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04 November 2021

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/TV/2021/143
RFQ ISSUE DATE	04 NOVEMBER 2021
RFQ DESCRIPTION	PROVISION OF CREATIVE BRIEF ON-AIR, MEDIA PLACEMENT, DIGITAL, PR, CREATIVE PRINT, SHOOT, OOH FOR THE SABC 2 QUARTER 4 CAMPAIGN AS A ONCE OFF-PROJECT
CLOSING DATE & TIME	19 NOVEMBER 2021 AT 12H00

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

ENSURE THAT YOUR LINKS FOR WE-TRANSFER AND GOOGLE DROP BOX SHOULD EXPIRE AFTER 30 DAYS FROM THE DAY OF SUBMISSION

PLEASE NOTE THAT AS FROM 01 JULY 2016 COMPANIES THAT ARE NOT REGISTERED WITH CSD SHALL NOT BE CONSIDERED.

For queries, please contact Lerato 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 electronic submissions should be prominently marked with the full details of the tender in the email subject line.
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.

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.	Submit proof CSD registration	

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

REQUIRED DOCUMENTS

- 1.1 Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses.
(Verification will also be done by the SABC internally).
- 1.2 Valid Tax Clearance Certificate or SARS "Pin" to validate supplier's tax matters
- 1.3 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 1.4 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
 - 1.4.1 Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - 1.4.2 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.

- 1.5 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.6 Certified copy of Shareholders' certificates.
- 1.7 Submit Proof of Public Indemnity Cover for minimum of R10 000 000
- 1.8 Certified copy of ID documents of the Directors or Members.

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

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

DETAILED TECHNICAL SPECIFICATION**1. Background****SABC 2 BRAND ARCHITECT**

ESSENCE	FAMILY ENTERTAINMENT CHANNEL THAT CONNECTS & REFLECTS SHARED EXPERIENCES, A CHANNEL THAT IS PART OF YOUR FAMILY.
PROMISE	<i>To celebrate diverse families, family life and the fun that comes with it</i> <i>Feel-good</i> content that focuses on <i>high entertainment</i> and promotes families <i>doing things together</i> Content that <i>connects</i> people, <i>sparks off</i> and promotes conversations amongst family members and people Content that <i>confronts challenges and social ills</i> faced by families with the <i>aim of building healthier relationships</i> Content that <i>empowers, educates, nurtures</i> and <i>grows</i> families and communities to reach their potential
VALUES AND PERSONALITY	VALUES: PROUD, SUPPORTIVE, PROTECTIVE, COMING TOGETHER AS ONE, THEY BELIEVE IN TOLERANCE, DIVERSITY, ROOTED IN CULTURAL CUSTOMS AND TRADITIONS PERSONALITY: OUTGOING, CURIOUS, ADVENTUROUS, PLAYFUL, FULL OF LAUGHTER AND SHARING THEIR JOURNEY AS A FAMILY LIVING IN SOUTH AFRICA, ACTIVITIES INCLUSIVE OF FAMILY
REASONS TO BELIEVE	SABC 2, THE CHANNEL THAT GIVES VIEWERS THE ULTIMATE FAMILY VIEWING EXPERIENCE Value-based content that assists viewers to navigate All Things Family, the good, the bad and the ugly Aim to be the number one 'go-to' source of family focused content. Multigenerational – Trusted family TV offering that can be consumed by all
KEY CONTENT FOCUS	WEEK DAYS - DRAMA, DOCUMENTARY, CURRENT AFFAIRS WEEKENDS - MOVIES, TALENT/REALITY, VARIETY DAYS OF NATIONAL IMPORTANCE- Covid-19 Presidential address, Opening of Parliament, The Budget speech, Nelson Mandela Month, Family day, Women's month, Heritage day
STYLE & TONE	Warm, Inclusive, Quality, High Production Values, Modern, Simple, Welcoming, the feeling of home

TARGET MARKET	TRIBE OF FOUR. Family orientated, Made up of a sum of individuals, that are constantly evolving, they stand their ground, they create memories, they are dynamic, crazy but cool, who like being indoors, traveling, enjoy family gathering, are digitally aware, gravitating mostly towards female viewers, with the desire to attract more male viewers with some of our latest content offering. Family units that always want to empower themselves and their surroundings Communication target 35-45 (Core 40)
COMPETITIVE ENVIRONMENT	Etv, DStv (Mnet.1Magic, Mzansi), Netflix, Showmax, KYKNET,

