



SCM Division
Radio Park, Henley Road
Auckland Park 2092
Johannesburg
Private Bag X1
Auckland Park 2006

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/LOG/2026/10253094/41
RFQ ISSUE DATE	02 nd SEPTEMBER 2026
RFQ DESCRIPTION	APPOINTMENT OF A QUALIFIED & EXPERIENCE SERVICE PROVIDER FOR THE COMPLETE MAINTENANCE SERVICE OF THE SURVEILLANCE SYSTEM & ACCESS CONTROL SYSTEM FOR A PERIOD OF 3 YEARS, INCLUDING ONCE-OFF UPGRADE OF THE ACCESS CONTROL SYSTEM.
COMPULSORY SITE VISIT	07 TH SEPTEMBER 2026 @ 10:00 – 11H00AM VENUE: SABC 100 K E MASINGA ROAD, DURBAN
CLOSING DATE & TIME	22 nd SEPTEMBER 2026 @ 12H00 NOON.

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

For queries, please contact Goodwill Madiba 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 Number and bidders' name.**
5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
 - receipt of incomplete bid
 - file size
 - delay in transmission receipt of the bid
 - failure of the Bidder to properly identify the bid
 - illegibility of the bid; or
 - Security of the bid data.

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

NOTES ON COMPULSORY SITE VISIT

- Any bidder interested in attending the compulsory site inspection, which is set for **Monday, September 07th, 2026**, at the **SABC Durban Office** - (Reception Area), may do so at any time between 10:00 a.m. and 11:00 a.m.
- Report to Reception **15 Minutes** before in order to make arrangements with the Protection Service to gain access to the Facility.
- Personnel representing the bidders are advised to wear Personal Protective Equipment (safety shoes) and please bring along your ID or Driver's license to gain access to the **SABC Durban Office** Facility
- **Attendees must sign the attendance register and non-attendance of the scheduled compulsory site visit will result in automatic disqualification of bids to be submitted.**

FIRST PHASE – PREQUALIFICATION CRITERIA: MANDATORY DOCUMENTS

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

MANDATORY REQUIREMENT		COMPLY/ NOT COMPLY
1.	<u>Valid PSIRA & SAIDSA Certificates for the company.</u> Bidders must provide authentic PSIRA and SAIDSA registration certificates, and the certificates must be submitted with the bid on or before the date and time of bid closer, the certificate should be valid at the time of bid closing and award.	

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

1. REQUIRED DOCUMENTS

1. Submit proof Central Supplier Database (CSD) registration
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).
3. Valid Tax Clearance Certificate or SARS "Pin" to validate supplier's tax matters
4. Original or Certified copy of Valid BBBEE Certificate or Sworn affidavit (from SANAS accredited Verification Agency)
5. Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
6. Certified copy of Shareholders' certificates.
7. Certified copy of ID documents of the Directors or Members.

**NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOSE TAX MATTERS ARE NOT IN ORDER.
NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOSE TV LICENCE STATEMENT ACCOUNT IS NOT
VALID.
NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHO IS NOT REGISTERED ON THE CSD**

2. COMPANY OVERVIEW

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

3. BACKGROUND

The KwaZulu Natal Regional Office, situated at 100 K E Masinga Road, is a 6-storey building comprising of office space, workshops, and Studios. The staff compliment is approximately 102. The SABC is South Africa's national public broadcaster, and its regional offices are located in all provinces. The KZN regional office is situated centrally at 100 K E Masinga Road, Durban.

The building comprises of a 6-storey office block, Studios, Workshops, Transport office and Security Guard house.

SABC Durban office is listed as one of the National Key Points due to its keys installations that require high level of security. As a National Key Point, the regional office is governed by NKP legislation aimed at protecting critical infrastructure from illegal access and damage to infrastructure. One of the site requirements, to uphold this high security level, is to ensure the presence of fully functional access control system and a surveillance system, to control access to the premises and to safeguard the assets.

