



REQUEST FOR INFORMATION TV PRODUCTION CONTROL MANAGEMENT SOLUTION

RFI NO: RFI IT/2022/23

RFI TITLE: TV PRODUCTION CONTROL MANAGEMENT SOLUTION

This RFI calls for information on TV Production Control Management solution by the SABC.

RFI documents are obtainable from 12 August 2022 from the following websites:

- **SABC Website** <http://www.sabc.co.za/sabc/tenders>
- **E- tender portal** <http://www.etenders.gov.za>

Closing Date: 02 September 2022

For enquiries: E-mail: tenderqueries@sabc.co.za

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SOUTH AFRICAN BROADCASTING SABC SOC LIMITED
("The SABC")

REQUEST FOR INFORMATION (RFI)

RFI NUMBER: RFI IT/2022/23

RFI TITLE: Request For Information for a Production Control Management Solution

EXPECTED TIMEFRAME

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	12 August 2022
RFI Available from	12 August 2022
Non – Compulsory Briefing Session	No Briefing Session
Briefing session link	N/A
RFI Closing Date and Time	02 September 2022
Contact details	Rose Mahlaule MahlauleHR@sabc.co.za Nombulelo Ntozini NtoziniN@sabc.co.za

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

PHYSICAL SUBMISSIONS: SABC's Tender Box

**SABC Office
Radio Park
Henley Road; Auckland Park
Johannesburg**

OR

Respondents interested in participating can register their interest by providing company name, contact person, telephone, cell number and email address to RFPSubmissions@sabc.co.za indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

Submissions can also be made physically to the tender box at above mentioned address.

PDF Documents will be available on the SABC Website.

Please note that this is a Request For Information and not a Request For Proposal. No award will be made from this request.

REQUEST FOR INFORMATION:

1. DEFINITIONS

- 1.1 “**RFI**” - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 1.2 “**RFI response**” - a written response in a prescribed form in response to an RFI.
- 1.3 “**Respondent**” – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI.

2. CONFIDENTIALITY

All information related to this Request for Information 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 Respondents 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 Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents 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 RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This RFI remains at all times the property of the SABC. No rights other than as provided in this RFI and in respect of the confidential information are granted or conveyed to bidder/s

NAME OF Respondent: _____

PHYSICAL ADDRESS: _____

Respondent's contact person: Name : _____

Telephone : _____

Mobile : _____

Fax.: _____

E-mail address : _____

3. THE MANNER OF SUBMISSION OF THE RFI

3.1 Respondent shall submit RFI response in accordance with the prescribed manner of submissions as specified below:

a. Physically to **SABC's Tender Box**

**SABC Office
Radio Park
Henley Road; Auckland Park
Johannesburg**

b. Respondent shall submit electronic copy. Electronic copies may be e-mailed to:

RFPSubmissions@sabc.co.za.

c. All additions to the information documents i.e., appendices, supporting documentation, photographs, technical specifications and other support documentation covering suggested solutions etc. shall be neatly bound as part of the schedule concerned.

4. BACKGROUND

Production Control unit within Video Entertainment aka Television Division is responsible for production budget evaluation, validation of the approved deliverables list, cash flow and overall approved budget for each individual project. Currently the team makes use of the excel spreadsheet for their end-to-end process. Challenges experienced refers to the SABC predefined formulas being tempered with, unauthorised manipulation of the data and no visibility nor tracking of the changes applied by PC. The PC ends up creating passwords to protect the data from un-authorized changes being applied.

It was identified that a production system is required and must be used as a single repository to all PC functions to fully manage the process from start until end including enabling the internal and external Producers to also have access to upload and submit required information to a single repository with appropriate user rights.

The solution must also be a management tool for all reporting required pertaining to Production control with necessary approvals required. This should enable the employees to function effectively and efficiently within their respective units to provide direction, improve communication, track changes and retain audit history of all changes applied. All this leads to increased productivity, confidence as well as a sense of achievement by employees.

5. SCOPE

- 5.1 Budgeting tool
- 5.2 Evaluation tool
- 5.3 Monthly Production Expenditure Report (MPER)
- 5.4 Reporting
- 5.5 Auditing function
- 5.6 Workflow approval and notification
- 5.7 Integration to 3rd party systems.
- 5.8 Training

6. EVALUATION CRITERIA (PLEASE NOTE THAT THE PURPOSE OF THE EVALUATION IS TO DETERMINE THE BEST SOLUTION AND NOT FOR AWARD PURPOSES)

Title	Requirement	Compliance	Description
Create budget & Financial pack	Solution should allow users (internal and external) to populate current budget pack (all sheets/tabs)		

	Allow user to populate and save, until the entire budget pack is fully completed. NB*Must have Ms excel functionality.		
	Allow multiple users to work on the same budget pack and allow for concurrent saving.		
Register Project - Production Control will receive an automated notification from SAP, this should trigger project registration process	On registration of a project, project numbers and corresponding metadata must be derived from SAP: - -Production Number - Script number where applicable - Format fee number where applicable		
	Project name aka Programme name		
	Number of episodes		
	Agreement type		
	Duration per episode		
	Total Duration in minutes		
	Planned Transmission date		
	Channel/s		
	Production House		
De-registration of a project	Solution must have the ability to de-register/cancel projects as well stating reasons, therefore. Full audit trail of the cancellation. Allow for attachment of document/letter.		
	Full audit trail of the cancellation. Allow for attachment of document/letter.		
Query	Ability to query, save and print the register with all selected fields.		
	Ability to add and update the register at any given time.		

