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REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/SPT/2023/61
RFQ ISSUE `DATE	22 MAY 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF ON AIR GRAPHICS AND TOOL KIT FOR SABC SPORT AS ONCE OFF PROJECT
CLOSING DATE & TIME	13 JUNE 2023 @ 12H00

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

For queries, please contact: **Vutivi Manganyi** via email: Tenderqueries@sabc.co.za

The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO. : _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All submissions should be prominently marked with the following details in the email subject line:
 - **RFQ 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.

NB: BIDDERS SHOULD ENSURE THAT LINKS FOR WE-TRANSFER OR GOOGLE DROP BOX EXPIRE 30 DAYS AFTER SUBMISSIONS INSTEAD OF SEVEN DAYS

REQUIRED DOCUMENTS

- 1.1 Submit proof CSD registration
- 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 Tax Clearance Certificate or SARS "Pin" to validate supplier's tax matters
- 1.4 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.5 Certified copy of Shareholders' certificates.
- 1.6 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. BACKGROUND

SABC Sport offers a variety of sporting content on its 24-hour channel, various SABC TV Channels, SABC Radio Stations & SABC Sport digital platforms as the only free to air sporting channel in South Africa.

The SABC Sport production department ensures that SABC Sport remains the number one destination for world-class sporting action. Additionally, marketing & promotion are also essential tools to create brand awareness & to promote information about SABC Sport activities.

To ensure this, SABC Sport requires the services of a graphics agency for the creation and development of in-match graphics toolkits, show specific graphics and generic SABC Sport graphics.

2. Scope of Requirements services

ITEM	ON AIR	SPORT @ 10	LAUNCH	Unit Amount	Total Amount
1.		Full Pages			
(a)		20sec opening sequence			
(b)		Logo –to be designed into 3-D.			
(c)		5sec bumper			
(d)		Closing Sequence			
(e)		Full Page – News			
(f)		Plasma loops			
(g)		Video Wall loops			
2.		Lower thirds:			
(a)		Lower third – Presenter			
3.		Popups:			
(a)		Information			
(b)		Social Media			
4.		Crawl:			
(a)		News			
(b)		Promo /Templates/ Donut			

(c)		Split screen graphic for live crossing			
(d)		Teams/ Zoom/ Skype Split screen			
(e)		Brought to you by SABC sport sting			
(f)		SABC sport present sting			
ON AIR		CRICKET	LAUNCH		
1.		Full Pages:			
(a)		Cricket – 20sec opening sequence			
(b)		Cricket logo			
(c)		Cricket – 5sec bumper			
(d)		Creation of Cricket Live logo in 3-D			
(e)		Cricket Live – bumper			
(f)		Promotional Line-Up			
2.		Match ID			
(a)		Team Lineups			
(b)		Starting Lineups – Single with career details			
(c)		Starting line-up photos with playing role			
(d)		Starting line-up both teams one page			
(e)		Tour Schedule			
(f)		Match ID			
(g)		Team Lineups			
(h)		Starting Lineups – Single with career details			
(i)		Starting line-up photos with playing role			

(j)		Starting line-up both teams one page			
(k)		Tour Schedule			
(l)		Match ID			
(m)		Team Lineups			
(n)		Starting Lineups – Single with career details			
3.		PLAYER CAREER STATS BATTING/BOWLING			
(a)		Player profile with photo			
(b)		Player Lower Third career			
(c)		Option to show any career. ODI, T20i, Test, 1st class list A and T20			
(d)		All 3 careers in one Lower Third			
(e)		Players best 5 scores			
(f)		Series stats			
(g)		Series breakdown of scores			
(h)		All-rounder batting and bowling career on one graphic			
4.		PARTNERSHIPS			
(a)		Batting card normal			
(b)		Batting card photos			
(c)		Batting card with current partnership			
(d)		Batting card with highest scorer and breakdown			
(e)		Bowling card			
(f)		Bowling card with photos			
(g)		Partnership card			
(h)		Partnership card with photos			
(i)		Manhattens			

(j)		Worms			
(k)		Match summaries			
(l)		Comparisons			
5.		TARGET			
(a)		Power play breakdowns			
(b)		Power play comparisons			
(c)		Team score breakdowns			
(d)		Session breakdowns			
(e)		Day-by-day breakdowns			
(f)		Series breakdowns			
(g)		Bowler spell by spell			
(h)		Bowler over by over			
(i)		Bowler day by day			
(j)		Batters individual score breakdown			
6.		SCORE TICKER (all updated ball by ball)			
(a)		Bowling figures			
(b)		Batting scores			
(c)		Bowling speeds			
(d)		Run rates			
(e)		Ball-by-ball breakdown			
(f)		Boundary count			
(g)		Extras count			
(h)		Commentators			
(i)		DLS par score			
(j)		Session breakdowns			
(l)		Comparisons			
(m)		Player 50 or 100 landmark			
(n)		To win and balls			
(o)		To win and overs			
(p)		Day-by-day data			

