changed or reconditioned.
- (c) Check the insulation for possible damage. Clean the surface and remove carbon deposits with a strong and dry fabric
- (d) Inspect the circuit breaker for insulating oil leaks
- (e) Check closing and tripping mechanism
- (f) Check the condition, alignment and adjustment of the contacts
- (g) Clean and lubricate operating mechanism
- (h) Test contact resistance across the main and transfer contacts
- (i) Check closing and opening times with a speed recorder
- (j) Check the interlocks for proper operation

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- (k) Inspect the shutters for proper operation
- (l) Check and clean the earthing contacts in the cubicle
- (m) Thoroughly clean tank and other parts which have been in contact with the oil
- (n) Before replacing the tank, check to see there is no friction or binding that would hinder the breakers operation
- (o) When replacing the tank and refilling it with oil, be sure the gasket are undamaged and nuts and valves are tightened properly to prevent leakages.

2.1.5 Scope of Work for Control Plant Equipment

1.3.3.1 Protection Relays and Current Transformers

- (a) Ensure that the protection circuit trip settings are correct
- (b) Perform functionality test on the Protection Relays (Overcurrent, Earth Fault, Bucholtz, Oil Temperature, Winding Temperature etc)
- (c) Perform functionality test on the Protection Current Transformers

1.3.3.2 Battery Tripping Units

- (a) Take voltage readings
- (b) Take SG measurements
- (c) DC System functionality test

1.3.3.3 Metering

- (a) Carry out meter accuracy tests and installation checks
- (b) Perform functionality test on the Metering Current Transformers
- (c) Check and verify meter constants

2.2 Modifications/ Improvement Process

Contractors shall assume the costs incurred by SABC, as a result of defective supplies,

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services or product liability issues.

Any change to the original service or product design must be approved by SABC prior to implementation.

A Request for Change needs to be submitted to SABC and approved prior to implementing the change.

The Contractor shall keep records of all requests and corresponding SABC approvals.

2.3 Performance Management

Once deliveries of the component, system, or service have initiated, SABC will monitor the Contractor's performance to establish a trend of Continuous Improvement.

Quality of service or material and On-Time Delivery shall be the minimum metrics to be tracked for Contractor performance.

Resolution of non-conformances in the service to SABC will be addressed in a manner that will best support SABC 's standard requirements.

Expenses associated with Contractor non-conformances will be the responsibility of the Contractor

2.3.1 Key Performance Indicators

SABC will monitor Contractor's performance and report on it on a regular basis. Contractor's Performance Indicators are as follows:

- (a) Service Quality: % defect free deliveries received
- (b) On-time delivery: % of complete service delivery and on time, based on agreed standards.
- (c) Adherence to agreed response times

Contractors are expected to work with SABC to improve performance and/or process capability where needed.

In cases of repeated deficient performance or failure to improve, the contract shall be terminated.

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2.3.2 Containment of Non-Conformity Supply of Service

In the event a non-conforming material, component, system, or service is detected, SABC or its authorized representative will determine the best method of securing conformity to meet SABC's requirements such as:

- i. Return the entire lot of non-conforming material, component or systems to Contractor.
- ii. Contractor to sort/rework/repair the non-conformance at SABC sites.
- iii. SABC to identify an external resource (certified by SABC to perform, sort/rework/repair at the cost of the Contractor).

2.3.3 Cost Recovery

Contractors shall assume the costs incurred by SABC, as a result of defective supplies, services or product liability issues.

Damage caused by contractor activities or employees shall be for the contractor's account.

2.4 Key Personnel

A schedule of key personnel to this Contract (as per the Schedules) will be provided to the Authorized SABC Representative at commencement of this Contract. This will, as a minimum, include all persons to management level. For the full duration of this Contract, none of these persons will be replaced by a person of lesser ability or qualification. All on-site staff leaves shall be reported and agreed with the Project Manager or his delegate. The Authorized SABC Representative may request the replacement of any person with unsatisfactory performance or who fails to comply with this contract.

2.5 Management of Meetings

The Contractor will attend meetings relating to maintenance, operations, contract management and other issues that may arise from time to time. As far as is practicable, the Contractor will make all required persons available for these meetings. The Contractor shall not submit claims for payment for staff attending any of these meetings.

2.6 Communication

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Work instructions, monthly maintenance reports, breakdown reports, etc. will all be in a format as agreed with the Authorized SABC Representative.

2.7 Health, Safety and Environment

The appointed service provider shall comply with SABC's Health and Safety Systems.

All persons on company premises shall obey all health and safety rules, procedures and practices. In particular, NO SMOKING signs and the prohibition of the carrying of smoking materials in designated areas shall always be obeyed.