Notes	Allow user to capture notes for extra information with no limitation on number of characters		
Resource Allocation - Solution must allow SABC to assign resource to each registered project	Allow the SABC (Production Control Manager) to assign a resource to a project.		
	Allow PCM to set prioritization and criticality of the project.		
	Allow PCM to set timelines per process/activity.		
	Only authorised user (i.e., Manager) can amend the set timelines.		
	Allow PCM to swap/reallocate Production Controllers depending on the capacity and/or priority of projects.		
	Solution should automatically send notification to the assigned resource with relevant project information.		
	Solution should allow assigned resource to: -		
	· Accept project allocation		
	· Decline project allocation		
	· State reason for rejection/acceptance		
	Solution must be able to keep track of all assignments processed and when they were processed.		
	Assigned resource must be able to access all supporting documentation of the project at any point, others will have view only.		

	Automated email to the Producer informing them of the assigned Production Controller.		
Project inception - Once business plan is in place, allow for more information to be captured against the project	Transmission (TX) date i.e. <u>First</u> and <u>Last</u> broadcast dates		
	Production house and corresponding contact details		
	Region		
	Production language		
	Commissioning Editor and contact details		
	Capture Approved budget amount (as per Business Plan)		
	Information can be amended, if need be and retained for audit history.		
Dashboard	List of all assigned projects.		
	List of all unassigned projects.		
	List of number of projects allocated to all resources		
	Value of projects assigned to a resource/s		
	Value of each project/s		
	Duration of each project/s		
	Criticality and priority level of projects assigned to a resource		
	Value of projects in different statuses		
	In a bar and percentage (%) format, denote how much capacity each resource has with colour coded indication		

	Dashboard must have real-time update. As and when PC workload decreases and/or increases solution should keep track and update capacity.		
	Solution should allow SABC to set/configure dashboard view.		
	Keep track of date/time of each status change /update.		
	Ability to set timelines per status.		
Project Management	Solution must allow SABC to set timelines per process in the lifecycle of production.		
	Productions are always at different stages with different characteristics, which should enable PCM to actively monitor what is lagging behind, what has not been worked on timeously and pop up a warning/notification.		
Create Budget Pack - once the project is created and assigned to a resource, an automated notification with link to must be sent to a producer to start creating budget pack	Solution should allow users (internal and external) to populate/create current budget pack (all sheets/tabs)		
	Allow user to populate and save, until the entire budget pack is fully completed. NB*Must have Ms excel functionality.		
	Allow multiple users to work on the same budget pack and allow for concurrent saving.		
	Solution must allow for narration of what is required per category which will serve as a guide to new producers.		
	Producer must identify which line item is internal and external cost.		
	As the Producer loads information, solution should be able to track completion % per sheet(category) and automatically		

	tick where all required information has been provided and saved and indicate where information still needs to be provided...this must be on the home/main page.		
	Solution must send workflow to the assigned CE & platforms regarding the created budget pack.		
	one or two acknowledgements of receipt of the budget pack, so evaluation can commence		
	SABC user must be able to workflow the budget back to the Producer for corrections.		
	Solution must allow Producer to save & continue even if their budget has exceeded the Business Plan amount.		
	At any point Producer must be able to log-in and check status of the production.		
	<p>Creation of the budget pack the below information must be automatically populated as they would have been pre-loaded. Amongst others, but not limited to the below: -</p> <ul style="list-style-type: none"> - Programme Title - Project numbers (production number, script number, format number) - Channel - Production House - Programme genre and Local Productions unit commissioning the programme - Production Controller's name and contact details - Commissioning Editor name and contact details - Producer's name and contact details 		

	Solution must allow users to save information as they capture it without submitting the pack, submission can only be made when applicable sheets/pages are completed i.e., worksheets 2, 3, 4 & 5 (Prod Info, Timeline/production schedule, Summary & Budget).		
	Solution must be able to keep track of what is completed vs incomplete until the final submission is done.		
	ü Track status with “complete” or tick box against each page/sheet/tab.		
	Allow user to identify where quotations are required per line item and allow for uploading function.		
	solution should allow multiple users to work on the budget pack (different sections) concurrently and save without losing any changes.		
Proposed Timeline - monthly activities for the production lifecycle.	solution must allow proposed timeline to be captured with status for each item from start until end of the production.		
	NB* Allow SABC admin to add more stages where need be.		
	Ability to report on total number of days planned per stage.		
	Allow for a single and multiple days selection.		
	Solution should allow user to create multiple number of line items in the pack. This should not be limited in any way.		