Currently the regional office has no contract in place for the maintenance service of the access control and CCTV. Only Imponent certified Premier Installers and Level 3 Imponent training, will be appointed to render a comprehensive access control support service, improve operational efficiencies and in return enhance the overall security system of the SABC site.

4. REQUIREMENTS AND SCOPE OF SERVICES

Durban Scope of services

The scope of services will include once-off major repairs to the current access control system and scheduled preventative maintenance to the access control and CCTV system, for a period of 3 years.

4.1 Once-off > Render a major upgrade service of the access control system:

- Conduct a physical inspection of all cables and doors; replace them with new cables for door reticulation.
- System Head End: Supply and install 1 x Desktop computer and software
- Network requirements: Supply and install Cisco Network switch and cable reticulation with cabinets. C9300-24P-A Catalyst 9300 24-port 1G copper with modular uplinks, PoE+, Network Advantage
C9300-DNX-A-24-5Y C9300 Cisco Catalyst Advantage, 24-port, 5 Year Term license
C9300-DNA-L-A-5Y C9300 Cisco DNA Advantage license, for 12Y, 24Y SKUs, 5 Year Term license
- Install and rewire new Door controllers 1, 2,3,4,5,6,7, 8 and 9 (including replacement of defective maglocks, no-touch to exit, door monitors and door closures) before applying the full FREE software upgrade.
- Disassemble mantrap door and convert door to exit and entrance doors – Staff entrance

- Provide (SABS approved) Staff only signage, entrance and exit only signages, Security check point signage – Staff entrance
- Supply and install 18 indoor readers and 2 x outdoor readers, back gate.
- Conduct door and controller configuration and system set up
- Conduct a software upgrade and ensure that no data is lost during the upgrade.
- Test for time and attendance reports
- Test for restricted access and reports
- Provide a full-service report after the upgrade.
- Full System to be linked to existing generator back-up power (In-house Staff). – FYI do not quote.

AREA	QUANTITY
M1 A Music Theatre	1
M1 C Control Room	1
Studio S1 (Ukhozi Live)	1
Studio S2	1
Studio S3	1
Studio S4 (Lotus Live)	1
Studio S5	1
Studio S6	1
Studio S7	1
Studio S8A	1
Studio S8C	1
Studio S9A	1
Studio S9C	1
Drum Booth	1
Main Control	1
Music Library	1
Staff Entrance Door	1
Staff Exit Door	1

Back gate	1
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4.2 Contract > Provision of scheduled preventative maintenance (Access control and CCTV):

The contractor will be responsible for carrying out preventative maintenance on the Access control and CCTV currently on site. The preventative maintenance shall include but is not limited to the following:

Access control	CCTV
Monthly inspection: - Database back-ups to be cleaned and repaired. - Clear old transaction files and sync servers correctly. - System support for daily transactions. Quarterly inspection: - Inspection of all hardware and readers - Inspect and test connections for dropped terminals Annual major service: - Firmware updates - Full system testing Ad hoc: - Provide refresher training as and when requested - Supply quotes for repairs or replacement of hardware, where necessary - Emergency call outs.	- Bi-annual service - Cleaning and servicing of all cameras - Adjusting and focusing of cameras where necessary - Diagnostic check on the recording unit. - Supply quotes for repairs and upgrades, where necessary. - Provide technical support remotely - Service report - Provide refresher training as and when requested. - Call outs for emergencies.

Service rates shall apply for all preventative maintenance as per values agreed on the maintenance contract. The Contractor shall not be entitled to claim for payment for scheduled items that have not been included in the monthly schedule and approved by the Employer or his representative. SABC reserves the right to remove generators from the schedule due to changes in operational requirements and the contract amount will be adjusted accordingly.

4.3 Contract > Reactive Maintenance and Repairs (CCTV and Access Control)

The Contractor shall attend to all callouts and/or ad-hoc maintenance, and the response time shall be as stipulated on the service level agreement. Where the Contractor is called out for faults or requested to provide a service, the Contractor shall only be paid for the callout and labour and unscheduled rates shall apply. Where the service contractor is required to provide spares or services not included in the bill of quantities, the Contractor shall first submit a quote for approval and can only provide the spares and services after approval has been granted in writing and a 10% mark-up shall apply for all third-party items, services, and spares.

The following services will be performed by the appointed services provider:

- Perform ad-hoc repairs on planned and emergency basis.
- Supply and install all hardware, replacement parts and electronic components on approval of a quotation on an ad-hoc planned and emergency basis.
- Supply and install readers, door closures, door monitors, mag locks, door controllers etc. on approval of a quotation, as and when required.
- Supply and install cameras, network switches, cabling, server units, wireless units etc. on approval of a quotation as and when required.
- Provide technical support for system operation and advise SABC on solutions
- Provide technical support on new software and software needs.
- Compile procedures and drawings on an ad-hoc basis when required.
- Perform investigations in the event of system failure and provide solutions-based reports.

Response Time

Response time shall be measured as the time taken from reporting the call, to the time taken by the artisan to arrive at the relevant piece of equipment.

The response to call outs shall be categorized according to the need for urgency in attending to the call out. All breakdowns during and after working hours shall be responded to as follows:

(i) Emergency Response

This shall be defined as an event that requires an immediate response or action to prevent and or mitigate against equipment damage, harm or injury to people or property or to limit the disruption of services. The Contractor shall respond to an emergency call-out within 1 hour.

(ii) Urgent Response

This shall mean any failure or repair requirement that could significantly affect the services or pose a danger if left unattended for a lengthy period of time. The Contractor shall respond to an urgent call-out within 2 hours.

(iii) Routine Response

This shall apply to other failures or repairs other than those requiring emergencies and urgent responses. These items shall be dealt with as unscheduled additional work items as requested by the SABC or authorized representative.

Any breakdown impacting on operations shall be attended-to until restored to good reliable condition. This implies that no breakdown may be left unattended or incomplete for the next day.

SABC will hold the Contractor liable for any costs incurred as a result of negligence or unreasonable deficient performance by the Contractor including excessive time taken to effect repairs.

4.4 Modifications/ Improvement Process

Contractors assume the costs incurred by SABC, as a result of defective supplies, services or product liability issues.

Any change to the original service or product design must be approved by SABC prior to implementation.

A Request for Change needs to be submitted to SABC and approved prior to implementing the change.

The Contractor shall keep records of all requests and corresponding SABC approvals.

(a) Service Quality: % defect free deliveries received

(b) On-time delivery: % of complete service and on time, based on agreed standards.

(c) Adherence to agreed response times

Contractors are expected to work with SABC to improve performance and/or process capability where needed.

In cases of repeated deficient performance or failure to improve, the contract shall be terminated.

Containment of Non-Conformity Supply of Service

In the event a non-conforming material, component, system, or service is detected, SABC or its authorized representative will determine the best method of securing conformity to meet SABC's requirements such as:

- i. Return the entire lot of non-conforming material, component or systems to Contractor.
- ii. Contractor to sort/rework/repair the non-conformance at SABC sites.
- iii. SABC to identify an external resource (certified by SABC to perform, sort/rework/repair at the cost of the Contractor).
- ii. Cost Recovery

Contractors will assume the costs incurred by SABC, as a result of defective supplies, services or product liability issues. Damage caused by contractor activities or employees shall be for the contractor's account.

4.5 Key Personnel

A schedule of key personnel to this Contract (as per the Schedules) will be provided to the Authorized SABC Representative at commencement of this Contract. This will, as a minimum, include all people at management level. For the full duration of this Contract, none of these persons will be replaced by a person of lesser ability or qualification. All on-site staff leaves shall be reported and agreed with the Project Manager or his delegate. The Authorized SABC Representative may request the replacement of any person with unsatisfactory performance or who fails to comply with this contract.

a. Management of Meetings

The Contractor will attend meetings relating to maintenance, operations, contract management and other issues that may arise from time to time. As far as is practicable, the Contractor will make all required persons available for these meetings. The Contractor shall not submit claims for payment for staff attending any of these meetings.

b. Communication

Work instructions, monthly maintenance reports, breakdown reports, etc. will all be in a format as agreed with the

Authorized SABC Representative.

c. Health, Safety and Environment

The appointed service provider shall comply with SABC's Health and Safety Systems.

All people on company premises shall obey all health and safety rules, procedures and practices. In particular, NO SMOKING signs and the prohibition of the carrying of smoking materials in designated areas shall always be obeyed.

The Contractor shall be fully responsible for compliance to the Occupational Health and Safety Act for all persons and equipment relating to this Contract

Any work involving open-flame sparks, cutting or heat shall be authorized by the issue of a permit to work - obtainable from the Safety department. Any work done under the protection of a permit to work shall be in strict compliance with every prescription regarding the permit.

Safety equipment shall be used where applicable (e.g., safety goggles, boots, harness, etc.) The Contractor, at his/her own expense shall provide such equipment, for his/her employees. The Contractor shall apply the necessary discipline and control to ensure compliance by his workers.

All Contractors must ensure that his/her employees are familiar with the existing emergency procedures and must co-operate in any drills or exercises, which might be held. Emergency / fire equipment and extinguishers shall not be obstructed at any time.

No person shall perform an unsafe / unhealthy act or operation whilst on Company premises.

No unsafe/dangerous equipment or tools may be brought onto or used on Company premises. The Company reserves the right to inspect all equipment/tools at any time and to prevent/prohibit their use, without any penalty to the Company and without affecting the terms of the Contract in any way.

Submission of the safety file: No document is required at the tendering stage. However, the safety file component should be factored in the pricing schedule to be submitted in response to the RFQ, as the preferred service provider will be required to furnish a copy of the a forementioned file prior to commencing with commencing.

d. Environmental Management

The appointed service provider shall comply with SABC's Environmental Systems.

The Contractor / Service Provider remains solely responsible for disposal and clean-up of any form of waste that is produced during the term of their contract at SABC.

The Contractor / Service Provider will ensure that all waste which necessitates the safe disposal thereof, will be done in accordance with all the latest and applicable legislation (environmental etc.) governing same.

Proof of such disposal must be submitted to SABC.

e. Access

SABC Durban is a National Key Point, and the appointed service provider shall comply with all access and security requirements.

4.6 Pricing

- (a) The prices and rates in the Bill of quantities for Preventative Maintenance shall be treated as being fully inclusive of all labour, tools, materials, consumables, transport, overheads, liabilities, risks, obligations and profit as incurred or required by the contractor in carrying out the item.
- (b) The base rates will be adjusted in accordance with Consumer Price Index with effect from the second year. A 6,5% shall be used for illustrative purposes, for example the total amount of the previous year to be multiplied by 1,065 to get the total amount for the following year.
- (c) Unscheduled rates shall apply during breakdowns and repairs.
- (d) The provisional sum shall be used on and as and when required on a proven cost basis and 10% mark-up shall apply for all third - party items and services. The mark-up shall be calculated on the amount for each item or service excluding VAT. Expenditure against the provisional sum shall be authorized by the project manager or his delegate.

N.B: Please see Annexure F under Pricing Schedule

5. RFQ VALIDITY PERIOD

This bid will remain valid **90 (ninety) days** from the date of bid closing.

6. COSTING

The quotation must reflect a detailed cost breakdown, and any indirect costs associated with the delivery of the required service. Bidders are advised to use **Annexure F - Pricing Schedule**

- a) The prices and rates in the Bill of quantities for Preventative Maintenance shall be treated as being fully inclusive of all labour, tools, materials, consumables, transport, overheads, liabilities, risks, obligations and profit as incurred or required by the contractor in carrying out the item.
- b) The base rates will be adjusted in accordance with **Consumer Price Index** with effect from the **2nd, third year**.
- c) Unscheduled rates shall apply during breakdowns and repairs.
- d) The provisional sum belongs to the Project Manager and shall be used on and as and when required on a proven cost basis and % mark-up shall apply for all third - party items and services. The mark-up shall be calculated on the amount for each item or service **excluding VAT**. Expenditure against the provisional sum shall be authorized by the Project Manager or his delegate.

7. DURATION OF THE CONTRACT

Three (03) Years

8. LOCATION

SABC-KZN, 100 K.E, Masinga Road, Durban, 4001.

9. PHASE 2: FUNCTIONALITY / TECHNICAL EVALUATION CRITERIA

- The tender submission will be technically evaluated out of **95**
- A minimum threshold of **69 out of a maximum of 95** has been set.
- Bidders achieving less than the set threshold will be declared non-responsive and therefore will not continue forward for evaluation of **Price & Specific Goals**.

Evaluation Area	Evaluation Criteria	Max Points	Min Point
Prove and demonstrate at least 10 years relevant company experience in installation and maintenance to Impro Access control and CCTV systems.	<u>List of completed projects relevant to the specified scope of works clearly showing the project site, scope of work, start date, end date and contract amount (supported by appointment letter and completion certificates)</u> ➤ Greater than 5 years (20 points) ➤ 3 – 5 years (15 points) ➤ Less than 3 years (0 point)	20	15
Submit 5 reference letters where similar work has been conducted over the last 10 years. The reference letters must correspond to the projects provided in 2.1 above	<u>Letters must be on a company letterhead with the contact details (email and contact number) of the authorized company representative, only Reference letters not completion letters.</u> ➤ Greater than 5 references letters (15 points) ➤ 3 – 5 reference letters (10 points) ➤ 1- 2 reference letters (5 point)	15	5
Tender's Approach and Methodology in response to the proposed scope of work that outlines the Approach and Methodology Technician with relevant experience in the maintenance and installation of Access control and CCTV systems.	<u>Tenders Approach and methodology:</u> ➤ Team Organogram clearly defining the role of each member = 2 ➤ Provide Preventative maintenance Proof or Evidence (Job Card/SLA) = 3 ➤ Attending breakdowns and emergencies within the stipulated response time (Name of Technician & Emergency Line) = 5 ➤ Reporting and Documentation = 2 ➤ Quality management = 2 ➤ Business Continuity during riots and unrests = 2	35	25

	➤ Safety Management (Safety File) = 2 <u>CV clearly showing relevant experience (03 Employees)</u> ➤ More than 6 years' experience = 10 ➤ 4 to 5 years' experience = 7		
Ability to respond to emergencies on site 24/7. Proof of physical address to be attached (Only certified copies of utility bills, local council letters, CIPC documents, lease agreements shall be considered)	<u>Local office within</u> • 50 km from Durban = 5 Local office within • 100 km from Durban = 4 Local office	5	4
Warranties and guarantees on workmanship and spares	<u>A supplier must submit in writing commitment of the duration with regards to warranties and guarantees on workmanship and spare parts</u> • < 1 year = 0 • > 1 year = 5	5	0
Total		80	49

Summary

Minimum threshold: To be eligible to proceed to the next stage of the evaluation the bidder must achieve a minimum threshold score of **69**.

10. PRICE AND SPECIFIC GOALS

10.1 The 80/20 preference point system will apply to evaluate responses

10.2 The award of the tender / RFQ to will be based on functionality evaluation.

10.3 The Price and BEE (Specific goals) will be applicable to award the highest scoring bidder

11 PRICE AND (SPECIFIC GOALS) APPLICATION DURING CONTRACT IMPLEMENTATION

11.1 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 comparative price of bid under Consideration

P_t = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

11.2 BEE (SPECIFIC GOALS)

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.**

11.3 ADJUDICATION USING A POINT SYSTEM

- The bidder obtaining the highest number of total points will be awarded the contract.
- Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

11.4 OBJECTIVE CRITERIA

- The SABC reserves 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.
- The SABC will not award contract/s to the 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.
- The SABC reserves the right not to award this tender to any bidder who fails the financial stability assessment.
- No SABC former employees shall be awarded contracts with the SABC within **(Twelve) 12 months** after termination of employment with the SABC.
- 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 **(Twelve) 12 months** has expired.
- 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.
- 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.
- 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.

