



SOUTH AFRICAN BROADCASTING SABC SOC LIMITED
(“the SABC”)

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFP-FIN-2025-10248573-18

RFP TITLE: PROVISION OF SAP 3RD LINE SUPPORT TO THE SABC FOR A PERIOD OF TWENTY-SIX MONTHS.

EXPECTED TIMEFRAME

BID PROCESS	EXPECTED DATES
Bid Advertisement Date	07 August 2025
Bid Documents Available From	National Treasury’s tender portal (http://www.etenders.gov.za) SABC Website (http://www.sabc.co.za/sabc/tenders/)
Non-Compulsory Briefing Session Date & Time	N/A
Bid Closing Date and Time	29 August 2025 @ 12:00 noon
Contact details	tenderqueries@sabc.co.za

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

BIDS DELIVERY

All electronic bid submissions must be submitted using RFPSubmissions@sabc.co.za. Refer to Document A for Conditions to be observed when bidding. Late Bid submissions will not be accepted for consideration by the SABC.

1. REQUIRED MANDATORY DOCUMENTS- FIRST PHASE

		Bidders to indicate Compliance	
No.	Description	Yes/No	Supporting evidence (refer to page number or Annexure)
1.	The bidding company must currently provide SAP support for at least 2 large SAP implementations (the company supported must have 1000 or more SAP users/employee records) Please complete the relevant section in Annexure A. The SABC reserves the right to verify this information.		
2.	The bidder must be an accredited SAP PartnerEdge partner with PE Service Authorisation (attach SAP certificate to your response. The certificate should be valid on RFP issue date)		
3.	The bidder must have a local support office in Gauteng, South Africa. Provide physical address of the Gauteng office.		
4.	The bidder must agree to the SLA terms in Document E, Section 2.7 (indicate acceptance of SLA targets by clearly stating YES / NO in your response to question 4 on Annexure A)		

Clearly indicate compliance with each one of the items listed above in your response to be considered for the evaluation phase.

PLEASE COMPLETE AND ATTACH ANNEXURE A TO YOUR TENDER RESPONSE.

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

2. REQUIRED DOCUMENTS

- 2.1 SARS "Pin" to validate supplier's tax matters
- 2.2 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 2.3 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following.
 - 3.3.1. Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - 3.3.2. Level of Black Ownership

Note 1:

Verification Agencies and Auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'approved regulatory bodies' for B-BBEE verification and therefore IRBA auditors are not allowed to issue B-BBEE certificates after 30 September 2016.

Note 2:

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE act as amended and SABC shall reject the tender.

- 2.4 Proof of Valid TV License Statement (Company's, Shareholders and all Directors'), or affidavit proving that company and/or officials are not in possession of TV license. Verification will also be done by the SABC internally.
- 2.5 Certified copy of Company Registration Document that reflects 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.
- 2.8 Last three years audited/reviewed financial statements OR the Companies Management Accounts.
- 2.9 The bidder to submit Proof of registration on the Central Supplier Database (CSD)

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

THE WINNING BIDDER IS REQUIRED TO MAINTAIN OR IMPROVE THE BEE LEVEL AT WHICH THE TENDER WAS AWARDED.

C O N T E N T S

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

DOCUMENT A

CONDITIONS TO BE OBSERVED WHEN BIDDING

1.0 LODGING OF PROPOSALS

1.1 Bidders are required to complete and sign the RFP Document and initial all pages (including proposal and brochures).

1.2 Electronic submission:

Bids submitted electronically must adhere to the following:

- The single point of entry is tenderqueries@sabc.co.za.
- Electronic submissions must be submitted in a PDF format that is protected from any modifications, deletions or additions.
- All electronic submissions must be prominently marked with the full details of the tender in the email subject line namely Bidder's Name, Tender No and Tender Title.
- Bidders are advised to email electronic submissions at least 60 minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
- Tender submission emails received after submission date and time will be declared late bid submissions and will not be accepted for consideration by SABC.

1.4 The SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:

- Receipt of incomplete bid
- File size
- Delay in transmission or late receipt of the bid
- Failure of the Bidder to properly identify the bid
- Illegibility of the bid; or
- Security of the bid data.

1.5 Bidders must ensure that bids are delivered timeously to the correct address. Bids not received in a specified manner, and by the specified time and date as set out in this RFP document will be rejected. The bid box is generally open 24 hours a day, 7 days a week.

2.0 COMPLIANCE WITH CONDITIONS OF PROPOSAL

2.1 No alteration, amendment or variation of the submitted proposal post the closing date of this bid shall be permitted nor accepted.

3.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

- 3.1 All bidders are required to submit bids in accordance with stipulated technical specification as indicated on this bid document. Failure to comply with the required technical specification will result in disqualification of the bid.

4.0 SCHEDULE OF QUANTITIES

- 4.1 Bidders are required to submit a detailed Schedule of Quantities indicating how the bid amount is composed. This schedule shall contain itemised descriptions, quantities, and unit prices.

5.0 BID PRICES

- 5.1 No change in the submitted bid prices shall be accepted and/or approved by the SABC after receipt and before award of this bid.
- 5.2 All prices are to be quoted in the Republic of South African Rand with VAT as a separate item.
- 5.3 All local suppliers quoting in foreign currency must convert the currency to Rands and indicate the exchange rate applicable.
- 5.4 The prices quoted should be inclusive of all costs needed to perform the specified services, not limited to, all kinds of local guarantee bonds, taxes and duties, customs, customs clearance, inland transportation, storage, unpacking, positioning, installation, integration and testing. The prices quoted should be inclusive of all costs for the duration of the project.
- 5.5 This bid document is not an offer to purchase, order or contract.
- 5.6 Prices must be fixed for the first year and shall, where applicable, be subject to an increase of not more than the applicable CPI.
- 5.7 Bid prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs on a basis of delivery on site as specified.
- 5.8 Any response submitted by a Bidder is subject to negotiation and review by the SABC.

6.0 SOURCE OF SERVICE AND MATERIAL

- 6.1 In the case of equipment/goods, which are partially or completely designed and/or manufactured in the Republic of South Africa, Bidders shall state the local content percentage.
- 6.2 Documentation certifying the local content percentage shall be submitted.