	Where TX date needs to be moved forward or earlier – allow user to identify by how long the project should be amended and automatically amend upcoming dates with corresponding activities accordingly.		
Budget Summary	This page should automatically populate information based on what is captured on the different worksheets of the budget pack - allow user to select what they wish to see as budget summary. The below amongst others is information required		
	ü Automatically displays all the captured sections of the budget with corresponding amounts/figures and with entity liable for the amount (SABC or Production External vs Internal) and the relevant totals per section.		
	programme Title		
	Production Company		
	Project numbers		
	Total number of episodes per project number		
	Total minutes per episode		
	Automatic calculation of total minutes = total episodes * minutes per episode.		
	Budget Contact Person – Producer name		
	Contact person contact details:		
	• Office number		
	• Email address		
	• Cell number		
	Pre-Production period [from dd-mm-yyyy – to dd-mm-yyyy] – derived from the Timeline defined with corresponding total number of days from the period indicated.		

	Shoots period [from dd-mm-yyyy – to dd-mm-yyyy] - derived from the Timeline defined, with corresponding total number of days from the period indicated.		
	Post-Production [from dd-mm-yyyy – to dd-mm-yyyy] - derived from the Timeline defined, with corresponding total number of days from the period indicated.		
	Indicate first and last transmission dates.		
Budgeting tool functions	Solution must allow user to capture budget in full - same way as on the Excel template.		
	Solution must allow user to capture budget in full as on the Excel template.		
	Solution should allow for other categories to be selected from a “dropdown list and others (where applicable) allow for manual capturing.		
	The dropdown list must be managed/added to by the SABC Production Control team when necessary.		
	Manual capturing must follow naming convention, i.e., “Title case”.		
	Solution must allow SABC to view, save and/or print: -		
	• Entire budget pack in full view and		
	• Allow user to select specific sections of the pack		
	• Allow user to only view/save/print what is required.		
	Solution must enable the user to indicate when line items are either SABC Internal or SABC External and Production Internal or Production External cost, so that		

	reporting can be done in a quicker and informed manner.		
	· Producer must indicate when own facilities and internal staff will be utilised.		
	Solution must allow for multiple sections/categories of the budget to be created. All sections of the budget must have the below listed fields: - but not limited to the following.		
	Description of the Resource required (title) – can either be a dropdown list or manual capturing required. (i.e., Producer, executive producer)		
	· Allow resource to have sub-category i.e., 3 – 4 level layers (sub-categories)		
	Number of resources required		
	Agreed rate per resource		
	Quantity – how many times will the resource be needed.		
	Units - allow for selection of months, week, days, episodes, per quote, one-off, etc.		
	Total amount per line item:		
	· <i>No. of resources * rate* quantity</i>		
	Cost: SABC Internal / SABC External and Production Internal / Production External cost, <i>Tick boxes and allow for capturing of the estimated costs</i>		
	Notes/Comments – per line item		
	Total amount for each section		
	Section A: Producer		
	Section B: Production Staff		
	Section C: Talent		
	Section D: Voice Overs		
	Section E: Multi- Camera Shoot - Studio		
	Section F: Multi-Camera Shoot – Outside Broadcast (OB)		

	Section G: Single Camera Shoot		
	Section H: Art Department		
	Section I: Set Department		
	Section J: Props Department		
	Section K: Wardrobe *		
	Section L: Storage of Assets		
	Section M: Make-up & Hair *		
	Section N: Stunts		
	Section O: Special Effects		
	Section P: Picture Vehicle/Animals		
	Section Q: Photography		
	Section R: Location Costs *		
	Section S: Vehicles – (land travel) *		
	Section T: Travel (Air flights) *		
	Section U: Accommodation and Meals *		
	Section V: Recording Stock		
	Section W: Archive/Stock Footage		
	Section X: Subtitling & Preview		
	Section Y: Graphics & social media		
	Section Z: Composed Music		
	Section ZA: Post-Production		
	Section ZB: Language Dubbing & Preview		
	Section ZC: Overheads		
	Section ZD: Prizes		
	Other – can add as many “Other” categories as required.		
	Proposed Assets: ability to identify/record which assets need to be purchased for the production. Record the below: - but not limited - Description of the asset - value of the asset/s - Quantity required		
	NB* if the amount in certain categories (marked *) exceed [predefined value] then notification must be sent to Trade		