(q)		Session data			
(r)		Head to head data			
7.		HISTORIC DATA			
(a)		Previous scores at a specific venue			
(b)		Highest totals			
(c)		Biggest winnings margins			
(d)		Highest run chases			
(e)		Lowest totals chased			
(f)		Country all-time leading run scorers			
(g)		Country all-time leading wicket takers			
(h)		Worldwide all-time leading run scorers			
(i)		Worldwide all-time leading wicket takers			
(j)		Players career at specific venue or against specific country (batsman and bowlers) updates ball by ball			
(k)		Batsmen runs by year			
(l)		Bowler wickets by year			
(m)		Previous series or matches summary cards			
		****COMMENTATOR INFORMATION SYSTEM (FRUIT)**** ****ALL CRICKET DATA IS UPDATED BALL BY BALL****			
8.		Crawl:			
(a)		Teams			
(b)		Fixtures & Results			
(c)		News			

(d)		Promo			
9.		Studio :			
(a)		Opening Logo			
(b)		Closing Logo			
(c)		Stings			
(d)		Plasma Loops			
(e)		Video wall Loops			
ON AIR		BOXING	LAUNCH		
1.		Full Pages:			
(a)		Boxing – 20sec opening sequence			
(b)		Boxing logo –to be re-designed into 3-D.			
(c)		Boxing – 5sec bumper			
(d)		Creation of Boxing Live logo in 3-D			
(e)		Boxing Live – bumper			
(f)		Promotional Line-Up			
(g)		Fight Captions (vs Page with Pics of Boxers)			
(h)		Tale of the Tape – Both Boxers			
(i)		GRP for the Rules			
(j)		Round Scoring			
(k)		Full Page Graphic for News			
2.		Lower thirds:			
(a)		Lower third for Boxers – with colour trunks			
(b)		Lower third – Boxer Records			
(c)		Judges Caption			
3.		Clock: Timer/Clock			

4.		Studio			
(a)		Opening Logo			
(b)		Closing Logo			
(c)		Stings			
(d)		Plasma Loops			
		Video wall Loops			
		Clock:			
ON AIR		ATHLETICS	LAUNCH		
1.		Full Pages:			
(a)		Athletics – 20sec opening sequence			
(b)		Athletics logo			
(c)		Athletics – 5sec bumper			
(d)		Athletics Live logo in 3-D			
(e)		Athletics Live – bumper			
(f)		Promotional Line-Up			
2.		Marathon			
(a)		Google Earth Maps			
(b)		Race Ident – Full Page			
(c)		Race Info Bar with Clock			
(d)		3D Splits Animation			
(e)		GPS Race Tracker			
(f)		Runner Profile			
(g)		Leader Boards			
(h)		Graphics Info For Commentators			
(i)		Start List			
(j)		Elite Runners (Men and Women)			
(k)		Integrate GFX with Time System			

3.		Athletics:			
(a)		Lower Third Race Idents (track and field)			
(b)		Time Clock			
(c)		End boards			
(d)		Static Feed posts			
4.		Crawl:			
(a)		Teams			
(b)		Results			
(c)		News			
(d)		Promo			
5.		Studio			
(a)		Opening Logo			
(b)		Closing logo			
(c)		Stings			
(d)		Plasma Loops			
(e)		Video wall Loops			
ON AIR		HOCKEY	LAUNCH		
1.		Full Pages:			
(a)		Hockey – 20sec opening sequence			
(b)		Hockey logo - 3-D.			
(c)		5sec bumper			
(d)		Promotional Line-Up			
2.		Match ID			
(a)		Team Line-ups			
(b)		Formations / Tactical			
(c)		Line-up			
(d)		Full-page Both Teams			
(e)		Substitutions			

(f)		Match Statistics			
(g)		Fixtures & Results			
(h)		Log Standings			
(i)		Generic Full-page			
(j)		Team Badges			
(k)		Wipe			
3.		Lower thirds:			
(a)		Lower third Match ID			
(b)		Upcoming Fixture / Promo			
(c)		Presenter / Player Idents			
(d)		Yellow / Red Cards			
(e)		Match Officials			
(f)		Substitutions			
(g)		Weather			
4.		Side Popups & Corner Bugs:			
(a)		Arrivals / Warm-up / Pitch			
(b)		Inspection bug			
(c)		Recent Results			
(d)		Upcoming Fixtures			
(e)		Generic Stats			
(f)		Half time / Full time score			
(g)		bug			
(h)		As it stands log			
5.		Clock:			
(a)		Match Clock			
(b)		Match Stats popups (Fouls, Corners etc)			
(c)		Added Time			
(d)		Player Idents Popups			
(e)		Banners			