Target Audience

- 35-45 years old (Core at 40)
- All South African races –inclusive – building social cohesion
- Skewed towards female viewers
- Family orientated
- Inclusive beyond nuclear family
- See community as family
- Politically and value historical knowledge
- Enjoy open conversations
- Confident with their identity
- Self-Empowerment is important
- Sharing their journey as a family living in South Africa
- Are concerned about the countries future
- Entertainment to them is spending time with family, be it traveling, board games or watching conversational programming

2 REQUIREMENTS

SABC 2 is launching a variety of Lead local shows, to drive appointment viewing, create awareness for the new offerings, and be the number one family viewing channel in the nation. This Campaign for the period Dec-Feb will help drive this strategy. We want to stand out above the rest, we require out of the norm thinking and creative ideas, to create high visibility and awareness for our shows and brand, these new offerings are authentic, entertaining, informative, heart-warming and will bring families together through fun experiences.

2.1 Marketing Objectives:

- Drive appointment viewing to achieve share objective
- Create awareness and interest in the shows

- Sunday primetime block 18h30 & 19h30 talent/reality
- Grow weekday primetime 18h00, 19h00 & 21h30
- The number one family content channel

2.2 New shows & Lead Shows to be promoted:

Programme Title	Time Slot	TX Date	Duration	Premiere / Repeat	Prime time / Day time	Eps No	Genre	Local/Foreign
BIG BOLD WEDDINGS	19:30-20:30	16 January 2022	1 hour	Premiere	Prime time	13	Variety	Local
YOU TOPPIES	19:30-20:00	8 February 2022	30 min	Premiere	Prime time	13	Drama	Local
NIGHT SHIFT S1	21:30 - 22:00	27 January 2022	30 min	Premiere	Prime time	13	Drama	Local
ROOF DOSSIER	19:00 - 20:00	7 January 2022	1 hour	Premiere	Prime time	13	Doccie	Local
BORN TO KILL	21:30 - 22:30	8 January 2022	1 hour	Premiere	Prime time	13	Doccie-series	International
X FACTOR THE BANDS	18:30 - 20:30	12 December 2021	2 hours	Premiere	Prime time	13	Variety	International
FROGGE RS S1	18:30 - 19:30	9 January 2022	1 hour	Premiere	Prime time	13	Game show	International
THE REV	21:30 - 22:00	5 December 2021	30 min	Premiere	Prime time	13	Drama	International

In addition to the above, we will also promote **new seasons** of these shows starting from December 2021:

MOTSWAKO	20:30-21:00	02 December 2021	30 min	New Season	Prime time	13	Talk show	Local
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SOUL'D OUT SESSIONS	21:30- 23:00	04 December 2021	90 min	New Season	Prime time	06	Music	Local
GUERE UIT DIE VALLEI S4 (CONTI)	19:00 – 19:30	4 January 2022	30 min	New Season	Prime time	13	Variety	Local
OUR WEDDING STORY	19:30 - 20:00	9 January 2022	30 min	New Season	Prime time	13	Variety	Internati onal
MY FATHER MY HERO S2	20:00 - 20:30	9 January 2022	30 min	New Season	Prime time	13	Variety	Local
SAVE OUR MARRIAGE S2	19:30 - 20:30	20 February 2022	1 hour	New Season	Prime time	13	Variety	Local
VISIONARIE S S3	20:30 - 21:00	6 January 2022	30 min	New Season	Prime time	13	Talk show	Local
MUSIEK ROULETTE S6	19:00 - 20:00	6 January 2022	1 hour	New Season	Prime time	13	Variety	Local

Our proposition for this campaign is to continue on the “you belong” channel pay off-line, Drive appointment viewing of new shows and new seasons, extension of the drama offering, introduce reality on core primetime and to be the number one family viewing channel in the nation. We will also require an exciting December special campaign driving the environment around family gathering traditional or non-tradition gatherings that, that time of the year brings, for viewers to know that SABC 2 is part of their family. In the period Dec 2021- Feb 2022.

2.3 Big Idea

We need a big idea that ties with our proposition of “you belong” so we can communicate this big idea in multiple mediums. The idea must be carried in On-Air, Creative shoot & Design, Media Placement, Digital and PR. This idea needs to emphasise how family is important particularly in our new norm, where families spend most of their time together, that SABC 2 is there with them, to entertain them, keep them informed, bring them together and encourage them to have fun together in these tough times. Bring joy and laughter, through board games, platforms such as Tik Tok, have family challenges, continue with braai's but with the immediate family, movie nights in the garden, storytelling and discussions around the fire, going through family albums, parents are now teachers

we have educational kiddies shows where they can be encouraged that they GOT THIS. Getting an insight of what teachers go through, playing a part in nation building which is one of the key pillars of the channel. Here's more for you to do with the family while under lockdown and encourage continuous family bonding post Covid-19.