7.0 ACCEPTANCE OF PROPOSALS

- 7.1 The SABC does not bind itself to accept the lowest or any bid/proposal, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Bidders in the preparation and delivery of its/his/her bid/proposal. The SABC reserves the right to accept a separate bid/proposal or separate bids/proposals for any one or more of the sections of a specification. The SABC also reserves the right to withdraw the bid at any stage.
- 7.2 No bid shall be deemed to have been accepted unless and until a formal contract/ letter of award is prepared and signed by SABC and the winning bidder.
- 7.3 The SABC reserves the right, should it deem it necessary, to monitor every stage of the contract to ensure:
- that the directors who were awarded the bid are in control of the company and/or that changes in directors does not affect delivery of the goods/services/work adversely.
 - that, if there are changes in the control of the company, these should be brought to the attention of the SABC.
 - that in the event that the bid or any part thereof is to be subcontracted to another company or organisation after the bid was awarded, the Bidder/s must immediately advise the SABC and the SABC shall approve same as it deems fit;
 - successful delivery of the goods/services/works in terms of the contract, or timeous termination of the contract should such action be in the best interest of the SABC.
 - audit the successful Bidder's contract from time to time.
- 7.4 This bid will remain valid 180 (one hundred and eighty) days from the date of bid closing.

8.0 DEFAULT BY BIDDERS

- 8.1 If Bidders purport to withdraw their bid(s)/proposals within the period for which they have agreed that their bid/proposal shall remain open for acceptance, or fails to enter into a written contract when called upon to do so, or fails to accept an order in terms of the bid, the SABC may, without prejudice to any other legal remedy which it may have, accept their bid(s) notwithstanding the purported withdrawal, or proceed to accept any other less favourable bid or call for bids afresh and may recover from the defaulting Bidders any additional expense it has incurred for the calling for new bids or the acceptance of any less favourable bid.

9.0 AMPLIFICATION OF PROPOSALS

- 9.1 The SABC may, after the opening of bids, call on the Bidder to amplify in writing any matter which is not clear in the Bidder's submission and such amplification shall form part of the original bid.
- 9.2 In the event of the Bidders failing to supply such information within the specified timeframe, the bid will be liable to rejection.

9.3 The SABC reserves the right to:

- contact any Bidder during the evaluation process, to clarify any information, without informing any other Bidders. During the evaluation process, no change in the content of the bid shall be sought, offered or permitted.
- cancel this bid at any time on the following conditions:
 - i) Change in business requirements of the Corporation.
 - ii) Budget unavailability
 - iii) Identified tender irregularity.
 - iv) Non- responsive bids

Should Bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the SABC and not necessarily on the basis of the lowest costs.

10.0 IMPORT/EXPORT PERMITS

10.1 Bidders are required to include complete information on equipment and/or components requiring export/import permits.

11.0 COST OF BIDDING

11.1 The Bidder shall bear all costs and expenses associated with preparation and submission of its bid/proposal, and the SABC shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

12.0 COMMUNICATION

12.1 The SABC has provided a single point of entry for any questions or queries that the Bidder may have. All queries must be submitted in writing and directed to authorised contact person. **Unauthorised communication with any other personnel or member of staff of the SABC, with regard to this bid is strongly discouraged and will result in disqualification of the respective Bidder's bid/proposal submission.**

12.2 Should there be a difference of interpretation between the Bidder and SABC; SABC reserves the right to make a final ruling on such interpretation.

12.3 The closing time for clarification of queries is 3 (three) days before the deadline for bid/proposal submission. The Bidders should take note that questions together with responses will be sent to all Bidders who attended compulsory Briefing Session.

13.0 AUTHORISED CONTACT PERSONS

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

Tender Office

SCM Division

Radio Park Office Block

Henley Road

Auckland Park

Johannesburg

South Africa

E-mail : tenderqueries@sabc.co.za

14.0 BROAD-BASED ECONOMIC EMPOWERMENT

- 14.1 According to the 2013 B-BBEE Revised Code of Good Practice the Exempted Micro Enterprise (EME) is only required to produce a sworn affidavit signed by the Commissioner of Oaths as per the requirement in the Justice of Peace and Commissioners of Oaths Act, 1963 (Act No. 61 of 1963) or the Companies and Intellectual Property Commission ("CIPC") certificate on an annual basis.
- 14.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.
- 14.3 Only South African Accreditation Systems (SANAS) is the authorised body to issue B-BBEE certificates
- 14.4 IRBA and Accounting Officers are **not** allowed to issue B-BBEE affidavit or certificates to EMEs and QSEs as it was under 2007 Codes
- 14.5 EME's and QSE's must submit an affidavit confirming that the entity's turnover is below R10 million and percentage of black ownership to claim BBBEE points
- 14.6 QSEs have to comply with all elements
- 14.7 Start-up enterprises are verified similar to EMEs, but can opt to be rated using the QSE and Generic Scorecard
- 14.8 QSE with at least 51% black ownership or above are only required to obtain a sworn affidavit on an annual basis with a confirmation of turnover and black ownership
- 14.9 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that B-BBEE status level certificate under the consortium name is submitted.
- 14.10 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every

separate bid.

- 14.11 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

A bidder will not be disqualified if they do not submit evidence to claim a specific goal, but rather they will score zero for specific goal/s if they did not provide evidence supporting the awarding of the points.

15.0 MISREPRESENTATION AND FRONTING IS PROHIBITED

Fronting means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims of compliance based on misrepresentations of facts, whether made by the party claiming compliance or by any other person.

It is an offence to misrepresent or provide false information regarding a company's information or engaging in a fronting practice. If there is any contravention of some sought, the SABC may open a criminal and/or civil case/s against the bidder and its directors/members in terms of applicable legislation, and restrict the bidder & its directors/members from doing business with the SABC for a pre-determined period.

It is important to note that any proposal that does not conform fully to the instructions and requirements in this RFP will be disqualified.

Bids, which do not meet the technical requirements, will not be considered for further evaluation.

END OF DOCUMENT A

DOCUMENT B

GENERAL CONDITIONS OF PROPOSAL

1.0 COMPLIANCE WITH COMPLETION OF PROPOSAL

- 1.1 The bid forms should not be retyped or redrafted, but photocopies may be prepared and used.
- 1.2 Bid forms must be signed in the original form; in ink and forms with photocopied signatures or other such reproduction of signature will be rejected.
- 1.3 Should bid forms not be filled in by means of mechanical devices, for example typewriters, ink, preferably black, must be used to fill in bid.
- 1.4 Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated. Incomplete bids will result in disqualification.

2.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

- 2.1 Unless a departure is clearly stated by the Bidder at the time of bidding, the works shall be taken as complying in detail with the Technical Specifications, and the Bidder shall be held liable on all the terms and conditions of the contract as if this bid contained no departures. Technical specifications contained in any brochures, or any other descriptions submitted shall apply for acceptance test purposes.

3.0 WARRANTY

- 3.1 If there are any defects arising from failure of goods to meet the specifications within the period specified in the contract, the Bidder shall replace the defective items at his expense or shall refund the SABC such costs as the SABC may incur in replacing such defective item. The Bidder shall also bear the cost of transporting replaced/repared items to the place of destination.

4.0 INSPECTION

- 4.1 The Bidder shall permit and assist the SABC's representatives in carrying out any inspections that are called for in the proposal or specifications.

5.0 PACKAGING

5.1 Goods purchased on this bid must be adequately protected and securely packaged during shipment and until delivery at the destination.

5.2 Goods must be clearly marked with the Bidder's name, description of contents and the SABC's order number and delivery address.

6.0 RISK

6.1 The Bidder will be responsible for losses that SABC incurred due to Bidder's negligence or intention and Bidder must provide Liability Insurance. This will be a condition of contract.

7.0 DELIVERY

7.1 Delivery will be to the Stores of the SABC Auckland Park, Johannesburg, Republic of South Africa. The contractual delivery date must be strictly complied with and each delivery must be preceded or accompanied by delivery note. If delivery does not take place within the period stipulated, the SABC may cancel the contract concluded with the bidder without further notice to the Bidder and with immediate effect without prejudice to any other course of action available to the SABC to recover any damages out of such delay. Receipt of the goods by the SABC will not be regarded as acceptance thereof until the goods have been accepted, and tested in compliance with the Technical Specifications.

8.0 PAYMENT

8.1 Payment, in currency other than South African Rand, will be made by means of a telegraphic or wired bank transfer.

The Bidder must provide:

- Name and address of their bank.
- Company account number to be credited.
- Sort/swift code of bank.

8.2 The SABC's standard payment terms are 60 days from date of Invoice.

9.0 ASSIGNMENT OF CONTRACT

9.1 The Bidder shall not have the right to cede any right or delegate any obligation in terms of this contract to any third party unless with the prior written approval of the SABC.

10.0 PROPOSALS ARE CONSIDERED TO BE BINDING ON THE BIDDERS

10.1 Representations made in the bid/proposal, including claims made in respect of commitments to dates of delivery, shall be considered binding on the Bidder on acceptance of the bid/proposal by the SABC and same will be form part of the contract to be concluded, unless specifically noted by the Bidder in the bid/proposal that same maybe subject to change.

11.0 COMPLIANCE WITH SABC POLICIES

- 11.1. SABC will not procure any goods, services, works or content from any employee or employee-owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.2. SABC will not procure any goods, services, works or content from any SABC Independent Contractor or Independent Contractor-owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.3. No former employees, SABC's Non-Executive members and Independent Contractors will be awarded contracts with the SABC within 24 months after resigning from SABC employment or not being engaged with the SABC.
- 11.4. Should former employees, SABC's Non-Executive members and Independent Contractors resign from the employment of the SABC or not being engaged with the SABC and become directors of other businesses bidding with SABC, such bid will not be considered until the cooling off period of two years has expired.
- 11.5. "The SABC has a zero tolerance to theft, fraud and corruption. Such activities will be investigated and stringent action institutes such as laying of criminal charges or even removal from the SABC database of service providers. Should you suspect or become aware of any suspicious acts of fraud, theft or corruption involving SABC employees or other suppliers rendering services to the SABC, contact the SABC whistle blowers' hotline at **"0800 372 831"**

12.0 FAILURE TO COMPLY WITH THESE CONDITIONS

- 12.1 These conditions form part of the bid and failure to comply therewith will invalidate a bid.

13.0 RFP SCHEDULE

- 13.1 Bidders will be contacted as soon as practicable with a status update. At this time, short-listed Bidder/s may be asked to meet with SABC representatives. Bidders should provide a list of persons and their contact details who are mandated to negotiate on behalf of their company.

14.0 ADDITIONAL NOTES

- 14.1 All returnable documents as indicated in the bid form must be returned with the response.
- 14.2 Changes by the Bidder to his/her submission shall not be permitted after the closing date.
- 14.3 The person or persons signing the bids must be legally authorized by the Bidder to do so. A list of the person(s) authorized to negotiate on your behalf must be submitted along with the bid.
- 14.4 SABC reserves the right to undertake post-bid negotiations with the preferred Bidder or any number of short-listed Bidders.

FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS WILL RESULT IN THE BID BEING DISQUALIFIED.

15.0 DISCLAIMERS

- 15.1 Bidders are hereby advised that the SABC is not committed to any course of action as a result of its issuance of this BID and/or its receipt of a bid in response to it. In particular, please note that the SABC may:
- 15.2 change all services on bid and to have Supplier re-bid on any changes.
- 15.3 reject any bid which does not conform to instructions and specifications issued herein
- 15.4 disqualify bids after the stated submission deadline
- 15.5 not necessarily accept the lowest priced bid
- 15.6 reject all bids, if it so deem fit
- 15.7 award a contract in connection with this bid at any time
- 15.8 make no award of a contract.

Kindly note that SABC will not reimburse any Bidder for any preparation costs or other work performed in connection with this bid, whether or not the Bidder is awarded a contract.

END OF DOCUMENT B

DOCUMENT C**QUESTIONNAIRE TO BE COMPLETED WHEN BIDDING**

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

1. Company's Treasury CSD unique registration reference number.	
2. Have your company been issued with a SARS Compliance Status PIN.	
3. If yes, please provide PIN number. The provision of the PIN will be construed as your permission to SABC Procurement to access your tax status on-line.	
4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?	
5. If so, state your VAT registration number and original current tax clearance certificate to be submitted	
6. Are the prices quoted fixed for the full period of contract?	
7. Is the delivery period stated in the bid firm?	
8. What is the address in the Republic of South Africa where an item of the type offered by you may be inspected preferably under working conditions? (Where Applicable)	
9. What is the approximate value of stock in the Republic of South Africa for this particular item? (If required).	
10. Where are the stock held?	
11. What facilities exist for servicing the items	

offered?	
12. Where are these facilities available?	
13. What are the names and addresses of the factories/suppliers where the supplies will be manufactured and may be inspected, if required?	

*

ALSO INDICATE WHICHEVER IS NOT APPLICABLE

END OF DOCUMENT C

DOCUMENT D

SBD-4

DECLARATION OF INTEREST

1.0 Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2.0 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

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

.....

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

¹ "State" means –

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

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

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES/NO**
the appropriate authority to undertake remunerative
work outside employment in the state?

2.7.2.1 If yes, did you attach proof of such authority to the bid **YES / NO**

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

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

.....

.....