The Contractor shall be fully responsible for compliance to the Occupational Health and Safety Act for all persons and equipment relating to this Contract.

Any work involving open flames sparks, cutting or heat shall be authorised by the issue of a permit to work - obtainable from the Safety department. Any work done under the protection of a permit to work shall be in strict compliance with every prescription regarding the permit.

Safety equipment shall be used where applicable (e.g., safety goggles, boots, harness, etc.) The Contractor, at his/her own expense shall provide such equipment, for his/her employees. The Contractor shall apply the necessary discipline and control to ensure compliance by his workers.

All Contractors must ensure that his/her employees are familiar with the existing emergency procedures and must co-operate in any drills or exercises, which might be held. Emergency / fire equipment and extinguishers shall not be obstructed at any time.

No person shall perform an unsafe / unhealthy act or operation whilst on Company premises.

No unsafe/dangerous equipment or tools may be brought onto or used on Company premises. The Company reserves the right to inspect all equipment/tools at any time and to prevent/prohibit their use, without any penalty to the Company and without affecting the terms of the Contract in any way.

Submission of the safety file: No document is required at the tendering stage. However, the safety file component should be factored in the pricing schedule to be submitted in response to the RFQ, as the preferred service provider will be required to furnish a copy of the aforementioned file prior to commencing with commencing.

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2.8 Environmental Management

The appointed service provider shall comply with SABC’s Environmental Systems.

The Contractor / Service Provider remains solely responsible disposal and clean-up of any form of waste that is produced during the term of their contract at SABC.

The Contractor / Service Provider will ensure that all waste which necessitates the safe disposal thereof, will be done in accordance with all the latest and applicable legislation (environmental etc.) governing same.

Proof of such disposal must be submitted to SABC.

2.9 Access

SABC Auckland Park is a National Key Point, and the appointed service provider shall comply with all access and security requirements.

3 Equipment Information

3.1 Radio Campus

11kV Switchgears				
Item	Location	Description	Rating	Quantity
1.	Radio Park Main Sub HT, K1	AEG and Hawker Siddeley oil CB	11kV	18
2.	Sub B HT, 15-16 Floor	AEG and Hawker Siddeley oil CB	11kV	5
3.	Sub C HT/LT, K3	AEG and Hawker Siddeley oil CB	11kV	1
4.	Sub D HT, K4	AEG and Hawker Siddeley oil CB	11kV	5
Total				29
11kV Transformers				
1.	Sub A LT, K1	11/0.4kV Transformer	1500kVA	2
2.	Sub B HT, 15-16 Floor	11/0.4kV Transformer	1500kVA	2
3.	Sub C HT/LT, K3	11/0.4kV Transformer	1000kVA	1
4.	Sub D HT, K4	11/0.4kV Transformer	1500kVA	2
5.	Sub F HT, K2	11/0.4kV Transformer	1000kVA	2
6.	Ground Floor - Security	11/0.4kV Transformer	500kVA	1

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7.	Air Cooled Chiller Plant	11/0.4kV Transformer	1600kVA	1
Total				11
11kV Protection Relays				
1.	Radio Park Main Sub HT, K1:			
	Incomers 1& 2	Differential Protection Relays	GEC Type HO4 Translay	2
		OC & SC Relays	AEG Type 3 pole RSZ3ayv	2
		Earth Fault Relays	AEG Type PSZd single pole E/F	2
		Frame Leakage Relays	CAG Earth Leakage	2
		Reverse Power Relay	WDG11B	2
1.2	Feeders to Subs B, C and D	Differential Protection Relays	GEC Type HO4 Translay	3
1.3	1500kVA Transformers, two feeders to Sub A LT	OC & SC Relays	AEG Type 3 pole RSZ3ayv	2
		Earth Fault Relays	AEG Type PSZd single pole E/F	2
		Transformer Gas Pressure protection	TBA	2
		Transformer High Temperature protection	TBA	2
1.4	1000kVA Transformers, two feeders to Sub F LT	OC & SC Relays	AEG Type 3 pole RSZ3ayv	2
		Earth Fault Relays	AEG Type PSZd single pole E/F	2
		Transformer Gas Pressure protection	TBA	2
		Transformer High Temperature protection	TBA	2
2.	Sub B HT, 15-16 Floor			
2.1	Incomer 1&2	Differential Protection Relays	GEC Type HO4 Translay	2
		Frame Leakage Relays	CAG Earth Leakage	2
2.2	1500kVA Transformers, two feeders to Sub B LT	OC & SC Relays	AEG Type 3 pole RSZ3ayv	2
		Earth Fault Relays	AEG Type PSZd	2