2.4 On-Air

2.4.1 We need you to create a conceptual channel promo that is based on the big idea but underpinned by SABC 2's proposition of "you belong". We need to highlight all the above listed Lead shows, use our local talent to bring the live shoot element and life into the show whilst highlighting and focusing on international shows.

We place emphases on great production quality to reflect the sense of community in the family aspect of the channel and of our audience but also position SABC 2 as a competitor within the competitive landscape.

Duration: 60" with cut downs 30" & various 15"

2.4.2 Endorsement Videos

We would also like to have endorsement videos where SABC 2 talent and other well-known thought leaders endorsing the slate of shows on SABC 2.

2.4.3 Behind the scenes – 120" (film the on-air shoot and the photography shoot which will form as the behind the scenes of the campaign)

2.4.4 Cut downs & versions:

- Main theme piece – 60" & 30"
- International Cut down – 30"
- Local Pillar Cut down – 30"
- Stings – 10"
- Bumpers – 5"

NB: Require these in open files & alpha channels including font used for all of the above.

2.5 Photo Shoot and Design Layout

2.5.1 We want a robust, visible and memorable above the line campaign for SABC 2. We would like a media mix that will help grow the SABC 2 brand, drive appointment viewing and reclaim being the second most watched channel in the country and introduction of our offerings, and prime time slot. We need a creative design that communicates:

- Proposition of the big idea
- Show name
- Show time, day

2.5.2 We need individual layouts for each show and 3 layouts with 3 to 4 shows in one layout. One of new shows layout and another layout of new season shows.

2.5.3 Please design for below: please show in situ layouts as well, in the below:

- Billboards
- Magazine Advertising
- Digital Advertising (Twitter, Facebook, Instagram & digital banners)

2.6. Media Placement

Given SABC 2's limited budget, we require a strategic media placement that will ensure that our brand and offering is highly visible in spaces that our target market occupies. Bearing in mind Covid-19 regulations and the new norm, this sort of medium will be support to a digital, with the intention of reinforcing the core message. With the traditional option of OOH, we are open to other mediums with the goal of helping us achieve our objectives of making sure that our brand is the number one preferred family viewing channel, drive appointment viewing for our shows.

These are the requirements:

- Media strategy based on research and data
- Proposed media placement including management of production of creative
- Client service
- Monthly report

2.7. Digital

At the present moment we have an in-house social media team that posts our appointment viewing information, any important messages we need to relay to our viewers mostly in the form of promos and posters, but little attention is given to engagement to help the brand stay top of mind when thinking family viewing. We require a great concept on a content creation strategy.

Using our shows listed above, we need a strategy of how we are going to use our social media platforms as our second screen to engage with viewers and drive appointment viewing and grow the brand as the number one family television channel.

Content creation:

- Copywriting
- Design
- Posting content
- Responding and engaging

We need a team of copywriters and designers to create content that we post to engage with viewers. This requires:

- A team of researchers looking for interesting pockets of information on our shows, actors, perhaps even audiences and tying back to the strategy.
- A team to write content to post
- A team of designers to create digital posters of our talent
- A team responding to comments on Twitter and Facebook
- Tik Tok content creation related to the channel
- A team to manage our live social media engagements as well as exclusive digital screenings for viewers competitions etc

Content must be based on the talent and or programming across radio and television or actors and back stories and also borrowing successes from other regions. We must also use our local talent to promote website payments in our shows, cross promotion is key.

In addition to this in terms of local shows we would need a team to go and shoot behind the scenes, videos, pics and shout outs from actors to viewers to drive appointment viewing or reinforcement of the brand theme.

Social digital media management for 4 months:

We would need a weekly analytic report of the reach, engagement and reach we had. A monthly report with insight on what we are doing well at and what we need to improve on and take these learnings into future months.

Media buying to increase reach:

We also need additional reach in buying on social media and external media for content /creative we post to increase our reach:

- Space on relevant YouTube channels
- Influencer Instagram and Facebook channels
- Twitter advertising space
- SEO
- Trending space

Digital influencers:

Digital influencers have been a key trend on social media. We would like to use SABC talent and perhaps other influencers relevant to our brand and target market to drive our marketing objectives.

List of potential influencers:

- **Maumela Mahuwa (Muvhango)**
- **Macdonald Ndou (Muvhango)**

- **Andre Lotter (7de Laan)**
- **Quinne Brown (7de Laan)**
- **Mpho Popps (After the Vows)**
- **Emo Edams (Noot vir Noot)**
- **Lindo Sithole (raising babies)**
- **Rami Chuene (Giyani)**

2.8. PR:

We will plan a media screening to promote the December-February shows quarter 4 Campaign. A showreel will be flighted of the talent from our lead shows and some from our ongoing programmes, This will also give the media the opportunity to ask questions about the shows. Should Covid regulations not allow for personal interaction, the screening will take place both physically (limited number of attendees) and virtually.