.....

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

2.8.1 If so, furnish particulars:

.....

.....

.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

.....
.....

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

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

4.0 DECLARATION

I, THE UNDERSIGNED (NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

END OF DOCUMENT D

DOCUMENT E

TECHNICAL SPECIFICATION

PROVISION OF SAP 3RD LINE SUPPORT TO THE SABC FOR A PERIOD OF TWENTY-SIX MONTHS.

1 INTRODUCTION

The SABC implemented the SAP system as its enterprise resource planning (ERP) solution in 2007. The SAP system supports various key SABC business processes including Finance, Procurement, HR, Payroll, Sales, Governance, etc. Over the years, the SAP system has gone through a number of enhancements and improvements.

SABC further implemented SAP Sales Cloud C4C as one of its turnaround strategies aimed at improving efficiencies to increase revenue generation. The system is also used to record and track all employee queries logged with HR Shared Services and Payroll.

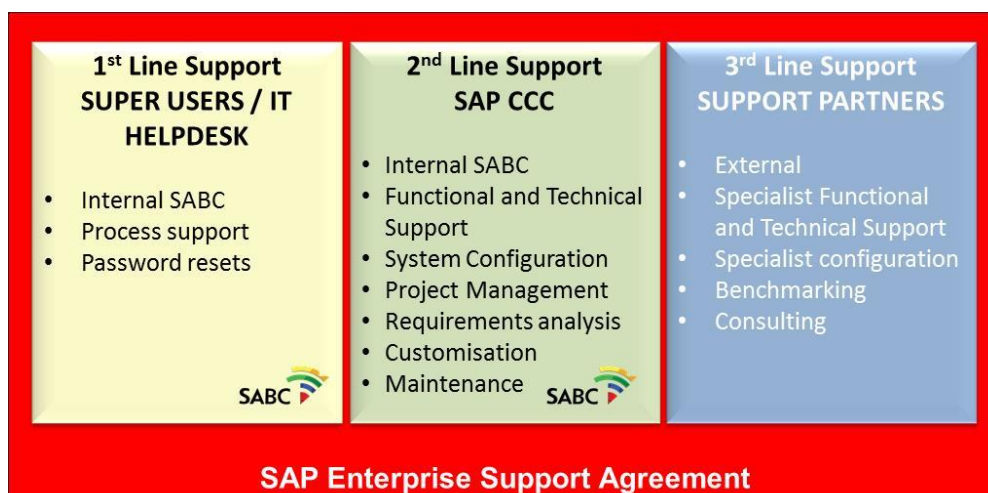
The SABC also subsequently implemented the SAP SuccessFactors, specifically the Recruitment, Performance & Goals, Succession & Development and Learning modules.

To this end, an RFP for a Provision of SAP 3rd line support to the SABC for a period of twenty-six months.

1.1 BACKGROUND

The SABC implemented the core SAP ERP solution during 2007 and subsequently enhanced, activated additional functions and SAP modules.

The following is the SABC's current SAP support model:



The SABC's ERP COE (Centre of Excellence) team is responsible for most aspects of support. However, the SABC still require external third line support for more specialised and expert skills.

2 SABC SCOPE OF WORK / SERVICES:

The following SAP systems are currently deployed at the SABC:

- SAP ERP Central Component (list of modules below)
- SAP Success Factors Recruiting
- SAP Success Factors Performance Management
- SAP Success Factors Succession & Development
- SAP Success Factors Learning
- SAP Cloud for Customer (C4C), Sales & Service Cloud
- SAP Governance, Risk and Compliance (Access & Process Control)
- SAP Business Warehouse
- SAP Solution Manager

2.1 SAP modules/functions currently used by the SABC include the following:

Finance

- General Ledger
- Document Splitting (New-GL)
- Bank Accounting
- Asset Accounting
- Travel Management
- Controlling and Profit Centre Accounting
- Project Systems (including Capital Expenditure Projects)
- Plant Maintenance
- Investment Management
- Funds Management
- Budgeting and Consolidation
- Accounts Receivable
- Accounts Payable

Sales

- Sales and Distribution
- Sales-to-Cash
- Sales Cloud (C4C)

Supply Chain Management

- Material Management (including inventory management)
- Procure-to-Pay
- Contract Management

Human Capital Management

- Organisational Management
- Personnel Administration
- Personnel Cost Planning
- Payroll
- Time Management

- SuccessFactors Recruiting/Performance Management/Succession & Development/Learning
- Employee Self-Service
- Manager Self-Service
- Learner Management System
- Compensation Management
- Service Cloud (C4C)

Cross Applications

- Document Management System
- Workflow
- Authorisations (system permissions)
- Business Partner (Customer and Vendor Management)
- ABAP development
- SAP basis

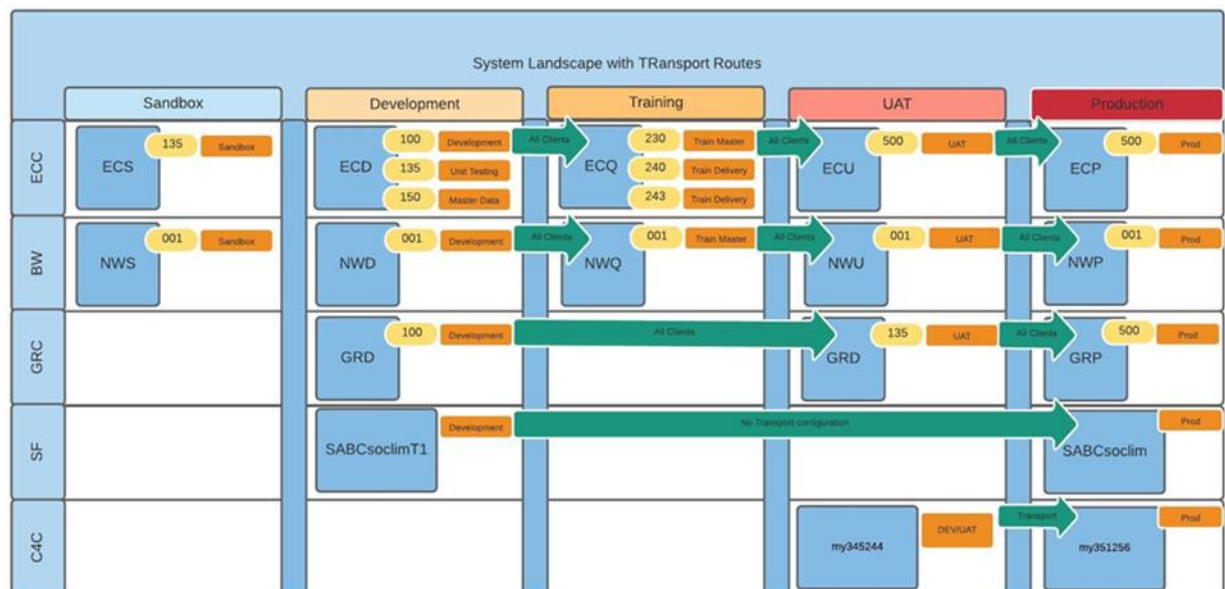
There are also a number of custom developments implemented within the SAP landscape:

