



Supply Chain Division
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REQUEST FOR OFFER (RFO)

RFQ	RFO/WC/MAY/2024/IT
RFO ISSUE `DATE	14 MAY 2024
RFO DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO DISPOSE RETIRED MISCELLANEOUS INFORMATION TECHNOLOGY EQUIPMENT AT THE SABC, WESTERN CAPE REGION.
NON-COMPULORY PRESENTATION	NONE
CLOSING DATE & TIME	20 MAY 2024 AT 12H00PM

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

For queries, please contact **Thembikhaya Simayile** on email simavilet@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.

1. REQUIRED DOCUMENTS

- 1.1. Submit proof of CSD Registration (**Bidder must be registered with CSD to do business with the SABC**)
- 1.2. Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses. (Verification will also be done by the SABC internally).
- 1.3. Valid SARS Tax Compliance Status Pin Issued to validate supplier's tax matters.
- 1.4. **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.
- 1.5. Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.6. Certified copy of Shareholders' certificates.
- 1.7. 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

1. COMPANY OVERVIEW

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

2. BACKGROUND

SABC Western Cape region, there is a number of assets that have been retired. It was agreed that the following method of disposal will be followed, assets that are no longer in a usable state will be disposed by issuing request for offer to the market and appoint the e-waste supplier to offer a financial offer.

3. 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 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.
- d) Business may be awarded to the service provider that will give a competitive offer to SABC.
- e) Transaction should be at no cost to SABC.**
- f) Preference will be given to the service provider that will take the whole lot.

List of Items on Offer is attached here to as Excel Spreadsheet

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