



Supply Chain Division  
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URL <http://www.sabc.co.za>

**REQUEST FOR OFFER (RFO)**

<b>RFQ</b>	<b>RFO/KZN/03/2024/IT</b>
<b>RFQ ISSUE `DATE</b>	<b>19 MARCH 2024</b>
<b>RFQ DESCRIPTION</b>	<b>APPOINTMENT OF A RECYCLING FIRM TO DISPOSE RETIRED MISCELLANEOUS INFORMATION TECHNOLOGY EQUIPMENT AT THE SABC, KWAZULU-NATAL REGION.</b>
<b>NON-COMPULORY PRESENTATION</b>	<b>VENUE: 100 KE MASINGA ROAD (SABC FOYER) DURBAN 25 MARCH 2024 @12H00-13H00PM</b>
<b>CLOSING DATE &amp; TIME</b>	<b>28 MARCH 2024 AT 12H00PM</b>

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

For queries, please contact **Nonjabulo Silangwe** on email [tenderqueries@sabc.co.za](mailto:tenderqueries@sabc.co.za)  
The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

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

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

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

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

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

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

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

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

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

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All submissions should be prominently marked with the following details in the email subject line:
  - **RFO Number and bidders' name.**
5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
  - receipt of incomplete bid
  - file size
  - delay in transmission receipt of the bid
  - failure of the Bidder to properly identify the bid
  - illegibility of the bid; or
  - Security of the bid data.

### **NOTES ON SITE VISIT**

Report to Reception **15 Minutes** before the Session in order to plan with the Protection Service to gain access to the Facility. Bring along your Id or Drivers licence to gain access to the SABC KwaZulu Natal Durban.

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

## 1. REQUIRED DOCUMENTS

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

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

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

## **DETAILED TECHNICAL SPECIFICATION**

### **COMPANY OVERVIEW**

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

### **BACKGROUND**

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

### **SCOPE OF WORK**

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

**LIST OF EQUIPMENT**

<b>KZN IT Assets for Disposal (03/24)</b>				
<b>No.</b>	<b>Barcode</b>	<b>Serial Number</b>	<b>Description</b>	<b>Type</b>
1	65352	CZC7114XXV	HP Compaq dc7700p	Tower
2	127666	6NB0202	DELL AIO	ALL-IN-ONE
3	118827	CZC4500KN6	HP WORKSTATION XW4200	TOWER
4	78020	CZC2376F1J	HP Z420 WORKSTATION	TOWER
5	66007	CZC4492H0N	HP WORKSTATION XW4200	TOWER
6	75176	CZC4492GWZ	HP WORKSTATION XW4200	TOWER
7	67160	CZC4492GY9	HP WORKSTATION XW4200	TOWER
8	65703	CZC4500KN4	HP WORKSTATION XW4200	TOWER
9	78133	CZC82656V9	HP COMPAQ DC7800P	TOWER
10	78132	CZC83118XT	HP COMPAQ DC7800P	TOWER
11	118870	CZC4500KNJ	HP WORKSTATION XW4300	TOWER
12		CZC6062F93	HP WORKSTATION XW4200	TOWER
13	78449	CZC45008LM	HP WORKSTATION XW4200	TOWER
14	56442	CZC7200Z84	HP WORKSTATION XW4400	TOWER
15	96198	CZC6061X5X	HP WORKSTATION XW4300	TOWER
16	96171	CZC4492GVZ	HP WORKSTATION XW4200	TOWER
17		CZC4492GVZ	HP WORKSTATION XW4200	TOWER
18	169179	CZC4492H0M	HP WORKSTATION XW4200	TOWER
19	7830	CZC4492GX5	HP WORKSTATION XW4200	TOWER
20	66605	CZC4492GX4	HP WORKSTATION XW4200	TOWER
21		CZC4500KNK	HP WORKSTATION XW4200	TOWER
22	118769	CZC6297LR3	HP ProDesk 400 G3	TOWER
23	129485	CZC6297LS0	HP ProDesk 400 G3	TOWER
24	137911	CZC6297LQP	HP ProDesk 400 G3	TOWER
25	137948	CZC6297LW1	HP ProDesk 400 G3	TOWER
26	118775	CZC6297LQQ	HP ProDesk 400 G3	TOWER

27	118768	CZC6297LWS	HP ProDesk 400 G3	TOWER
28	78152	MJ17H9LG422867A	Samsung SYNCMASTER 720N	MONITOR
29	78606	CB19H9FZ800177D	Samsung SYNCMASTER EX1920	MONITOR
30	79053	AU4A0615017608	PHILIPS 170S	MONITOR
31	78288	CNT5511013	HP L1706	MONITOR
32	78280	DL3A0738030405	PHILIPS 170S	MONITOR
33	78379	BZ000517632465	PHILIPS 170S	MONITOR
34	66310	CNT6330052	HPL1706	MONITOR
35	66898	CZC7341Q0X	HP WORKSTATION XW4400	TOWER
36	78255	CZC74662VB	HP WORKSTATION XW4200	TOWER
37	79070	CZC4492H0D	HP WORKSTATION XW4600	TOWER
38	65702	CZC6062F8W	HP WORKSTATION XW4300	TOWER
39	65945	CZC4492GZ1	HP WORKSTATION XW4200	TOWER
40	65300	CZC4492GY2	HP WORKSTATION XW4200	TOWER
41	66669	CZC4492H0J	HP WORKSTATION XW4200	TOWER
42	66670	CZC4492GY7	HP WORKSTATION XW4200	TOWER
43	78273	CZC4492H0H	HP WORKSTATION XW4200	TOWER
44	67882	CZC4492H09	HP WORKSTATION XW4200	TOWER
45	66505	CZC4492GYC	HP WORKSTATION XW4200	TOWER
46	78305	MJ17H9FQ422071Y	Samsung SYNCMASTER 720N	MONITOR
47	75879	CZC8394867	HP COMPAQ dc8700p	MONITOR

**END OF RFO DOCUMENT**

**ANNEXURE A**

**DECLARATION OF INTEREST**

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

it is required that:

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

Does such a relationship exist? [YES/NO]

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

	[1]	[2]
NAME	:	.....
POSITION	:	.....
OFFICE WHERE EMPLOYED	:	.....
TELEPHONE NUMBER	:	.....
RELATIONSHIP	:	.....

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

\_\_\_\_\_  
SIGNATURE OF DECLARANT

\_\_\_\_\_  
TENDER NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
POSITION OF DECLARANT

\_\_\_\_\_  
NAME OF COMPANY OR TENDERER