- Device Management
- Disclosure of Interests Management
- Forensic Audit Management
- Independent Contractors Management
- Insurance Claims Management
- Parking Management
- Fleet Management
- Deals Management
- Audit Tracking
- Irregular Expenditure Management
- Portfolio Management
- Tender Register
- Vendor Reconciliation Management
- Sales commission
- Supplier performance
- RFQ evaluations
- Expense claims
- Advanced requests
- Asset register and verifications

2.2 The SABC's current SAP system landscape is as follows:

System	Current Version / Release	Additional Comments
ECC	6.0 EhP 7	No split between HR and Finance (one system)
SuccessFactors		Recruitment Management Performance Management Succession & Development Learning
Sales Cloud (C4C)		Sales Service
Netweaver	7 EhP 2	Portal
Business Warehouse	7.4 Ehp 2	
GRC Access	10.1	Access Risk Analysis (ARA)

Control		Emergency Access Management (EAM) Business Role Management (BRM) Access Request Management (ARM)
GRC Process Control	10.1	
SAP JVM	6	
Solution Manager	702	
SAP Content Server	4.7	
MS SQL	2022	
MS Windows	2022	



2.3 Key Statistics

- Number of End Users: 3 000
- Number of ESS End Users: 2 500
- Number of MSS End Users: 850
- Number of Professional Users: 1000
- SABC Internal ERP COE Unit Size – 20 FTE's.
- Average number of monthly support calls (2nd line) – 500
- Average Number of monthly changes imported into Production – 40

2.4 Requirements

2.4.1 Functional Components

The SABC is looking for specialist SAP support partners to provide third line support for the following components of the SABC's SAP solution. Third line support will include, but not be limited to resolving logged incidents, enhancements, projects, consulting, etc., and must include all required functional and technical skills.

1. General Ledger
2. Accounts Payable
3. Accounts Receivable
4. Document Splitting (New-GL)

5. Bank Accounting
6. Asset Accounting
7. Material Management
8. Contracts Management
9. Sales and Distribution
10. Travel Management
11. Controlling and Profit Centre Accounting
12. Project Systems
13. Investment Management
14. Plant Maintenance
15. Funds Management
16. C4C (Sales & Service Cloud)
17. Budgeting
18. Consolidation
19. HCM
 - a. Organisational Management
 - b. Personnel Administration
 - c. Personnel Cost Planning
 - d. Compensation Management
 - e. Manager and Employee Self Service
 - f. Payroll
 - g. Time Management
 - h. Talent and Performance Management
 - i. Recruitment
 - j. Learner Management
 - k. SAP SuccessFactors
20. GRC Access & Process Control
21. Basis
22. ABAP
23. Workflow
24. Any additional SAP modules/functionality implemented by the SABC

2.5 Activities

The chosen support partner(s) will be responsible for the following activities:

2.5.1 Incidents and Change Requests (3rd Line Support)

Should second line support (ERP COE) not be able to resolve an incident or require a change to the system that they are unable to perform, the SABC ERP COE team member will log a call directly with the support partners' helpdesk. All information will be provided for the call and the service provider will provide the SABC ERP COE with a reference number for the call. Any changes to configuration in the SAP system must follow the SABC ERP COE Change Management process which is executed through a standard 4-Tier system landscape. This process also requires certain accompanying documentation such as configuration rationale, functional specifications and test documentation, which will be the responsibility of the service provider for those changes that they are responsible for.

2.5.2 Pro-Active Maintenance and Innovation

It is important for the SABC ERP COE to continue to deliver pro-active, quality and innovative solutions to SABC business and users. It is therefore imperative that the chosen support partner continuously offers new and current information regarding SAP innovations, important product updates as well as potential opportunities for the SABC within its SAP environment.

2.5.3 System Enhancements

Implementation of change requests.

2.5.4 Projects & Ad-Hoc Services

The support partners will be required to implement new SAP functionalities subject to available support hours. Support partners will also be required to assign on-site resources with required skills to the SABC when required (subject to available support hours). The following ad-hoc services may be required:

- 1 Business process assistance
- 2 Training of super users
- 3 Knowledge transfer to the ERP COE Consultants
- 4 System optimisation
- 5 Guidance on SAP best practices
- 6 SAP strategy recommendations
- 7 Infrastructure assistance (including future state capacity recommendations)

2.5.5 Status Reporting

All support services partners must produce status reports, providing updates on logged calls and detailing statistics relating to the volume and quality of the service. It will also be required for the parties to attend status meetings to discuss the service and potential improvements or changes.

2.6 Baseline Hours

For this RFP, the support contract will be for the following hours.

- Fixed Hours: 160 hours **per month**
- Variable Hours: 3 600 hours **over contract term** (26 months)

2.6.1 Fixed Hours: The minimum hours that will be invoiced per month irrespective of whether the full 160 hours were used. Any unused hours will be carried over to the following months.

2.6.2 Variable Hours: Additional hours to be included in the contract value, but to be utilised on an ad-hoc basis when required by the SABC and only on instruction from the SABC. Utilisation of these hours is not guaranteed and should be invoiced only for actual hours used.

2.7 SLA Terms

Respondents must agree to the following SLA terms (indicate acceptance of proposed SLA targets):

Priority	Severity	Response Time	Resolution Time
1. Very High*	Emergency	Within 30min of the call being logged (24 x 7)	Within 2hrs of the call being logged (24 x 7)
2. High*	Critical	Within 2hrs of the call being logged (business hours: Monday to Friday)	Within 8hrs of the call being logged (business hours: Monday to Friday)
3. Medium*	Non-Critical	Within 8hrs of the call being logged (business	Within 3 business days of the call being logged

		hours: Monday to Friday)	(business hours: Monday to Friday)
4. Low*	Minor	Within 8 hours of the call being logged (business hours: Monday to Friday)	Within 15 business days of the call being logged (business hours: Monday to Friday)

Priorities

For Priority 1, "Very High" incidents, the time is measured in real time. For incidents with any other priority, the time is measured in working hours during normal business hours.