	Exchange or screen credits for possible revenue opportunities.		
	Solution must automatically calculate the totals as and when values are added. Be able to have total per section, multiple sections (Single and multi-select) and total value of the production.		
	Solution must enable the SABC to add other % values as add-ons to the budget		
	<i>For a re-commission</i>		
	Solution must allow user to create a budget pack for re-commission derived from the previous actual costs from the monthly cost reports submitted the Producer.		
	Allow SABC to set increment range in the configuration that will assist in ensuring the budget per line item doesn't exceed the required margin.		
	User must be able to have a single view of what was previously paid/claimed against each line item and allow new value/budget to be captured.		
	Allow for automatically and/or manual calculation of the % increase from the previous actual costs.		
Cash Flow Projection	Refers to the proposed monthly spend or expenditure for the lifespan of the production. Defines how the release of funds (i.e., monthly) must be managed until the final payment is made when closing the project / production. This is fully dependant on the budget from the previous section. No budget line item can		

	be changed on this page/sheet, amendment can only be made on the Budget worksheet so that the entire pack can have correct amounts across the board.		
	Solution must automatically list all captured sections of the budget with description and corresponding total budget item and sub-totals.		
	Allow user to indicate how much payment is required per section/description on a monthly basis until end of the production.		
	Allow user to clearly indicate final payment		
Deliverables Checklist - this can be done with the budget pack or after the budget pack has been approved	Solution must allow CE, PC and Producer to list all the expected/required deliverables for the production with estimated timelines for each delivery.		
	Solution must allow SABC to tick and confirm delivery of agreed deliverables.		
	Solution must allow for attachment of proof of deliverables.		
	NB* For a payment to be authorised, all agreed deliverables for the month must be confirmed by SABC.		
Budget Evaluation - SABC validates the Producers' budget pack and ensures that it's in line with what is feasible according to the	Record of the changes must be retained in solution as another version "Evaluated and Approved Budget". Track all versions with various changes. This is to ensure that all stakeholders involved have a view of proposed vs final agreed budget with corresponding comments for future reference.		

Proposal, the Timeline and current TV industry rates - and follows best value for money benefit for the SABC. Where discrepancies are found SABC will negotiate with the Producer and all relevant parties, so that amendments can be applied where needs be			
	Solution must allow SABC to make comments against each line item on the pack.		
	The comments description should not have character limitation		
	Solution must keep track of all changes and comments made in the budget pack.		
	Allow SABC to change to multiple statuses, as the project progresses.		
	Allow SABC to apply the changes where needs be and automated notification/s to be sent to the Producer with a summary of changes applied.		
	Once the evaluation is completed, then: -		
	Production Control must be able to trigger workflow approval to the Producer to approve/sign off (i.e., tick box for approval, automatically record name/surname of the		

	user approving the workflow with date/time stamp).		
	Once Producer has signed off/approved, then workflow to the PCM for approval.		
	Solution must allow PCM to make amendments subsequent to the Producer having signed off and re-circulate for approval.		
	Solution must allow for either 'Approve' or 'Decline' with comments.		
	Full record of audit trail is required.		
Evaluation Report	Solution must automatically populate the programme details as below, but not limited to the following.		
	ü Production title		
	ü Channel		
	ü Production number		
	ü Number of episodes		
	ü Minutes per episode with total number of minutes for the series/production.		
	ü Production company name		
	ü Production Region in which the project will be produced		
	ü Cash flow (indication if its required or not) – (Yes/No)		
	ü Show genre, e.g. magazine programme, documentary programme, music programme, etc.		
	ü Genre name/department, e.g., Factual, Drama, Entertainment, etc.		
	Allow headings to be created to better define notes to be captured.		
	Allow for Production Controller to capture notes about the evaluation process (with no limitation of number of characters) and		

	all that was negotiated to ensure a value-for-money end-product.		
	Record of all notes captured for all submissions must be retained with well-maintained audit trails.		
	Contractual Details		
	Solution should be able to automatically populate date that the budget was approved with Producer and automatically populate production company name with corresponding contract value.		
	Example: <i>On [Date dd/mm/yyyy] the evaluation of the attached budget of the above-mentioned production was agreed with [Producer name] and it is therefore recommended that [Production Company] be contracted for the evaluated amount of [R - contract value] excluding V.A.T. including Production fee. Recommendation: payment be made as per the proposed cash flow of the agreed Production Budget.</i>		
	Financial Procedure: - Solution must allow SABC to capture/indicate if the production is conforming to the financial procedure.		
	ü Production company's history of conforming to the financial procedure: allow user to capture comments/notes for this heading.		
	ü If not conforming is indicated, then – solution must allow user to capture resolution going forward.		
	Acknowledgement is required (Producer's Agreement) * <i>The Producer acknowledges that the entire cost of the production is reflected in the production budget, and</i>		

	<i>where it occurs that a trade exchange or screen credit has been negotiated subsequent to this, which results in certain budgeted item/s being sponsored, the amount of such sponsorship shall be deducted from the contact amount.</i>		
	Additional items to be included in the contract - allow SABC to capture		
	An amount of [R 00 000] has been budgeted for composed music (theme/logo/strings)		
	Budget Summary:		
	Automatically displays amount to be paid to the Producer with corresponding items - including Prize Money (where applicable) and Production Fee %.		
	Automatically displays SABC external cost i.e., Production Insurance and Line Items Managed by SABC, with corresponding amounts.		
	Total production <u>value</u> broken down to also denote cost per minute.		
	Decimal rounding of qualification – the solution should display the initial amounts and rounding off process to display the difference.		
	Difference in cost per minute to previous production (if applicable) – solution must:		
	Automatically display CPM (cost per minute) in rands – for previous series		
	Automatically calculate and display difference – in rands à previous budget and new budget		
	Automatically calculate and display the difference in percentage (%).		

	Enable the user to capture motivation for increase, with no limitation on number of characters.		
	Solution must automatically calculate and display the production company's total amount commissioned in the current fiscal.		
	It should display the total amount commissioned for the current fiscal including and excluding the evaluated project (in rands).		
	Approval of the evaluation report: -		
	<ul style="list-style-type: none"> - Solution must automatically stamp user (name & surname) evaluating the budget with their contact details and date/time stamp, upon completion of the evaluation. - Solution must also automatically stamp person ratifying the report and record date/time stamp. 		
Production Insurance	On receipt of contract signed notification from SAP, solution must allow user to mark project as "Contract signed."		
	<p>Then solution must trigger notification to the Producer requesting the below info: -</p> <p>and attach</p> <p>Insurance confirmation</p> <p>New bank account confirmation</p>		
	NB* Solution must allow for multiple checks to first be confirmed before processing any invoice.		

Actual Expenditure Monitoring - This is when the project is in production and Production Controller must monitor expenditure on a monthly basis to minimise risk of mismanagement of funds. Once the contract is signed, an Accountant can be assigned to the project and Production Control will notify Producer to submit the first invoice for month-end payment, so that the production can commence. No expenditure can be incurred before signature of contract by all parties.	The below statuses must be updated before cost/expenditure can be loaded/created and submitted. - Contract signed - Production insurance submitted - Bank account submitted		
	Monthly Production Expenditure Report - MPER (aka Actual costs/cost report)		

	<p>When user loads expenditure report for the month, solution must automatically validate against the proposed cash flow. If there are variances (overspends / underspends) per line item, Producer must motivate with reasons and demonstrate that it is being properly managed - for SABC to accept.</p>		
	<p>Producer must be able to submit the actual cost expenditure monthly, by capturing the following information:- but not limited to the below:-</p> <ul style="list-style-type: none"> - Transaction date (dd/mm/yyyy) - Invoice number as billed by the service provider - Invoice date - Budget schedule number – retrieve from a drop-down - Automatically display the budgeted amount for the item. - Description - this should retrieve from the budget and allow user to capture and be more descriptive. - Item being paid for (i.e. name of the service provider for the item billed) - Actual rate for the month – allows user to capture actual rate - Quantity – how many units were utilised/purchased - Unit – description of the rate being billed. - Total of the rate * quantity – automatically calculate. - Sub-total for line item – automatically calculates. - Sub-total for category - automatically 		

	<p>calculate</p> <ul style="list-style-type: none"> - Plus V.A.T. – user to indicate where applicable - Less P.A.Y.E. – user to identify where applicable - Bank statement reference number - Total inclusive of V.A.T. and exclusive of P.A.Y.E 		
	<p>Once Producer has submitted the invoices including the Expenditure report:-</p> <ul style="list-style-type: none"> - Solution must allow the SABC to acknowledge receipt of the report and so that validations and verifications can commence. - Solution must allow SABC to approve/reject the transaction and keep track of system date/time of approval/rejection. - on completion of the validations, solution must allow SABC to set the correct status 		
	The solution must keep track of the total expenditure for the month as submitted.		
	Solution must allow SABC to either accept or decline the deviation/s.		
	If the variance/s are rejected, allow SABC to rectify with full audit history of old and new value with reasons stated.		
	On approval of the cost report, the solution must automatically calculate the difference from the contract value.		
	Production Asset register		
	Producer must be able to keep record and report on all assets purchased for the production on a monthly basis.		