ON AIR		NETBALL	LAUNCH		
1.		Full Pages:			
(a)		Netball – 20sec opening sequence			
(b)		Netball logo –3-D.			
(c)		5sec bumper			
2.		Match ID			
(a)		Team Lineups			
(b)		Formations / Tactical			
(c)		Line-up			
(d)		Full-page Both Teams			
(e)		Substitutions			
(f)		Match Statistics			
(g)		Fixtures & Results			
(h)		Log Standings			
(i)		Generic Full-page			
(j)		Team Badges			
(k)		Wipe			
3.		Lower thirds:			
(a)		Lower third Match ID			
(b)		Upcoming Fixture / Promo			
(c)		Presenter / Player Idents			
(d)		Yellow / Red Cards			
(e)		Match Officials			
(f)		Substitutions			
(g)		Weather			
4.		Side Popups & Corner Bugs:			
(a)		Arrivals / Warm-up / Pitch			

(b)		Inspection bug			
(c)		Recent Results			
(d)		Upcoming Fixtures			
(e)		Generic Stats			
(f)		Half time / Full time score bug			
(g)		As it stands log			
5.		Clock:			
(a)		Match Clock			
(b)		Match Stats popups (Fouls, Corners etc)			
(c)		Added Time			
(d)		Player Idents Popups			
(e)		Banners			
ON AIR		RUGBY	LAUNCH		
1.		Full Pages:			
(a)		Netball – 20sec opening sequence			
(b)		Netball logo –3-D.			
(c)		5sec bumper			
2.		Match ID			
(a)		Team Lineups			
(b)		Formations / Tactical			
(c)		Line-up			
(d)		Full-page Both Teams			
(e)		Substitutions			
(f)		Match Statistics			
(g)		Fixtures & Results			
(h)		Log Standings			
(i)		Generic Full-page			
(j)		Team Badges			

(k)		Wipe			
3.		Lower thirds:			
(a)		Lower third Match ID			
(b)		Upcoming Fixture / Promo			
(c)		Presenter / Player Idents			
(d)		Yellow / Red Cards			
(e)		Match Officials			
(f)		Substitutions			
(g)		Weather			
4.		Side Popups & Corner Bugs:			
(a)		Arrivals / Warm-up / Pitch			
(b)		Inspection bug			
(c)		Recent Results			
(d)		Upcoming Fixtures			
(e)		Generic Stats			
(f)		Half time / Full time score bug			
(g)		As it stands log			
5.		Clock:			
(a)		Match Clock			
(b)		Match Stats popups (Fouls, Corners etc)			
(c)		Added Time			
(d)		Player Idents Popups			
(e)		Banners			
Total Amount					

3. RFQ Response Information

Effective Date of Bid

Vendors should state in writing that their quotation to the SABC and all furnished information, including price, would remain valid and applicable for 90 days from the date the vendor quotation is received by the SABC.

4. Costing

The quotation must reflect a detailed cost breakdown associated with the appointment for the service provider for provision of on air graphics and tool kit.

5. Duration of the Contract

Once-Off Project

6. Evaluation criteria

6.1 BBBEE and Price

- The RFQ responses will be evaluated on the **price and specific goal** points system

6.2 Technical Evaluation

- The tender submission will be technically evaluated out of **100**
- A minimum threshold of **85 out of a maximum of 100** has been set.
- Bidders achieving less than the set threshold will be declared non-responsive.

6.3 Objective Criteria

- 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 company, financials, etc. will be eliminated from the bid process.