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			single pole E/F	
		Transformer Gas Pressure protection	TBA	2
		Transformer High Temperature protection	TBA	2
3.	Sub C HT/LT, K3			
3.1	Incomer and 1000kVA Transformer	Differential Protection Relays	GEC Type HO4 Translay	1
		OC & SC Relays	AEG Type 3 pole RSZ3ayv	1
		Earth Fault Relays	AEG Type PSZd single pole E/F	1
		Transformer Gas Pressure protection	TBA	1
		Transformer High Temperature protection	TBA	1
4.	Sub D HT, K4			
4.1	Incomers 1& 2	Differential Protection Relays	GEC Type HO4 Translay	2
		Frame Leakage Relays	CAG Earth Leakage	2
4.2	1500kVA Transformers, two feeders to Sub D LT	OC & SC Relays	AEG Type 3 pole RSZ3ayv	2
		Earth Fault Relays	AEG Type PSZd single pole E/F	2
		Transformer Gas Pressure protection	TBA	2
		Transformer High Temperature protection	TBA	2
5.	Ground Floor, Next to security offices			
5.1	500kVA Transformer	OC & SC Relays	AEG Type 3 pole RSZ3ayv	1
		Earth Fault Relays	AEG Type PSZd single pole E/F	1
		Transformer Gas Pressure protection	TBA	1
		Transformer High Temperature protection	TBA	1
	Air Cooled Chiller, K1			
5.2	Transformer, Air Cooled Chiller, K1	OC & SC Relays	AEG Type 3 pole RSZ3ayv	1
		Earth Fault Relays	AEG Type PSZd	1

RFP Title APPOINTMENT OF A SERVICE PROVIDER FOR PREVENTATIVE MAINTENANCE, TECHNICAL SUPPORT, SUPPLY OF SPARES AND REPAIRS OF SWITCHGEARS, TRANSFORMERS AND ASSOCIATED CONTROL PLANT AT SABC AUCKLAND PARK FOR FIVE YEARS

			single pole E/F	
		Transformer Gas Pressure protection	TBA	1
		Transformer High Temperature protection	TBA	1
	Overcurrent Relays			12
	Earth Fault relays			12
	Differentials Relays			10
	Frame Leakage Relays			6
	Reverse Power Relays			2
	Transformer Gas pressure protection			11
	Transformer Gas pressure protection			11

3.2 TV Campus

11kV Switchgears				
Item	Location	Description	Rating	Quantity
1.	Main Sub HT	ABB VD4	11kV	24
2.	Sub B2	AEG and Hawker Siddeley oil CB	11kV	10
Total				29
11kV Transformers				
3.	Main Plant	11kV Transformer	2500kVA	2
		11kV Transformer	1600kVA	1
		11kV Transformer	1500kVA	6
		11kV Transformer	1000kVA	3
4.	Henley plant	11kV Transformer	1600kVA	2
5.	B2 Plant	11kV Transformer	1800kVA	1
		11kV Transformer	1600kVA	2
4.	Huleck Plant	11kV Transformer	1250kVA	2
		11kV Transformer	800kVA	1
Total				20
11kV Protection Relays				
Main LT Room				
6.	Incomers	O/C Relays	AEG RSZG ayv	2

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		Earth fault Relays	AEG Type PSZd single pole E/F	2
		Differential Relay	GEC Type HO4 Translay	2
		Reverse Power Relays	WDG11B	2
		Frame Leakage Relays	CAG Earth Leakage	2
6.1	11kV Feeders	O/C and E/F Relays	FPO4- AR	2
		Differential Relay	GEC Type HO4 Translay	2
6.2	11kV Transformer feeders	O/C and E/F Relays	FPO4- AR	14
		O/C and E/F Relays	Siemens 7SR1103	2
		Transformer Gas Pressure protection	TBA	16
		Transformer High Temperature protection	TBA	16
7.	Sub B2			
7.1	Incomers	O/C and E/F Relays	CDG	2
		Differential Relay	GEC Type HO4 Translay	2
		Frame Leakage	CAG Earth Leakage	2
7.2	11kV feeders	O/C and E/F Relays	CDG	2
7.3	11kV transformer feeders	O/C and E/F Relays	CDG	6
		Transformer Gas Pressure protection	TBA	16
		Transformer High Temperature protection	TBA	16
	Overcurrent and Earth fault relays			26
	Overcurrent Relays			2
	Earth Fault relays			2
	Differentials Relays			6
	Frame Leakage Relays			4
	Reverse Power Relays			2
	Transformer Gas pressure protection			20
	Transformer Gas pressure protection			20

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2. Pricing

- (a) The prices and rates in the Bill of quantities for Preventative Maintenance shall be treated as being fully inclusive of all labour, tools, materials, consumables, transport, overheads, liabilities, risks, obligations and profit as incurred or required by the contractor in carrying out the item.
- (b) The base rates will be adjusted in accordance with consume price index with effect from the 2nd , 3rd , 4th and 5th year. A 6.5% can be used for illustrative purposes, e.g. Total amount for the previous year to me multiplied by 1,065 to get the total for the following year.
- (c) Unscheduled rates shall apply during breakdowns and repairs.
- (d) The provisional sum shall be used on and as and when required on a proven cost basis and % mark-up shall apply for all third - party items and services. The mark-up shall be calculated on the amount for each item or service excluding VAT. Expenditure against the provisional sum shall be authorised by the project manager or his delegate.