Very High

A problem error message or support case is categorised with the priority "Very High" if the problem has very serious consequences for normal business transactions and urgent work cannot be performed by the End User using the Software. The message requires immediate processing because the malfunction can cause serious losses. This is generally caused by the following circumstances:

- Absolute loss of the SAP system.
- Malfunction of the central SAP functions in the production system.
- Delays to the planned production start-up or upgrade within the next 2 business days.
- The problem message requires immediate processing because the malfunction may cause serious losses.

High

A problem message or support case is categorised with the priority "High" if the normal business transactions are seriously affected and the necessary tasks cannot be performed. This is caused by incorrect or inoperable functions in the SAP system. The problem message requires immediate processing because the malfunction can seriously disrupt the entire productive business flow.

Medium

A problem message or support case is categorised with the priority "Medium" if normal business transactions are affected. The problem is caused by incorrect or inoperable functions in the SAP system.

Low

A problem message or support case is categorised with the priority "Low" if the problem causes few or no effects on the normal business transactions. The problem is caused by incorrect or inoperable functions in the SAP system that are not required daily, or which are rarely used.

2.8 Proposal Format

The proposal must contain the following information:

1. **Details of service delivery centre including:**
 - a. Location
 - b. Total unit sizing (number of personnel)
 - c. Hours of operation
2. **Details of current support contracts including:**
 - a. Client Name/Client Description
 - b. Industry
 - c. Number of users

- d. SAP Components (E.g. FI- GL, HR-PA)
- e. Number of years the support contract has been running for.

3. Proof of capability

Provide the following details of support staff with capabilities of supporting the proposed components:

- a. CVs of support staff with experience in all proposed components. This information will only be used for the intended purpose of evaluations of this RFP.
 - b. Number of support staff available for each component including details of engagement terms within your organisation (Permanent/Contractor/Sub-Contractor)
 - c. Average SAP K-Rating of support staff for each component
- 4. An example monthly service report showing quality (SLAs) as well as volumes.
 - 5. Proposed transition plan and timeline.
 - 6. Detailed costing
 - 7. Please state any additional SABC requirements that you may have for providing the services (e.g. Business Process Owner involvement, additional software required)
 - 8. Assumptions used in developing the proposal.

4. TENDER RESPONSE FORMAT

Vendors are requested to respond to the tender in the following formats:

4.3. Pricing Breakdown Model

- 4.3.1.** All goods or services must be specified, broken down into individual elements on a Bill of Materials (BOM) and the pricing of each, specified on hard copy (paper copy) and in soft copy (Excel format).
- 4.3.2.** Bidders must provide a detailed cost breakdown by pricing all items for the delivery of **a total solution** as per the specification. All deviations should be stipulated as options with the indicative unit prices.
- 4.3.3.** Supplier must provide the product specifications of the product or service of the items priced.
- 4.3.4.** Bidders must submit unit and total pricing in SA Rands (Excluding VAT), and where applicable, use the foreign currency rate below to calculate the Rand value. Use Annexure B to indicate the total amount subject to exchange rate variation.

5. EVALUATION CRITERIA

Bidders should note that only bidders who submitted the mandatory valid documents of the bid shall be evaluated further for Functionality (where indicated), Price and Specific Goals

Responses will be evaluated using a predetermined set of evaluation criteria. The evaluation criteria is designed to reflect the SABC's requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and afford all the bidders a fair opportunity for evaluation and selection.

During the evaluation process, the SABC may require a bidder's representative to answer questions with regard to the proposal and/or require certain bidders to make a formal presentation to the evaluation team.

5.1 Technical and Functionality Evaluation

The evaluation is based on technical and functionality, which will be evaluated using the following criteria and points:

- 5.1.1 Phase 1** - The tender submission will be evaluated on mandatory compliance on **(Phase1)**. Non-submission of the mandatory documents will result in automatic disqualification and bidders will be eliminated from further evaluation **(Phase 2)**.
- 5.1.2 Phase 2** - Bidders who meet the set threshold from **Phase 1**, will be evaluated further on **Phase 2** out of the set threshold. All bidders achieving less than the set minimum threshold of **127** will not be evaluated further on **Phase 3**.
- 5.1.3 Phase 3**- Bidders, who meet the set threshold from **Phase 2**, will be evaluated further on Price and Specific Goals.

5.2 PHASE 2 – TECHNICAL AND FUNCTIONALITY EVALUATION

Evaluation Area	Evaluation Criteria	Bidders to indicate compliance		Max Points	Min Points	Compliance response and page reference
		Comply	Do not Comply			
Company Experience	Proven historical record, ability and success in delivering on projects of this nature with references on an official company letterhead. The letter should not be older than 1 year and must be signed and dated. The companies should state on the reference letter whether they have more than 1000 SAP system users and/or number of employee records managed on SAP. <u>References:</u> - From 3 or more companies with more than 1000 SAP system users and/or number of employee records managed on SAP (20) - From 2 companies with 1000 SAP system users and/or number of employee records managed on SAP (10) - From any number of companies with less than 1000 SAP system users and/or number of employee records managed on SAP (0)			20	10	
	<u>Current</u> support contracts with <u>South African</u> companies: 5 or more companies with more than 1000 SAP system users and/or number of employee records managed on SAP (20) 3-4 companies with more than 1000 SAP system users and/or number of employee records managed on SAP (10) 2 companies with more than 1000 SAP system users and/or number of employee records managed on SAP (5)			20	5	

	No companies with more than 1000 SAP system users and/or number of employee records managed on SAP (0)					
	Key support staff to be allocated to the SABC (CV's and proof of <u>Professional or higher</u> certification to be included in response): <i>**Kindly note that the requirement is for the successful bidder to support all SAP modules used at the SABC. Key support staff are those supporting the most critical modules used by the SABC.</i> Allocated resources are: - At least 5 SAP certified (Professional or higher) resources, each certified in at least one of the following SAP modules and have the relevant SAP support experience in the module that the resource is certified in: (20) - At least 3-4 SAP certified (Professional or higher) resources, each certified in at least one of the following SAP modules and have the relevant SAP support experience in the module that the resource is certified in: = (10) - Less than 3 SAP certified (Professional or higher) resources, each certified in at least one of the following SAP modules and have the relevant SAP support experience in the module that the resource is certified in: = (0) - SAP Financial Accounting (FI) (5 years' experience) - SAP Sales and Distribution (SD) (5 years' experience) - SAP Materials Management (MM) (5 years' experience) - SAP HCM (5 years' experience in Personnel Administration) - SAP HCM (5 years' experience Payroll) - SAP HCM (5 years' experience in Time) - SAP SuccessFactors (3 years' experience)			20	10	