	<p>The register must contain the following details: - allow to attach invoices: -</p> <ul style="list-style-type: none"> - Item description and code - Invoice number (auto-create based on the numbering sequence) - Amount - Supplier's name - Quantity - Solution to automatically calculate total (amount * quantity) 		
	<ul style="list-style-type: none"> - Solution should allow SABC to mark assets as consumables and non-consumables, on receipt of the asset register. - Identify which assets can be retained by the Producer and which must be sent back to the SABC for storage and possible re-purposing. 		
	<p>NB* Assets –to follow fixed assets policy.</p> <p>NB* SABC must be able to validate the correctness of the asset register against the Expenditure report</p>		
	<p>Before a project is closed, SABC needs to have a record of all assets purchased for the production, the status and location of them</p>		
	<p>NB* PC must be able to validate the correctness of the asset register against the Expenditure report.</p>		
	<p>Solution must allow PC to conduct stock count and record results.</p>		
	<p>SABC Facilities Utilization</p>		
	<p>where SABC internal facilities are used for productions, a quotation is also required to be submitted. A minimum of three quotes</p>		

	for each facility is required including SABC internal quote.		
	Required information amongst is not limited the below: -		
	ü Identify date of transaction (dd.mm. yyyy)		
	ü Schedule number as per the budget line item		
	ü Details/description as per budget line item		
	ü SABC department (where the facility in question is located)		
	ü Rate		
	ü Quantity – how many units were utilised/purchased		
	ü Unit – description of the rate being billed.		
	ü Total of the rate * quantity – automatically calculate.		
	ü Sub-total for line item – automatically calculate.		
	ü Sub-total for category - automatically calculate		
	ü Date of utilization		
Management of monthly Vendor payments - Once the contract is signed; Producer must submit the first invoice (1st of the month) which will be affected for the	Solution must allow user to capture invoice information in a digital invoice template (allow Production house logo and registration details to reflect and preview in a desired invoice format.		

first month-end payment. The Producer has 6 weeks from receipt of every payment, to submit the cost reports.			
	Alternatively, solution must allow invoice to be uploaded by the Producer.		
	Solution must be able keep track of: -		
	- Invoice number		
	- Date of the invoice		
	- Invoice amount		
	- Solution must keep track of date invoice was approved		
	When payment is effected, solution must automatically calculate how much is deducted from the contract amount and remaining value and reflect the variances on a monthly basis.		
	Based on the proposed cash flow, solution must keep track of the number of invoices submitted vs expected for the month including corresponding monthly cost reports.		
	NB* if the expenditure report for the month is delayed, Production Controller cannot approve the next monthly invoice.		
	Solution must keep track of money paid to the Production House, it should never exceed he contracted amount.		
	Solution must be able to track the actual vs planned. If SABC has paid more to the Producer, solution must have ability to		

	calculate what is due to the SABC and invoice the Producer.		
Automated Reconciliation of funds	Solution must be able to keep track of how much the SABC has paid the production house for the specific production at any point in time during the lifespan of the production.		
	Solution must be able to track how much the production has spent thus far vs total amount paid to the production.		
	On monthly basis when expenditure report is submitted, Producer must identify how much was used.		
	NB* this is to ensure that the Producer is only using funds for the production and not any other functions/services. Balance/transaction in the expenditure report must align with the balance in the production bank account.		
Automated Variance report - This stage commences when the actual expenditure is being recorded on the cash flow by the Producer. Solution must automatically calculate the variance (budget vs actual costs) per line item.	This report is 100% based on merging the approved budget against the expenditure report. Monthly Production Expenditure Report (MPER) carries the actual spend as submitted by the Production House. This should not allow any editing by any user, only notes can be captured.		
	Solution must be able to automatically match both the agreed budget rates with		

	the expenditure report to present the variance of costs. This is a comparison between the submitted &/or paid financial cost and the final agreed budget amounts.		
	Solution must be able to automatically present a variance report and allow user to extract required line items and/or allow for the entire budget.		
	On comparison it should be able to display what the variance or difference is for all items in the budget and the total amount at the end.		
	Also be able to indicate the source of the cost (SABC internal or external or Production house internal or external cost)		
	Allow user to capture the comments/notes against each line on the variance report.		
	Solution must allow SABC to draw the report at any time during the life cycle of the project.		
	Report must be able to display numbers in line with the period in query/question.		
	Allow user to extract and save the report in different formats required (i.e., Excel, CSV, PDF).		
Final Status Report - This is issued to all stakeholders by Production Control to be able to share final stage of the production and close the project on the	Solution needs to allow SABC to capture additional notes/comments to detail final stage of the production. This field should not have limitation on number of characters.		

Production Control register.			
	<p>Solution must keep track of total expenditure of the production based on the expenditure reports submitted.</p> <ul style="list-style-type: none"> - Cost already paid vs contract value 		
	<p>If there is a budget underspend: -</p> <ul style="list-style-type: none"> - Solution must allow SABC to deduct any amount that is categorised as budget excess, that SABC will keep. - For the rest of the underspend amount, a decision needs to be made whether the amount will be retained by the SABC or shared with the Producer. - If shared with the Producer, solution must allow SABC to factor in, the % split amount to be shared. 		
	<p>If there is an Asset Register submitted, the report must also display all purchased assets and their corresponding statuses.</p>		
	<p>The solution must calculate the final invoice amount that still needs to be paid to the Producer and notifies the Producer to submit the final invoice.</p> <ul style="list-style-type: none"> - Workflow notification to be sent to the Producer. 		
	<p>If the saving amount due to the SABC exceeds the final payment due to the Producer, then PC must request the Finance department to bill the Producer for the refund.</p>		
	<p>Should the SABC acknowledge the overspend from the Producer was necessary, an Addendum will have to be done in order to release the extra funds to</p>		

	<p>the Producer. ...exceptional cases</p> <ul style="list-style-type: none"> - Solution must allow contract value to be amended - Acquire approval from relevant stakeholders depending on DAF level - Keep track of the old and new values - Only then that the payment can be authorised (on last signature of the Addendum contract). 		
	Final Asset memo		
	<p>Presents the value of reported assets against the value of checked inventory. If there is a deficit in the value of the assets, the deficit must be deducted from the final payment to the Producer.</p>		
	<p>Solution should allow the SABC to keep track of the assets per category e.g. wardrobe, sets, props, etc.</p> <ul style="list-style-type: none"> - Keep record of what was purchased from the cost report vs checked inventory - Allow capture of location of the assets and status thereof. - Indicate if the asset will be re-used. - Allow for notes and comments to be captured. 		
Audit Trail	<p>Solution must have full auditing function and keeping track of the following: -</p> <ul style="list-style-type: none"> - All auditing must take effect after the submission is made. - User who performed the action - Date & time of the action - Action performed (Create, update, edit, delete) - Old and new value - Notes 		

Status list update	Solution must allow SABC to keep track of different stages in the life cycle of the Production tracked comments/description.		
	Statuses required are listed, but not limited to, the below: -		
	Project registered		
	Project de-registered		
	Resource allocated		
	Project closed in PC		
	Project closed on SAP		
	Query with Legal		
	Query with Audit		
	Production on-hold		
	Channel negotiation(input)		
	Verification report completed		
	Verification in progress		
	Contract signed		
	Addendum in progress		
	Budget pack accepted / rejected		
	Budget negotiation in progress		
	Projected Cash flow in progress and/or completed for time period		
	Deliverables worksheet in progress and/or completed		
	Production insurance submitted		
	Bank account submitted		
	NB* Allow for capturing of comments on all stages and status change.		
General rules	Allow for configurable business & operational rules		
	Allow SABC to configure business rules and parameters		
	Allow SABC to mark fields as mandatory, optional and create dropdown list		

	Allow SABC to create and maintain dropdown lists		
	Solution must conform to SABC policies & procedures (i.e., IT, legal, Audit)		
	Allow SABC to create & configure custom reports		
	Allow SABC to create and manage creation of workflows and approvals		
	Allow SABC to have full access and control to the admin module for configuration settings.		
	Solution must have active workflow notification i.e., allow user to click on the link within the message and automatically direct user to the relevant screen		
Integration	Solution must be able to seamlessly synchronise data and conform to the internal systems structures and formats required.		
	SAP – ERP		
	Solution must be able to integrate with SAP for the following: -		
	Be able to use/retrieve Project with corresponding metadata created in SAP ECC.		
	Be able to integrate project production budgets		
	Be able to integrate production (project) invoices and payments		
	Be able to integrate and track production assets retained for SABC purpose.		
	SharePoint		
	Ability to display the dashboard to the team site on the intranet SharePoint.		

Search and Reporting	Solution must allow SABC to create custom reports over and above reports that the solution comes with as standard.		
	Solution must be able to search and report on all information captured and calculated.		
	Solution must allow SABC to search and report with include and exclude when filtering is used.		
	Solution must allow for graphs/charts, filters to be created for reports to display up-to-date data and statistics.		
	Solution should be able to report on how much has been spent, saved and outstanding at any point within lifecycle of a production.		
	Solution must be able to report and track all stages or statuses of productions.		
	Solution must be able to report and keep track of all received and overdue cost reports.		
	Solution must be able to report and keep track of productions that are due for payment, if payments are overdue (may need to update Proposed Cash Flow payments) and when payments are processed.		
	Solution must be a management tool, recording when the project was received for evaluation vs when evaluation was completed and assigned to a PC, with corresponding costs (spend).		
	Keep track and report on original budget vs evaluated budget and the variances.		
	Ability to report and keep track of cost per minute.		

	Solution must be able to report on all items recorded as internal and/or external costs with corresponding costs.		
	Solution must be able to keep track and report on all projects with and without assets and corresponding statuses.		
	Ability to report on projects in specific status produced at a specific region and language.		
Training	Training must be provided to the SABC and external Producers.		
	Provide Online manuals with video and slide show must be provided as part of the solution.		
Technical requirements with corresponding costs	Supplier to list all technical requirements for the solution and associated cost per requirement.		
	Where computers and/or servers are required, supplier must provide the full specification with associated costs. List of Hardware and software specification with licenses and associated costs.		
	<ul style="list-style-type: none"> ○ SABC prefers HP Intel or equivalent servers with capabilities to connect to the SABC SAN (storage area network). 		
	<ul style="list-style-type: none"> ○ Operating systems (windows (preferred) or Redhat Enterprise Linux) 		
	<ul style="list-style-type: none"> ○ Must be able to run on VMware (Vsphere 6.7) 		
	<ul style="list-style-type: none"> ○ Client machines – windows 10 compatible. 		

	<ul style="list-style-type: none"> Database & licenses NB* Type of databases SABC prefers are Microsoft SQL server (preferred) or Oracle. 		
	<ul style="list-style-type: none"> 24/7 support for 5 years for hardware with 6hours call to repair. 		

	Hosting environment with associated cost per environment as listed below: - <ul style="list-style-type: none"> ○ On Premise ○ Cloud <ul style="list-style-type: none"> · NB* Cloud provider must be either Microsoft Azure or Amazon webservices ○ Hybrid 		
	Full Implementation costs.		
	○ Professional fees		
	○ Training costs (power users, admin, both Internal and external users)		
	○ Customization and configuration costs		
	○ Provide solution design document		
	○ Provide detailed project plan		
	○ Dedicated project Manager for the duration of the project. ○ Dedicated Account Manager for the duration of the contract.		
	Solution must have main, back up/fail over and DR environment. <ul style="list-style-type: none"> ○ Active and Active - with associated costs ○ Active and Passive - with associated costs ○ Veritas NetBackup licenses must be quoted for: - <ul style="list-style-type: none"> - Standard client - with associated costs. - Database - with associated costs. 		
	Network and cabling requirements specification with associated costs. <ul style="list-style-type: none"> ○ Prefer 10Gig ethernet with RJ45 connectors. 		
	Solution must be perpetual license and allow for unlimited number of users with no limitation on user's geographical location. <ul style="list-style-type: none"> ○ Provide licensing model with associated costs 		
	Solution must have multiple testing environments to be put in place, i.e., Dev,		

	testing, Training and UAT purposes at no extra licensing cost implications.		
	Provide Data migration plan and define parameters with SABC.		
	Solution must conform to IT Security policies (active directory logon, password complexities, anti-virus)		
	Environmental impact needs to be catered for per site with the following: - <ul style="list-style-type: none"> ○ Air-conditioning requirements ○ Power requirements ○ Rack space requirements 		
Support and Maintenance cost	<ul style="list-style-type: none"> ○ Contract must be for a period of 5 years with possibility of renewal 		
	<ul style="list-style-type: none"> ○ 24/7-hour support required as SABC operates at 24 hours' time interval. ○ Remote support with secure VPN connection is preferred. ○ Quicker turn around times – can be defined 		
	<ul style="list-style-type: none"> ○ There should be a call logging solution where all issues can be reported on, acknowledged and managed by service provider and SABC support team to have access to. 		
	<ul style="list-style-type: none"> ○ SABC requires dedicated account manager to any issues/communication required. 		
	<ul style="list-style-type: none"> ○ At least 2 upgrades per year at no additional costs 		
	<ul style="list-style-type: none"> ○ SABC to have access to all new updates/patches as and when applied by the vendor at no extra cost. 		
Accessibility	Solution must be user-friendly and have online help functionality and allow non-SABC		

	employees to access and process tasks required.		
Compatibility	The solution should be device agnostic and therefore be compatible with all computers and operating system (Windows and Apple), tablets & smart devices and popular browsers. Its content should adapt to the device in use.		
Integration	The solution should be able to easily integrate with SABC third party systems.		
Availability	The websites should offer maximum (99% - 100%) uptime with the exception of maintenance periods.		
Usability	The solution should offer ease of use to its end users, easy navigation, visually appealing and real-time update. The requirement is for the user to have a positive experience. Allow user to read and navigate the screens with minimum re-sizing and scrolling.		
Security	Solution must have managed rights and privileges where SABC would be able to manage.		
Scalability	Solution must be built in such way that new features can be added with no hindrance, but in line with change management.		
Performance	The solution should be built in such a way that it allows fast response times; the total throughput time should be less than the average and should also allow concurrent use with no impact on the overall system response.		
Error & Exception Handling	The solution should have descriptive error messages, thus be built with customised messages for maintenance, logging and work-flowing to Administrators.		

7. GENERAL INFORMATION

E-mail address for queries:

Enquiries in respect of this RFI should be addressed to:

SCM Division

E-mail: tenderqueries@sabc.co.za

All queries to be e-mailed to the above address.

8. RFI SUBMISSION OF INFORMATION

SUBMISSION DETAILS:

RFI responses should be submitted to the below address at the tender box situated at the reception clearly marked:

RFI NUMBER:

Tender office

SCM Division

Radio Park Office Block
Cnr Artillery and Henley Road
Auckland Park, Johannesburg
South Africa

OR

Electronic copies may be e-mailed to: RFPSubmissions@sabc.co.za with the RFI NUMBER – [RFI IT 2022/23](#)