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Bill of Quantities

Item	Description	Unit	Qty	Rate Year 1	Amount Year 1
1.	Annual Preventative Maintenance (Radio Campus)				
1.1	Maintenance of MV switchgears:				
1.1.1	AEG 11kV Switchgears Oil Circuit Breakers	Each	29		
	Sub - Total				
1.2	Maintenance of 11kV Transformers (Annual service of transformer including oil samples taken to lab, purification as per oil sample. The rates shall include all consumable required to complete the service)				
1.2.1	Taking oil samples, cleaning of the bushings, cleaning the transformers:				
1.2.1.1	Transformers 1600kVA	Each	1		
1.2.1.2	Transformers 1500kVA	Each	6		
1.2.1.3	Transformers 1000kVA	Each	3		
1.2.1.4	Transformers 500kVA	Each	1		
	Sub - Total				
1.2.2	Purification per Cycle:				
1.2.2.1	Transformers 1600kVA	Each	1		
1.2.2.2	Transformers 1500kVA	Each	6		
1.2.2.3	Transformers 1000kVA	Each	3		
1.2.2.4	Transformers 500kVA	Each	1		
	Sub - Total				
1.2.3	Transformer Oil	litres	6000		
	Sub - Total				
1.2.4	Replacing bushing gaskets				
1.2.4.1	Replacing bushing gaskets for 1600kva Transformer	Each	1		
1.2.4.2	Replacing bushing gaskets for 1500kva Transformer	Each	6		
1.2.4.3	Replacing bushing gaskets for 1000kva Transformer	Each	3		
1.2.4.4	Replacing bushing gaskets for 500kva Transformer	Each	1		
	Sub - Total				
1.2.5	Transformer breather (silica gel)	Each	22		
	Sub - Total				
1.3	Protection System Annual Functionality Test				
1.3.1	Differential Relays and CTs	Each	10		
1.3.2	Over Current Relays and CTs	Each	12		
1.3.3	Earth fault Relays and CTs	Each	12		

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1.3.4	Reverse Power Relays and CTs	Each	2		
1.3.5	Frame Leakage Relays and CTs	Each	6		
1.3.6	Transformer Gas Pressure protection	Each	11		
1.3.7	Transformer Temperature protection	Each	11		
	Sub - Total				
1.4	Battery Tripping Units Annual Service and Tests	Each	8		
	Sub - Total				
	Grand Total – Radio Campus				
2.	Annual Preventative Maintenance (TV Campus)				
2.1	Maintenance of MV switchgears:				
2.1.1	AEG 11kV Switchgears Oil Circuit Breakers	Each	10		
2.1.2	ABB VD4 Switchgears	Each	24		
	Sub - Total				
2.2	Maintenance of 11kV Transformers (Annual service of transformer including oil samples taken to lab, purification as per oil sample. The rates shall include all consumable required to complete the service)				
2.2.1	Taking oil samples, cleaning of the bushings, cleaning the transformers:				
2.2.1.1	2500kVA Transformers	Each	2		
2.2.1.2	1800kVA Transformers	Each	5		
2.2.1.3	1600kVA Transformers	Each	1		
2.2.1.4	1500kVA Transformers	Each	1		
2.2.1.5	1250kVA Transformers	Each	2		
	Sub - Total				
2.2.2	Purification per Cycle:				
2.2.2.1	2500kVA Transformers	Each	2		
2.2.2.2	1800kVA Transformers	Each	5		
2.2.2.3	1600kVA Transformers	Each	1		
2.2.2.4	1500kVA Transformers	Each	1		
2.2.2.5	1250kVA Transformers	Each	2		
	Sub - Total				
2.2.3	Transformer Oil	litres	6000		
	Sub - Total				
2.2.4	Replacing bushing gaskets	Each			
2.2.4.1	Replacing bushing gaskets for 2500kva Transformer	Each	2		
2.2.2.2	Replacing bushing gaskets for 1800kva Transformer	Each	5		
2.2.2.3	Replacing bushing gaskets for 1600kva Transformer	Each	1		