- 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 **12 (Twelve)** months has expired.
- 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.

12 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.

13 CONDITIONS TO BE OBSERVED WHEN TENDERING

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.

- No tender shall be deemed to have been accepted unless or until a formal contract / letter of award is signed by both parties.
- **The Corporation reserves the right to:**
 - Make a selection solely on the information received in the submissions
 - Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
 - 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.
 - Cancel this RFQ or any part thereof at any time.
- 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, aligned to the **Price & Specific Goals**.

14 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 any circumstances be responsible or liable for any such costs, regardless of, without limitation, the outcome of the bidding, evaluation, and selection process.

15 **PAYMENT TERMS**

SABC will effect payment sixty (60) days after the service provider has rendered the service and submitted an invoice / statement.

END OF RFQ DOCUMENT

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

- | | | |
|-------------------|---|---|
| Annexure A | - | Declaration of Interest |
| Annexure B | - | SBD 6.1 Form |
| Annexure C | - | Consortiums, Joint Ventures and Sub-Contracting Regulations |
| Annexure D | - | Previous completed projects/Current Projects |
| Annexure E | - | SBD 4 Form |
| Annexure F | - | Pricing Schedule |

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 favoritism, 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**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.

1.2.1 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.

1.3 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

1.4 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.

1.5 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \mathbf{or} & \mathbf{Ps} = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \mathbf{or} & \mathbf{Ps} = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

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 claimed. (80/20 system) (To be completed by the tenderer)
SMMEs (inclusive or QSEs and EMEs) 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.

Source Documents to be submitted with the tender 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:	
	
	
	

ANNEXURE C

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 30% 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 DECLARATION 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 “D”

Previous completed Host-to-Host 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 Host-to-Host 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

ANNEXURE "E"**BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 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 consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related

² 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.

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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

ANNEXURE F**PRICING SCHEDULE****6.1 Bill of Quantities > Once-off upgrade Access Control**

AREA	DOOR QTY	Reader	DOOR TYPE	READERS	CONTROLLER	DM	PB	ML	BG	DC	INPUTS	OUTPUTS	ACTIVITY IN AREA	PRICING
GND														
Music Theatre M1 A lobby Ent	1	Existing Card Reader	Soundproof	1	Controller 1	1	1	1	1	1	Door Forced	Security Alert	Broadcasting	R
M1C Control room	1	Existing Card Reader	Soundproof	1		1	1	1	1	1	Door Forced	Security Alert	Broadcasting	
Studio S1 (Ukhozi Live)	1	Existing Card Reader	Soundproof	1	Controller 2	1	1	1	1	1	Door Forced	Security Alert	Broadcasting	R
Studio S2	1	Existing Card Reader	Soundproof	1		1	1	1	1	1	Door Forced	Security Alert	Broadcasting	
Studio S3	1	Existing Card Reader	Soundproof	1	Controller 3	1	1	1	1	1	Door Forced	Security Alert	Broadcasting	R
Studio S4 (Lotus Live)	1	Existing Card Reader	Soundproof	1		1	1	1	1	1	Door Forced	Security Alert	Broadcasting	
Studio S5	1	Existing Card Reader	Soundproof	1	Controller 4	1	1	1	1	1	Door Forced	Security Alert	Broadcasting	R
Studio S6	1	Existing Card Reader	Soundproof	1		1	1	1	1	1	Door Forced	Security Alert	Broadcasting	