SECOND PHASE EVALUATION CRITERIA: PAPER BASED

Evaluation Area	Evaluation Criteria	Minimum Points	Maximum Points
Previous work experience in Television On Air graphics / imaging	Supply previous work done for Broadcasters for on air imaging campaigns with contactable signed reference letters (10) 1-2 letters (5) 3-5 letters (10)	5	10
Creative concept and execution as well as accompanying elements (as per the creative brief supplied)	Proposed Creative Direction and Execution of elements - Demonstrating the ability of understanding the brief – 10 - Brand CI Development – 10 - Application of the SABC Sport CI / Brand – 10 - Presentation of the proposed elements - 20	50	50
Case Study of previous creative production/work	Bidders to provide a case study not older than 5 years, indicating the following: Case Study X2 (10) - Successful delivery of On Air Design elements Case Study X3 (10) - Successful delivery of On Air Design elements Case Study X4 (10) - Successful delivery of On Air Design elements	20	30
Resource and Budget management	Supply a project plan and financial management plan - 10 - Supply a detailed project plan with resources - 5 - Supply a detailed cost - 5	10	10
Total		85	100

7. POINTS AWARDED FOR PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

8. B-BBEE PREFERENTIAL POINTS WILL BE EVALUATED IN LINE WITH THE FOLLOWING

The SABC shall deal with Suppliers in accordance with the B-BBEE Codes of Good Practice and the Preferential Procurement Policy and Enterprise Development strategy of the SABC. The following will apply and will be adhered to when evaluating RFQ :

SPECIFIC GOALS	80/20
EME/SME 51% owned by Black people	10
51% owned by Black people;	5
51% owned by Black people who are women	3
Black Youth	2

NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero.

9. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

10. CONDITIONS TO BE OBSERVED WHEN TENDERING

10.1 The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.

10.2 No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

10.3 The Corporation reserves the right to:

Not evaluate and award submissions that do not comply strictly with his RFQ document.

Make a selection solely on the information received in the submissions and

- 10.3.1 Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
- 10.3.2 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 RFQ shall be sought, offered or permitted.
- 10.3.3 Award a contract to one or more bidder(s).
- 10.3.4 Accept any tender in part or full at its own discretion.
- 10.3.5 Cancel this RFQ or any part thereof at any time.
- 10.3.6 Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs & Preference Point system.

11 Cost of Bidding

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation 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 PAYMENT TERMS

SABC will affect payment sixty (60) days after the service provider has submitted an invoice.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

Annexure A	-	Declaration of Interest
Annexure B	-	Consortiums, Joint Ventures and Sub-Contracting Regulations
Annexure C	-	Previous completed projects/Current Projects
Annexure D	-	SBD 6.1 Form
Annexure E	-	SBD 8 & 9 Forms

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

ANNEXURE B**CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS****1. CONSORTIUMS AND JOINT VENTURES**

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 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 tender.

2 SUB-CONTRACTING

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract 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 of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3 DECLARATIONS OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:
- 3.2.1 The percentage of the contract will be sub-contracted%
- 3.2.2 The name of the sub-contractor
- 3.2.3 The B-BBEE status level of the sub-contractor.....
- 3.2.4 whether the sub-contractor is an EME YES / NO

SIGNATURE OF DECLARANT_____
TENDER NUMBER_____
DATE_____
POSITION OF DECLARANT_____
NAME OF COMPANY OR TENDERER

ANNEXURE “C”**Previous completed projects (preferably provide a detailed company profile, detailed the below mentioned information)**

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

Current projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date

SBD 6.1**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

SPECIFIC GOALS	80/20	90/10
EME/SME 51% owned by Black people	10	4
51% owned by Black people;	5	3
51% owned by Black people who are women	3	2
Black Youth	2	1

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 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
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$
Where		
P _s = Points scored for price of tender under consideration		
P _t = Price of tender under consideration		
P _{min} = Price of lowest acceptable tender		

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed. (80/20 system) (To be completed by the tenderer)	Number of points claimed (90/10 system) (To be completed by the tenderer)
SMMEs (inclusive of QSEs and EMEs) 51% owned by Black people	10	4		
51% owned by Black people;	5	3		
51% owned by Black people who are women	3	2		
Black Youth	2	1		

NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero

Source Documents to be submitted with the Bid or RFQ

Specific Goals	Acceptable Evidence
B-BBEE	Valid BEE Certificate / Sworn Affidavit (in case of JV, a consolidated scorecard will be accepted)
Black Women Owned	Certified ID Documents of the Owners/shareholder
Black Youth owned	Certified ID Documents of the Owners
EME or QSE 51% Black Owned	Annual Financial/ Management Accounts/ B-BBEE Certificate / Affidavit/ Certified ID Documents of the Owners/shareholder
51% Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/ Certified ID Documents of the Owners/shareholder
South African Enterprises	CIPC Documents

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (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) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 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 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 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	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). 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.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	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)? The 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.	Yes ☐	No ☐

4.2.1	If so, furnish particulars:		
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 ☐	No ☐
4.3.1	If so, furnish particulars:		
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 ☐	No ☐
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

.....

Position

.....

Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 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 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 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.
- 5 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 purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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;
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.

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