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2.2.2.4	Replacing bushing gaskets for 1500kva Transformer	Each	1		
2.2.2.5	Replacing bushing gaskets for 1250kva Transformer	Each	2		
	Sub - Total				
2.2.5	Transformer breather (silica gel)	Each	22		
	Sub - Total				
2.3	Protection System Functionality Test:				
2.3.1	Overcurrent and Earth Fault Relays	Each	26		
2.3.2	Differential Relays and CTs	Each	6		
2.3.3	Over Current Relays and CTs	Each	2		
2.3.4	Earth fault Relays and CTs	Each	2		
2.3.5	Reverse Power Relays and CTs	Each	2		
2.3.6	Frame Leakage Relays and CTs	Each	4		
2.3.7	Transformer Gas Pressure protection	Each	20		
2.3.8	Transformer Temperature protection	Each	20		
	Sub - Total				
2.4	Battery Tripping Units Annual Service and Tests	Each	4		
	Grand Total – TV Campus				
3.	Ad- Hoc Maintenance				
3.1	Unscheduled Rates				
3.1.1	Supervisor - Electrical (Monday to Friday)	Rands/hour	36		
3.1.2	Supervisor - Electrical (Weekends and Public Holidays)	Rands/hour	36		
3.1.3	Electrical Technician (Monday to Friday)	Rands/hour	36		
3.1.4	Electrical Technician (Weekends and Public Holidays)	Rands/hour	36		
3.1.5	Electrician (Weekends and Public Holidays)	Rands/hour	36		
3.1.6	Electrician (Monday to Friday)	Rands/hour	36		
3.1.7	Technical Assistant (Monday to Friday)	Rands/hour	36		
3.1.8	Technical Assistant (Weekend and Public Holidays)	Rands/hour	36		
3.1.9	Call-Out Rate (Monday to Friday)	Each	15		
3.1.10	Call-Out Rate (Weekend and Public Holidays)	Each	15		
3.1.11	Transport to and from SABC	Per trip	15		
	Sub Total				
3.2	Provisional Sum				
3.2.1	Supply of spare parts, batteries and fluids				
3.2.2	Conducting fault investigations and repairs of Switchgears (LV and MV), Transformers and associated equipment	Sum	1	R300 000,00	R300 000,00

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3.2.5	Fixing leaks oil leaks and cleaning of spillages				
3.2.6	Sanding out/removal of rust and painting of transformers				
3.2.7	Testing of the switchgears and transformers				
	Sub Total				R300 000,00

4.		Summary Schedule	
Item	Description	Amount	
4.1	Preventative Maintenance – Radio Campus		
	Preventative Maintenance – TV Campus		
4.2	Ad-hoc Maintenance		
4.3	Provisional Sum		R300 000,00
	Sub-Total (Year 1)		
4.4	Sub Total year 2 (year 1 plus CPI escalation*)		x 1,065 =
4.5	Sub Total year 3 (year 2 plus CPI escalation*)		x 1,065 =
4.6	Sub Total year 4 (year 3 plus CPI escalation*)		x 1,065 =
4.7	Sub Total year 5 (year 4 plus CPI escalation*)		x 1,065 =
	Subtotal	Sum of year 1 to 5 =	
4.8	VAT (15%)		
4.9	Total		
To be carried to the form of offer		5 years amount plus VAT =	

*Base rates will be increased by 5% from the 2nd, 3rd, 4th and 5th year.

Mark up (third party procured items/services) on materials and spares:

MARK-UP ON MATERIALS	
VALUE of MATERIAL	% MARK-UP
R0 up to R9 999.99	20%
R10 000.00 up to R49 999.99	18%
R50 000.00 up to R99 999.99	15%
R100 000.00 up to R199 999.99	10%
R200 000.00 and above.	10%

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2. RFP Response Information

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 180 days from the date the vendor quotation is received by SABC

3. COSTING

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

4. DURATION OF THE CONTRACT

Five (5) Years

5. EVALUATION CRITERIA

6.1 BBBEE and Price

The RFP responses will be evaluated on the **80/20**-point system

6.2 Technical Evaluation

- The tender submission will be technically evaluated out of 100 points.
- All bidders achieving less than the set threshold of **100 points out of 140** points will be declared non-responsive and therefore will be disqualified and not continue to be evaluated for BBBEE & Price Preference

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Technical Evaluation Criteria

		EVALUATION CRITERIA	PROOF/EVIDENCE	WEIGHT
1.		PLANT AND EQUIPMENT		
1.1	Signed List of Plant and Equipment owned The form listed in the returnable(s) is to be used (Annexure B)	1 ton Bakkie – Submit vehicle registrations papers on company name = 1 Submit a signed list of Plant and Equipment confirming that the company owns the following equipment: <ul style="list-style-type: none"> ▪ Pressure Tester 11kV = 1 ▪ MV Cable Locator = 1 ▪ Primary Injection Set = 1 ▪ Secondary Injection Set = 1 ▪ Phasing Stick = 1 ▪ Hydraulic Cable Cutter = 1 	7	
2.		ORGANISATION		
2.1	Prove and demonstrate relevant company experience in maintenance and repairs of Switchgears and Transformers within the last 5 years The form listed in the returnable is to be used (Annexure C)	List of completed projects relevant to the specified scope of works clearly showing the project site, scope of work and period (supported by appointment letter and completion certificates) 5 and greater maintenance contracts = 20 3 to 4 maintenance contracts = 15 2 maintenance contracts = 5 1 Maintenance contract = 0	20	
2.2	Submit 3 contactable references where similar work has been conducted within the last 5 years. The reference letters must correspond to the projects provided in 2.1 above. The Reference form listed in the returnable is to be used. (Annexure E)	3 Reference Form in prescribed format = 30 2 Reference Form in prescribed format = 20 1 Reference Form in prescribed format = 10	30	
2.3	Tender's Approach and Methodology in response to the proposed scope of work that outlines the Approach and Methodology	Submit Tenderer's Approach and methodology: <ul style="list-style-type: none"> - Team Organogram clearly defining the role of each member = 2 - An indication to be provided where project team members will be based during the full duration of the project. The city where team members will be based should be specified = 2 - Preventative maintenance = 2 - Attending to breakdowns and emergencies within the stipulated response time = 2 - Reporting and Documentation on Maintenance = 2 - Quality management = 2 - Business Continuity during protest and unrest = 2 	16	

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		- Safety Management = 2	
3.	KEY PERSONNEL		
3.1	Supervisor with relevant experience on the supervision of maintenance activities on Switchgears, Transformers and associated Control Plant (Annexure G)	Submit Certified Copies Qualifications and certificates of training <ul style="list-style-type: none"> National Diploma in electrical Engineering - Heavy Current (4 points) OR Trade Tested Electrician (2 points) AND Proof of Medium Voltage training or ORHVS Certificate (4 points) 	8
		CV clearly showing relevant experience <ul style="list-style-type: none"> Over 5 years (10 points) 3 to 5 years (5 points) Less than 3 years (0 points) 	10
3.2	Test Technician with relevant experience on the maintenance of Switchgears, Transformers and associated Control Plant (Metering, Protection and Battery Tripping Units) (Annexure G)	Submit Certified Copies Qualifications and certificates of training <ul style="list-style-type: none"> National Diploma in electrical Engineering - Heavy Current (4 points) AND Proof of Medium Voltage training or ORHVS Certificate (4 points) Protection System Training Certificates (4 points) 	12
		CV clearly showing relevant experience <ul style="list-style-type: none"> Over 5 years (10 points) 3 to 5 years (5 points) Less than 3 years (0 points) 	10
3.3	Electrician with relevant experience on the maintenance of Switchgears, Transformers and associated Control Plant (Annexure G)	Submit Certified Copies Qualifications and certificates of training <ul style="list-style-type: none"> Trade Test in relevant electrical qualification (4 points); Operating Regulations for High Voltage Systems (ORHVS) (4 points), MV Cable Jointing Certificate (4 points)) 	12
		CV clearly showing relevant experience <ul style="list-style-type: none"> Over 5 years (10 points) 3 to 5 years (5 points) Less than 3 years (0 points) 	10
4.	5. LOCAL OFFICE		
	Ability to respond on emergencies on site 24/7. Proof of physical address to be attached (Form B1) to score relevant points. (Only copies of utility bills, local council letters, CIPC documents, lease agreements shall be considered)	Local office within Johannesburg Metro Municipality = 5 Office out of Johannesburg Metro Municipality, but	5

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	(Annexure I)	within Gauteng =3 Office outside Gauteng =0		
	Threshold			100
	Total			140

All bidders achieving less than the set threshold of **100 points out of 140 points** will be declared non-responsive and therefore will be disqualified and not continue to be evaluated for BBBEE & Price Preference.

6. OBJECTIVE CRITERIA

- The SABC reserve the right not to consider proposals from bidders who are currently in litigation with the SABC.
- 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.
- 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.
- The SABC reserve the right not to award this tender to any bidder who fails the financial stability assessment.

END OF DOCUMENT E

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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: _____

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Bidder's contact person:

Name : _____

Telephone : _____

Mobile : _____

Fax.: _____

E-mail address : _____

END OF DOCUMENT F

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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 be equal to or above R50 000 000 (all applicable taxes included) and therefore the.....**80/20** OR **90/10**.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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- (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	80/90
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20/10
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The SABC reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the SABC.