Studio S7	1	Existing Card Reader	Soundproof	1	Controller 5	1	1	1	1	1	Door Forced	Security Alert	Broadcasting	R
Studio S8A	1	Existing Card Reader	Soundproof	1		1	1	1	1	1	Door Forced	Security Alert	Broadcasting	
Studio S8C	1	Existing Card Reader	Soundproof	1	Controller 6	1	1	1	1	1	Door Forced	Security Alert	Broadcasting	R
Studio S9A	1	Existing Card Reader	Soundproof	1		1	1	1	1	1	Door Forced	Security Alert	Broadcasting	
Studio S9C	1	Existing Card Reader	Soundproof	1	Controller 7	1	1	1	1	1	Door Forced	Security Alert	Broadcasting	R
Drum Booth	1	Existing Card Reader	Wood	1		1	1	1	1	1	Door Forced	Security Alert	Broadcasting	
Main Control	1	Existing Card Reader	Soundproof	1	Controller 8	1	1	1	1	1	Door Forced	Security Alert	Broadcasting	R
Library	1	Existing Card Reader	Aluminium	1		1	1	1	1	1	Door Forced	Security Alert	Information	
Staff Entrance Door	1	Existing Card Reader	Aluminium	1	Controller 9	1	N/A	1	1	1	Door Forced	Security Alert	Entry/exit	R
Staff Exit Door	1	Existing Card Reader	Aluminium	1		1	N/A	1	1	1	Door Forced	Security Alert	Entry/exit	
Back Gate	N/A	Existing Card Reader	n/a	2		N/A	N/A	N/A	N/A	N/A				
				20		18	16	18	18	18				
													TOTAL 1	R

System HEAD END	To Include Desktop Computer and software	R
Network Requirement	To include Cisco Network switch and cable reticulation with cabinets	R
Door wiring cabling	To include cables for door reticulation	R
Labour	To include the installation and wiring of new controllers, maglocks, no-touch to exit, door monitors and door closers	R
Configuration and Commissioning	To include Door and controller configuration and system setup	R

6.2 Bill of Quantities – Maintenance Contract for both Access Control & CCTV

			Service	Amount	Amount	Amount
Item	Description	Unit	Qty	Year 1	Year 2	Year 3
1.	Access Control System					
1.1	Monthly service – maintenance of Hardware, database, access Point & Power Back up.	Each	12	R	R	R
1.2	Annual service – full inspection and overall system recalibration	Each	1	R	R	R
2.	CCTV					
2.1	Bi-Annual service – 54 x indoor and outdoor cameras.	Each	2	R	R	R
	Sub Total			R	R	R
3.	Ad-hoc Maintenance					
3.1	Unscheduled Rates & Travel Cost					
3.1.1	Technician (Monday to Friday)	Rands/hour	1	R	R	R
3.1.2	Technician (Weekend and Public Holidays)	Rands/hour	1	R	R	R
3.1.3	Technical Assistant (Monday to Friday)	Rands/hour	1	R	R	R
3.1.4	Technical Assistant (Weekend and Public Holidays)	Rands/hour	1	R	R	R
3.1.5	Call-Out Rate (Monday to Friday)	Each	1	R	R	R

3.1.5	Call-Out Rate (Weekend and Public Holidays)	Each	1	R	R	R
	Sub Total					
	Sub Total					
4.	Summary Schedule					
Item	Description	Amount				
4.1	Preventative Maintenance	R				
4.2	Unscheduled Rates	R				
4.3	Provisional Sum	R				
	Sub-Total (Year 1)					
4.4	Sub Total year 2 (year 1 plus CPI escalation*)	_____ x 1,065 =				
	Sub Total year 3 (year 2 plus CPI escalation)	_____ x 1,065 =				
	Subtotal	Sum of year 1 to 3 = _____				
4.5	VAT (15%)					
4.6	Total					
To be carried to the form of offer		3-year amount plus VAT = _____				R

6.3 Schedule of parts – common replacement due to normal wear and tear

Impro Access control

Description	Year 1	Year 2	Year 3
Biometric scanners	R	R	R
Lock relays and solenoids	R	R	R
Power supplies and back-up batteries	R	R	R
Cabling and connectors	R	R	R
RFI Readers	R	R	R
Desktop Computer Spares	R	R	R

CCTV – parts replacement

Description	Year 1	Year 2	Year 3
NVR Spares	R	R	R
Power supply units	R	R	R
Cables and connectors	R	R	R
PTZ Motors	R	R	R
IR LED Boards	R	R	R

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