	8. SAP C4C (3 years' experience) 9. SAP Basis (5 years' experience) 10. SAP Workflow (5 years' experience) 11. SAP ABAP (5 years' experience) 12. SAP Authorizations and GRC (5 years' experience)					
Project Implementation and Commissioning	Provide details of the approach to deliver the service based on the requirements contained in this document. Support service plan: - Detailed Support service plan / management plan provided (5) - No /insufficient details supplied (0)			5	5	
	Anticipated timelines to initiate support services <u>post tender award</u> , i.e. how long will it take to start supporting the SABC after the contract has been signed. 1 – 3 weeks (5) 4– 6 weeks (2) More than 6 weeks or no information provided (0)			5	2	
Support Management Process	Describe the incident logging process. - Detailed incident logging process described from registering a service request to completion (10) - No / insufficient details supplied (0)			10	10	

SAP Modules / Functionality Supported	SAP Modules/Functionality Supported: The bidder must indicate that they will support all modules listed below: • Support 28 out of 28 functions (50) • Support Less than 28 functions (0) 1. Financial Accounting (FI) 2. Controlling (CO) 3. Funds Management 4. Sales and Distribution (SD) 5. Materials Management (MM) 6. HCM Payroll 7. HCM Personnel Cost Planning 8. HCM Organisational Management 9. HCM Personnel Administration 10. HCM Manager and Employee Self Service 11. HCM Compensation Management 12. HCM Time Management 13. Success Factors Recruiting 14. SuccessFactors Performance Management 15. SuccessFactors Learning 16. SuccessFactors Succession & Development 17. Travel Management 18. Project Systems 19. Plant Maintenance 20. Accounts Payable 21. Accounts Receivable 22. Basis 23. Workflow 24. ABAP			50	50	
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	25. GRC Access Control 26. GRC Process Control 27. C4C Sales Cloud 28. C4C Service Cloud					
SAP C4CSkills (Provide references)	- Implemented SAP C4C at 2 or more companies. Provide the company names, contact details and year of implementation. (15) - Implemented SAP C4C at 1 company. Provide the company names, contact details and year of implementation. (10) - Never implemented SAP C4C (0) Please complete Annexure D			15	10	
SAP SuccessFactor Skills (Provide references)	- Implemented SuccessFactors at 3 or more companies. Provide the company names, contact details and year of implementation. (15) - Implemented SuccessFactors at 1 to 2 companies. Provide the company names, contact details and year of implementation. (10) - Never implemented Success Factors (0) Please complete Annexure B			15	10	
SAP Payroll Skills	- Currently support SAP payroll function for 5 or more clients. Provide the company names and contact details. (15) - Currently support SAP Payroll function for 1 to 4 clients. Provide the company names and contact details. (10) - Does not support SAP Payroll function for any clients (0) Please complete Annexure C			15	10	

SAP Time Management	- Currently support SAP Time Management function for 5 or more clients. Provide the company names and contact details. (15) - Currently support SAP Time Management function for 1 to 4 clients. Provide the company names and contact details. (10) - Does not support SAP Time Management function for any clients (0) Please complete Annexure E			15	10	
Value add	Details of value-added services to enhance the SABC's SAP environment over and above the specific requirements of this RFP. - State 2 or more <u>cost-free value-added</u> services you will provide (10) - State 1 <u>cost-free value-added</u> service you will provide (5) - No value-added service provided/specified (0)			10	5	
TOTAL				200	137	

Bidders who score less than the minimum threshold of **137** out of a maximum of **200** are non-compliant and will be declared non-responsive and will be eliminated from further evaluation.

5.3 Price and Specific Goals: Phase three

The bid responses will be evaluated on the 80/20 system. Bidders are to provide detailed breakdown of all direct and indirect costs associated with the contract, including licence fees if any.

5.4 Financial Stability

The financial stability evaluation is used to assess the financial risk of the shortlisted bidders.

FINANCIAL STABILITY

Respondents are required to submit their audited financial statements for the past 3 years with their Proposal/Bid in order to enable the SABC to establish financial stability as follows:-

Area	Assessment Criteria
Financial Due Diligence	Bidders financial due diligence will be assessed based on submitted audited financial statements using financial ratios, where applicable.

5.5 Objective Criteria

- 5.5.1 The SABC reserve the right not to consider proposals from bidders who are currently in litigation with the SABC.
- 5.5.2 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.
- 5.5.3 Bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g. tax compliance, BBBEE, company financials, etc. will be eliminated from the bid process.
- 5.5.4 The SABC reserve the right not to award this tender to any bidder who fails the financial stability assessment.
- 5.5.5 No SABC former employees shall be awarded contracts with the SABC within 24 months after termination of employment with the SABC.
- 5.5.6 Should employees resign or retire from the employment of the SABC and become directors of other businesses tendering with the SABC, such tender shall not be considered until the cooling off period of 24 (twenty-four) months has expired.
- 5.5.7 Should the employee be dismissed from the SABC employment, such employee shall be prohibited from conducting business with SABC for a period of 5 (five) years from the date of dismissal.
- 5.5.8 Should the employee be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- 5.5.9 The SABC shall not procure any goods, services, works or Content from any Board member or Board member owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 5.5.10 Should the SABC's Board members no longer serve on the SABC Board but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of 24 (twenty-four) months has expired.
- 5.5.11 Should the Board member be found guilty in a court of law due to criminal conduct/act, such Board member will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

- 5.5.12 The SABC shall not procure any goods, services, works or Content from any independent contractor or independent contractor owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 5.5.13 Should the Independent Contractor no longer be contracted to the SABC but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of 24 (twenty-four) months has expired.
- 5.5.14 Should the Independent Contract be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

END OF DOCUMENT E

DOCUMENT F

CONFIDENTIALITY

All information related to this bid both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the SABC, written approval to divulge such information will have to be obtained from SABC.

The bidders must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that bidders maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFP; and not reproduced in any form except as required for the purpose of considering and responding to this bid. Bidders must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFP; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the SABC. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

NAME OF BIDDER: _____

PHYSICAL ADDRESS: _____

Bidder's contact person:

Name : _____

Telephone : _____

Mobile : _____

Fax.: _____

E-mail address : _____

END OF DOCUMENT F

DOCUMENT G

SBD 6.1

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Specific Goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1.0 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the **80/20** system for requirements with a Rand value above R50 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R50 000 (all applicable taxes included) and therefore the.....**80/20**.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 Specific Goals	20
Total points for Price and Specific goals must not exceed	100

2.0 DEFINITIONS

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

2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad - Based Black Economic Empowerment Act.

2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on

- Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.
- 2.4 **“Bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals.
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).
- 2.6 **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration.
- 2.7 **“Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
- 2.8 **“Contract”** means the agreement that results from the acceptance of a bid by an organ of state.
- 2.9 **“EME”** means any enterprise with an annual total revenue of R10 million or less as per the Amended Codes of Good Practice (COGP).
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“Functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.
- 2.12 **“Non-firm prices”** means all prices other than “firm” prices.
- 2.13 **“Person”** includes a juristic person.
- 2.14 **“Rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
- 2.15 **“Total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.
- 2.16 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.17 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3.0 ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.
- 3.5 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

4.0 AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

4.2 Points awarded for Specific Goals

In terms of Regulation 4 (1) 5 (1) and 6 (1) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for submitting evidence for specific goals claimed in accordance with the table below:

4.3 SPECIFIC GOALS TABLE

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

NB: Bidders must submit evidence for every specific goal claimed and points will be awarded 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.

5.0 BID DECLARATION

5.1 Bidders who claim points in respect of Specific Goals must complete the following:

5.2 SPECIFIC GOALS POINTS CLAIMED IN TERMS OF SPECIFIC GOALS TABLE

5.3 **Specific Goals Points claimed :..... =(maximum of 10 or 20 points)**

(Points claimed in respect of paragraph 5.3 must be in accordance with the table reflected in paragraph 4.3 and must be substantiated by means of evidence as described table 5.4

5.4 EVIDENCE TO BE SUBMITTED FOR SPECIFIC GOALS

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

6.0 DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm:

.....

6.2 VAT registration number:

.....

6.3 Company registration number

.....

6.4 Type Of Company/ Firm

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

[TICK APPLICABLE BOX]

6.5 Describe Principal Business Activities

.....

.....

.....

.....

6.6 Company Classification

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

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

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

- (i) The information furnished is true and correct.
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the SABC that the claims are correct.
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the SABC may, in addition to any other remedy it may have.
 - (a) disqualify the person from the bidding process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution

WITNESSES:

1.

.....
SIGNATURE(S) OF BIDDER(S)

2.

DATE:

ADDRESS:

.....

.....

.....

END OF DOCUMENT G

DOCUMENT H

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1.0** This Standard Bidding Document must form part of all bids invited.
- 2.0** It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3.0** The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- abused the institution's supply chain management system.
 - committed fraud or any other improper conduct in relation to such system; or
 - failed to perform on any previous contract.
- 4.0** In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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)? 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 ☐

4.4	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

END OF DOCUMENT H

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1.0 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2.0 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.0 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4.0 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5.0 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid RFP NO: **RFP-FIN-2025-10248573-18**

in response to the invitation for the bid made by: **South African Broadcasting Corporation SOC Limited "SABC"**

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
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

END OF DOCUMENT I

DOCUMENT J

ACCEPTANCE OF CONDITIONS OF BID

By signing the BID document, the Bidder is deemed to acknowledge and accept that all the conditions governing this BID, including those contained in any printed form stated to form part thereof and SABC Limited will recognize no claim for relief based on an allegation that the Bidder overlooked any such condition or failed properly to take it into account for the purpose of calculating bided prices or otherwise.

SIGNEDat_____this_____day of

_____2025

NAME OF COMPANY _____

NAME OF THE SIGNATORY (IES)_____

CAPACITY: _____

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

WITNESSES:

1. _____

2. _____

_____BIDDER

END OF DOCUMENT J



Tax Compliance Questionnaire for Foreign Suppliers
[Mandatory for foreign suppliers to complete]

1. BACKGROUND

Foreign suppliers with no local footprint (i.e. the foreign supplier doesn't have a branch or representative registered here in RSA) do not need to submit a tax clearance certificate.

These suppliers are also exempted from registering on the National Treasury's Central Supplier Database.

In order to ascertain whether you are a supplier with no local footprint and that no tax clearance certificate is

No.	Question	Yes	No
1.	Are you a resident of the Republic of South Africa (RSA)?		
2.	Do you have a branch in the RSA?		
3.	Do you have a permanent establishment in the RSA?		
4.	Do you have any source of income in the RSA?		
5.	Are you liable in RSA for any form of taxation?		

required, please answer the following pre-award questionnaire in the table below: *Please mark the applicable column (Yes/No) with an 'X'*

If the answer is 'No' to all of the above, then it is not a requirement to obtain a tax clearance certificate / tax clearance system pin code from SARS.

Yours faithfully

For Supplier:

The supplier hereby confirms that the questions above were answered truthfully and were fully understood.

Name	Designation	Signature	Date
Description of goods or services to be supplied			
Company name			
Company registration number			
Telephone number		Fax No. and/or e-mail address	

ANNEXURE A

PLEASE COMPLETE AND ATTACH THIS ANNEXURE TO YOUR TENDER RESPONSE

1. Details of companies with **large** SAP implementations (**1000 or more SAP system users/employees**) **currently** supported. Please complete the following table in your response:

COMPANY NAME	COMPANY CONTACT DETAILS	NUMBER OF SAP SYSTEM USERS	NUMBER OF EMPLOYEE RECORDS MANAGED ON SAP

2. Confirmation of SAP Accreditation

	YES	NO
Accredited SAP Support Partner (PartnerEdge with PE Service Authorisation)		
SAP accreditation attached to response		

3. Confirmation of Local Support

	YES	NO
Local support office in Gauteng		

Address of Support Office in Gauteng:

4. Confirmation of SLA Acceptance

	YES	NO
Agree to SLA Terms in Document E		

SIGNATURE

NAME

DESIGNATION

COMPANY NAME

DATE

ANNEXURE B

SAP SuccessFactors Skills (Provide references)

<u>Company Name</u>	<u>Contact person</u>	<u>Cell number</u>	<u>Email address</u>	<u>Year of implementation</u>

Annexure C

SAP PAYROLL SKILLS

Company Name	Contact person	Cell Number	E mail address

ANNEXURE D
SAP C4C Skills (Provide references)

<u>Company Name</u>	<u>Contact person</u>	<u>Cell number</u>	<u>Email address</u>	<u>Year of implementation</u>

Annexure E
SAP TIME MANAGEMENT

<u>Company Name</u>	<u>Contact person</u>	<u>Cell Number</u>	<u>E mail address</u>

END OF THE REQUEST FOR PROPOSAL DOCUMENT