2.0 DEFINITIONS

2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

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- 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).

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- 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;

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- 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.

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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:

80/20 or 90/10

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

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

Points awarded for B-BBEE Status Level of Contribution

15.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

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5.0 BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6.0 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

6.1 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.

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7.0 SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

7.1.1 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)

8.0 DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:
.....

8.2 VAT registration number:
.....

8.3 Company registration number
.....

8.4 Type Of Company/ Firm

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- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 Describe Principal Business Activities

.....

.....

.....

.....

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8.6 Company Classification

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the SABC that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the SABC may, in addition to any other remedy it may have;
 - (a) disqualify the person from the bidding process;

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- (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:

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ADDRESS:

.....

.....

.....

.....

END OF DOCUMENT G

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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.

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Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury’s website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.1	If so, furnish particulars:		

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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

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.....

Position

.....

Name of Bidder

END OF DOCUMENT H

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DOCUMENT I

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1.0 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2.0 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.0 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4.0 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

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5.0 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for SABCs who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

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CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

RFP Title: RFP.LOG.2022.47: Appointment of Service Provider for Preventative Maintenance, Technical Support, Supply of Spares and Repairs of Switchgears, Transformers and Associated Control Plant at SABC Auckland Park for 5 years

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;

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5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
- (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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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

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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 _____ 2021

NAME OF COMPANY _____

NAME OF THE SIGNATORY (IES) _____

CAPACITY: _____

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

WITNESSES:

1. _____

2. _____

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BIDDER

END OF DOCUMENT J

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ANNEXURE A: GUIDELINE FOR NON-BRIEFING SESSION

Applicable where Briefing Sessions are not compulsory or mandatory:

Due to the Covid-19 pandemic, and in compliance with National Treasury Instruction Note 5, institutions are advised as far as possible to avoid convening briefing sessions. Therefore, a briefing session **WILL NOT BE SCHEDULED** in cases where it is avoidable and the following will apply:

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

Applicable where Briefing Sessions are unavoidable:

Where a briefing session cannot be avoided and, to the extent permitted by the Disaster Management Act (DMA) Regulations, the following will apply:

- The briefing session meeting will be arranged by means of an online session using the Microsoft TEAMS or similar enablers, the date and time of which will be published on the E-Tender Portal and SABC Website.
- Bidders who have access to Microsoft Teams or similar enablers are kindly requested to advise of their interest to participate in the online briefing session by sending an email to tenderqueries@sabc.co.za 3 days before the briefing session to be invited.
- On the date and time of the briefing session, bidders will be invited via Microsoft Teams or similar enablers to attend the online briefing session meeting.
- 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
- Site Inspection will not be made compulsory however the bidders should be advised that non-attendance of such will be to their disadvantage. Should the need arise for a site inspection to be part of a briefing session, the following will apply:

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- SABC seeks to apply stringent precautionary measures to ensure maximum adherence to COVID-19 protocols and ensure a safe work environment by enforcing social distancing in the workplace. Only a **maximum number of 15 people per session** will be permitted to attend the briefing session at a time. The SCM Practitioner will arrange multiple sessions to accommodate only the allowed maximum number. The first come first rule will apply. If the first session is full, Bidders will attend the next session.
- The dates and times of the briefing sessions will be advertised on the National Treasury E-Tender Portal and the SABC Website.
- Bidders are required to confirm attendance at least one day in advance of session date using the email tenderqueries@sabc.co.za.
- Bidders must always wear masks and practise social and physical distancing.
- Bidders must comply with SABC COVID 19 screening process. Should the bidder's entry be denied due to high temperature or related COVID 19 restriction, such bidder's attendance should be acknowledged, and alternative Site Inspection be arranged if needed for a different representative from the same company.
- All queries and responses from the various briefings sessions will be consolidated into a schedule of questions and answers and communicated to all Bidders who have attended the compulsory briefing sessions.

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ANNEXURE “B”

Vehicles

	Description	Make and Model	Registration Number
1.			
2.			
3.			
4.			
5.			
6.			
	Signed on behalf of the tenderer:	Date:	
	----- --	----- -	
	Name:	Position:	
	----- -----	----- -----	

If the registration documents are not attached, a zero (0) will be scored in terms of the Technical Functionality of this Tender.

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ANNEXURE “C”

Previous completed projects

Project Details/Contract description	Project Site	Projects Value (Rands)	Dates	
			Start	End
Signed on behalf of the tenderer: _____			Date: _____	
Name: _____			Position: _____	

The schedule must be signed to confirm that the information provided above is correct and attach appointment letters or completion certificates as supporting documentation.

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ANNEXURE “D”

Current projects

Project Details/Contract description	Project Site	Projects Value (Rands)	Dates	
			Start	End
Signed on behalf of the tenderer: -----			Date:	-----
Name: -----			Position:	-----

The schedule must be signed to confirm that the information provided above is correct

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**“ANNEXURE E”
REFERENCE FORM**

It is critical to complete the form fully. SABC Will not give scores for incomplete forms

Referee Company Legal Name: _____

Bid Description (Referee provided for): Maintenance of Switchgears at SABC Auckland Park

Describe the Services/ Work Done:

Project Start Date: _____ **Project End Date:-** _____

Contract Amount: _____

Rate Service Provider (Put a mark to the relevant score)

Indication	Excellent	Very Good	Good	Poor	Unacceptable
Score	5	4	3	2	1

Referee Contact Person: _____

Referee Designation: _____

Referee Contact Number: _____

Referee Email: _____

I hereby declare that to the best of my knowledge, information completed above is true and correct.

Bidder’s Referee Signature: _____ **Date:** _____

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<p>COMPANY STAMP</p>

NB: Failure to provide 3 references in prescribed format will be non-responsive

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“ANNEXURE F”

APPROACH AND METHODOLOGY

[The Tenderer shall attach to this page a copy of their proposed approach and methodology to undertake the scope of works and organogram of proposed project team. This technical proposal will be evaluated in terms of the quality (functionality) criteria in this document]

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“ANNEXURE G”

KEY PERSONNEL

The Tenderer shall list below the personnel which he intends to use on the Works.

[NB. The Curricula Vitae of the listed personnel together with trade test certificates are to be attached to this page which will be evaluated when scoring quality (Technical Offer) Clause F3.11.9.]

If CVs, Qualification and Trade Test certificates are not attached, a zero (0) will be scored in terms of the Technical Functionality of this Tender.

CATEGORY OF EMPLOYEE	NAME AND SURNAME	YEARS OF EXPERIENCE (In trade)	QUALIFICATIONS
Supervisor			
Test Technician			
Electrician			

SIGNATURE: DATE

(Of person authorised to sign on behalf of the Tenderer)

Tender Number: RFP/LOG/2022/47

RFP Title APPOINTMENT OF A SERVICE PROVIDER FOR PREVENTATIVE MAINTENANCE, TECHNICAL SUPPORT, SUPPLY OF SPARES AND REPAIRS OF SWITCHGEARS, TRANSFORMERS AND ASSOCIATED CONTROL PLANT AT SABC AUCKLAND PARK FOR FIVE YEARS

“ANNEXURE H”

CONTRACTOR'S PROOF OF REGISTRATION WITH CIDB

[The Tenderer shall attach hereto the Contractor’s Certificate of Registration with CIDB or proof of application or provide the Contractor’s CRS Number below. In the case of a Joint Venture, proof of registration must be provided for each member of the Joint Venture. Failure to submit the certificate or proof of application or to provide the Contractor’s CRS Number with the tender document may lead to the conclusion that the Tenderer is not registered with the CIDB and therefore not eligible to tender].

Contractor:

CIDB Grade:

CRS Number:

SIGNATURE: DATE

(Of person authorised to sign on behalf of the Tenderer)

Tender Number: RFP/LOG/2022/47

RFP Title APPOINTMENT OF A SERVICE PROVIDER FOR PREVENTATIVE MAINTENANCE, TECHNICAL SUPPORT, SUPPLY OF SPARES AND REPAIRS OF SWITCHGEARS, TRANSFORMERS AND ASSOCIATED CONTROL PLANT AT SABC AUCKLAND PARK FOR FIVE YEARS

“ANNEXURE I”

PROOF OF PHYSICAL ADDRESS

The tenderer shall attach to this form an original / certified copy of physical address of the company/business entity.

SIGNATURE: DATE

(Of person authorised to sign on behalf of the Tenderer)

Tender Number: RFP/LOG/2022/47

RFP Title APPOINTMENT OF A SERVICE PROVIDER FOR PREVENTATIVE MAINTENANCE, TECHNICAL SUPPORT, SUPPLY OF SPARES AND REPAIRS OF SWITCHGEARS, TRANSFORMERS AND ASSOCIATED CONTROL PLANT AT SABC AUCKLAND PARK FOR FIVE YEARS

“ANNEXURE J”

WARRANTY CONFIRMATION LETTER

The tenderer shall attach to this form warranty confirmation letter.

SIGNATURE: DATE
(Of person authorised to sign on behalf of the Tenderer)

END OF THE REQUEST FOR PROPOSAL DOCUMENT