We will also plan a media gratuity activation to thank the media for the support they have given the SABC TV throughout the year. We will procure SABC branded merchandise to give to the media that will make the SABC to be top of mind of the press.

We will also partner with publications relevant to particular shows, e.g Voetspoere have a features on a travel magazine.

Give away Merchandise to our viewers.

Service provider to supply the SABC with the following:

Presentation with all the elements in the scorecard

- **Hard copy**
- **Memory stick**

3. RFQ Response Information

Effective Date of Bid

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

4. Costing

The quotation must reflect a detailed cost breakdown, and any indirect costs associated with the delivery of the required service.

5. Duration of the Contract

Once off Project

6. Evaluation criteria

6.1 BBBEE and Price

- The RFQ responses will be evaluated on the **80/20** points system

6.2 Technical Evaluation

- The tender submission will be technically evaluated out of **100**
- A minimum threshold of **75 out of a maximum of 100** has been set.
- Bidders achieving less than the set threshold will be declared non-responsive and therefore will not continue forward for evaluation of BBBEE & Price Preference.

6.3 Objective Criteria

- The SABC further reserve the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- Bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g. tax compliance, BBBEE, company financials, etc. will be eliminated from the bid process.

SECOND PHASE EVALUATION CRITERIA: PAPER BASED

Evaluation Area	Evaluation Criteria	Min Points	Max Points
Previous work experience in TTL or any similar campaigns (Through-The-Line) Campaigns	- Supply previous campaigns including a show reel & layouts: 5 campaigns (10) 3 campaigns (5) - Less than 3 (0) - Additional (5) points for previous work done for any broadcaster	10	15
Project lead time	- Provide a detailed project timing plan of how long you will take to complete the project 3 Weeks to complete (10) 4 Weeks to complete (5) - More than 4 Weeks to complete (0)	5	10
Creative	Strategy (20):	20	25

	○ Link big idea to problem & brand (5) ▪ Yes (5) ▪ Maybe (0) ▪ No link (0) ○ Link the Big Idea to shows driving appointment viewing (5) ○ Execution of Creative alignment to the brand ▪ Quality of creative work: ○ Fresh interpretation of art direction (5) ▪ Number of shows featured in print, OOH layouts ▪ 4 shows (5) ▪ Less than 4 shows (0) • Detailed story boards of the campaign (5)		
Digital	• Well written & articulated digital strategy on how to achieve our objectives (5) • Demonstrate evaluation, reporting & analytics (5) • Demonstration of how a team will be organised for the content creation, linking back to the strategy. (5) • A team of researchers, designers, copywriters, community managers, media buyers to manage & grow social media platforms (5) • A network of influencers in various categories and brackets to achieve a variety of objectives, clear strategy of how to best utilise them (5)	20	25
Media Placement	• Media strategy informed by target audience, objectives and brand positioning (5) • List the elements Reach, Highlight the region and value (5) • Innovation in media selection (digital & quick solutions (5) • Reporting & quantifying data supporting monthly reports (5)	15	20
PR	• Do they have added little pockets of nuggets (5)	5	5
TOTAL		75	100

7 ADJUDICATION USING A POINT SYSTEM

7.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder

- 7.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 7.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 7.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 7.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

8 POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

$$\text{Where: } Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Ps = Points scored for comparative price of bid under Consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of Contributor Number of Points

B-BBEE Status level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- I. Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by a verification Agency accredited by SANAS for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates or DTI Affidavit.
- II. Bidders other than EMEs must submit their original and valid B-BBEE status levels verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a verification agency accredited by SANAS.
- III. 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

- IV. 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.
- V. 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.
- VI. A tenderer will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- VII. A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

9 COMMUNICATION

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

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

10 CONDITIONS TO BE OBSERVED WHEN TENDERING

- 10.1 The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.
- 10.2 No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- 10.3 The Corporation reserves the right to:

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

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

- 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.
- Award a contract to one or more bidder(s).
- Accept any tender in part or full at its own discretion.
- 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 BBBEE & Preference Point system.

11 Cost of Bidding

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

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

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

ANNEXURE A

DECLARATION OF INTEREST

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

it is required that:

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

Does such a relationship exist? [YES/NO]

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

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

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

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

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

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

2 SUB-CONTRACTING

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3 DECLARATIONS OF SUB-CONTRACTING

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

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

ANNEXURE “C”

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

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

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

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

ANNEXURE "D"

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder