



SOUTH AFRICAN BROADCASTING SABC SOC LIMITED
("the SABC")

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER	: RFP/LOG/2024/102443160/16
RFP TITLE	: REQUEST FOR PROPOSAL FOR THE PROVISION OF CLEANING SERVICES AND CAR WASH FOR SABC FLEET VEHICLES AT THE SABC LIMPOPO OFFICES FOR A PERIOD OF FIVE YEARS.

EXPECTED TIMEFRAME

BID PROCESS	EXPECTED DATES
Bid Advertisement Date	10 July 2024
Bid Documents Available From	National Treasury's tender portal (http://www.etenders.gov.za) SABC Website (http://www.sabc.co.za/sabc/tenders/)
Compulsory Briefing Session Date & Time (Online)	24 July 2024 @ 10:00 am
Link for Virtual Briefing Session	Join the meeting now
Compulsory Site Briefing Session Date Time & Venue (Walkabout)	25 July 2024 @ 13:00 pm SABC Polokwane Offices (9C Auditorium) (ID required to enter premises)
Compulsory Site Briefing Session Date, Time & Venue (Walkabout)	26 July 2024 @ 11:00 am SABC Thohoyandou Offices (Reception Area) (ID required to enter premises)
Bid Closing Date and Time	12 August 2024 @ 12:00 pm
Contact details	tenderqueries@sabc.co.za
Preference point system	80:20

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

BIDS DELIVERY

SABC's Tender Box
SABC Polokwane
19 Hospital Street
Cnr Hospital and Landor's Mare Street
0700 or RFPSubmissions@sabc.co.za

Bidders may submit bids in the tender box or electronically until further notice.

NB: Please ensure links for WeTransfer and Google Dropbox expire 30 days after submission (PDF documents and UBS are preferable)

Late Bid submissions will not be accepted for consideration by the SABC

1. MANDATORY CRITERIA- FIRST PHASE

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.	Provide a valid annual certified copy of the National Contract Cleaning Association or The Bargaining Council for Contract Cleaning Industry (any other gazetted association).	
2.	Bidder must provide proof of Compensation for Occupational Injuries and Disease Act (COIDA registration). Provide valid certified copy.	

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 BBEE 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.
 - Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE 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 Based Black Economic Empowerment Amendment Act, 2013 (Act No. 46 of 2013).

- 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 licence. Verification will also be done by the SABC internally.

- 2.5 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 2.6 Certified copy of Shareholders' certificates.
- 2.7 The bidder to submit Proof of registration on the Central Supplier Database (CSD)
- 2.8 Certified copy of ID documents of the Directors or Members.
- 2.9 Last three years audited financial statements or signed Management Accounts.

SHOULD THE INFORMATION ABOVE NOT BE PROVIDED UPON AWARD THE BIDDER WILL NOT BE CONSIDERED FOR AWARD.

C O N T E N T S

DOCUMENT A:	CONDITIONS TO BE OBSERVED WHEN BIDDING
DOCUMENT B:	GENERAL CONDITIONS OF THE PROPOSAL
DOCUMENT C:	QUESTIONNAIRE
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DOCUMENT E:	FUNCTIONALITY REQUIREMENTS
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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 The bidders may submit bids in the tender box or electronically until further notice as follows:

1.2.1. Tender box submission

Bids submitted in the tender box must adhere to the following:

- Bids must be submitted in one (1) original, two (2) copies of the original and 1 (one) soft copy (CD) or memory stick, by hand and be enclosed in a sealed envelope marked distinctly with the RFP number. All soft copies should be in PDF format and must contain proposal, all completed forms, and attachments. This envelope must indicate the Bid number and the name and delivery address of the Bidder.

Bids submitted electronically must adhere to the following:

- The single point of entry is RFPsubmissions@sabc.co.za
- Electronic submissions must be submitted in a PDF format that is protected from any modifications, deletions or additions
- Financial/pricing information must be presented in a **separate** attachment from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.
- 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 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
- Tender submission emails received after submission date and time will be declared late bid submissions and will not be accepted for consideration by SABC.

1.3 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 receipt of the bid
- Failure of the Bidder to properly identify the bid
- Illegibility of the bid; or
- Security of the bid data.

1.4 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.

NB: Please ensure links for WeTransfer and Google Dropbox expire 30 days after submission.

2.0 COMPLIANCE WITH CONDITIONS OF PROPOSAL

- 2.1 No alteration, amendment or variation of the submitted proposal by the closing date of this bid shall be permitted, unless otherwise agreed in writing by both the SABC and the bidder. Should the bidder desire to make any amendments to the conditions of their proposal document, they shall stipulate upfront in their proposal document. The SABC reserves the right to reject such bid document.

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.

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 guaranteed 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 (to be negotiated).
- 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 Bid prices shall, where necessary, include packaging. If desired, packaging material may be returned to the bidder provided the amount of credit that will be allowed for the returnable packaging is shown against each item concerned.
- 5.9 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.
- 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 Bidders 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:
- 9.3.1 Not evaluate and award bids that do not comply strictly with this bid document.
 - 9.3.2 make a selection solely on the information received in the bids and
 - 9.3.3 enter into negotiations with any one or more of preferred Bidder(s) based on the criteria specified in the evaluation of this bid.
 - 9.3.4 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 bid shall be sought, offered or permitted.
 - 9.3.5 award a contract to one or more Bidder(s).
 - 9.3.6 accept any bid in part or full at its own discretion.
 - 9.3.7 cancel this bid or any part thereof at any time.

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 **three (3) 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 non-compulsory Briefing Session.

13.0 AUTHORISED CONTACT PERSONS

- 13.1 All enquiries in respect of this bid must be addressed to:
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
- 14.5 100% black owned EMEs and QSEs have a status of BBEE Level 1 Contributor
- 14.6 **An affidavit (DTI Affidavit) confirming that the entity's turnover is below R10 million, and percentage of black ownership will be accepted for EMEs**
- 14.7 QSEs have to comply with all elements
- 14.8 Start-up enterprises are verified similar to EMEs, but can opt to be rated using the QSE and Generic Scorecard
- 14.9 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
- 14.10 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.

- 14.11 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.
- 14.12 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.
- 14.13 A bidder will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends 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 capability and ability to execute the sub-contract.
- 14.14 A bidder awarded a contract may not sub-contract 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 than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the subcontract.

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 ban 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 may be disqualified.

Suppliers might be required to demonstrate their proposed capabilities by means of a presentation, clear and easily verifiable reference documentation and/or a visit to an existing client site where their capabilities may be demonstrated.

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/repaired 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 between 30-60 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 award only a portion as a contract
- 15.9 split the award of the contract to more than one Supplier
- 15.10 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 attached 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 of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

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

DOCUMENT E

TECHNICAL SPECIFICATION

1. INTRODUCTION AND BACKGROUND

The South African Broadcasting Corporation (SABC) has its provincial offices in Limpopo that comprises of two buildings which are in Polokwane and Thohoyandou. To ensure compliance to all legislated regulations, the services of a professional Cleaning and Hygiene Service provider with necessary management and supervisory skills to ensure that buildings are kept occupationally safe, healthy, and befit conducive working environment are required. The service provider will render services in line with OHS Act and SABS ISO Standards accreditation. The total floor area is 7058.78 square meter (Polokwane;6383square meter and Thohoyandou;675.78m2)

The sites are currently as follows in personnel compliments:

- Polokwane with 128 personnel, excluding freelancers.
- Thohoyandou with 7 personnel, excluding freelancers and the tenants.

In all the sites facilities cumulatively, visitors traffic ranges from 5 to approximately 25 and approximately 70 schools visit the Polokwane offices every year.

2. REGULATORY REQUIREMENTS

Bidders must provide cleaning and hygiene services in compliance with, notwithstanding any worded clause or stipulation contained in any applicable Law or Regulations, the following.

2.1 Labour Relations Act

2.2 Occupational Health and Safety Act

2.3 All applicable SABS

3. SCOPE OF WORK

3.1 General areas to be cleaned:

- Paved areas, entrances, foyers, reception area, public areas, lift foyer, stairs, stairwells, passages, and kitchen.
- Offices and related areas, archives, video library, studio control rooms,

- Dubbing studios, Recording booths and audio studios
- Toilets, bathrooms, rest rooms
- Lifts
- Parking Control room offices
- Compacting areas
- Fleet vehicle garage and vehicle workshop
- Internal Windows
- Balconies
- Daily Fleet

3.2 Frequency of cleaning services:

3.2.1 Daily Cleaning

- Dustbins/wastepaper baskets must be cleaned/emptied
- Furniture must be dusted
- Any other floor covering busy areas must be maintained as prescribed by the manufacturers.
- Walls/doors must be dusted
- Windowsills and skirting boards must be dusted
- Refuse/rubbish must be removed
- Telephones and table must be wiped with a damp cloth
- The washing of crockery after functions and daily washing of office cups and crockery must be done.
- All passenger lifts to be wiped down daily.
- Daily car wash of all SABC owned fleet
- Cleaning and dusting of all studios
- Cleaning of Toilets and bathrooms
- Cleaning of the library

3.2.2 Weekly Cleaning

- All the surfaces not mentioned in 3.1 and 3.2 must be dusted/wiped/cleaned
- Fire-fighting equipment must be wiped with a damp cloth

3.2.3 Monthly Cleaning

- Furniture must be polished and shone. This also applies to all steel, vinyl, glass and other surfaces

- Picture frames must be dusted carefully
- Upholstered furniture/surfaces must be vacuumed with industrial vacuum cleaners
- Curtains and blinds must be vacuumed
- All the windows in the building must always be kept clean (inside and reachable outside windows) and window frames must be washed/cleaned
- Ventilation ducts/air-ducts in the ceilings must be cleaned
- All balconies must be cleaned when the windows are washed, and all the bird droppings removed as often as necessary to prevent an accumulation of droppings on balconies and windowsills.

3.2.4 Quarterly Cleaning

- Carpets in busy areas must be deeply cleaned with an industrial vacuum cleaner.

3.3 Toilets, Bathrooms, Rest Rooms

3.3.1 Daily Cleaning

- Floors must be washed disinfected
- Toilet bowls, urinals, wash basins, urinal walls and floors have to be washed and disinfected
- Toilet walls must be washed/disinfected
- Taps, all other chrome items and mirrors must be shone
- Dustbins must be emptied out and cleaned/disinfected
- Toilet paper, paper towels and soap dishes must be checked and be refilled when necessary. The SABC supplies these items (paper towels, toilet paper and hand soap).
- Cleanliness must be maintained throughout the day

3.4 Lifts

3.4.1 Daily cleaning

- Lift door tracks must be cleaned
- The inside of the lift must be cleaned, the mirrors shone, the walls cleaned, the control panel polished and the numbers cleaned
- Lift floor must be polished
- Oil stains must be treated/removed

3.5 Fleet Vehicles

- Full car wash service of SABC fleet vehicles (approximately 24 vehicles) on an as and when required basis.

3.6 Deep Cleaning

- The service provider shall provide Deep cleaning services at least once per year for the entire buildings (Polokwane and Thohoyandou).
- Quarterly for Toilets and Bathrooms

3.7 Hygiene Consumables

POLOKWANE	SERVICE FREQUENCY	UNITS
Hygiene		
Multi-purpose cleaner 25L	Monthly	3
Multi-purpose bleach 25L	Monthly	2
Toilet bowl cleaner 5L	Monthly	2
Furniture polish 750ml	Monthly	9
Heavy duty Refuse bags 60L (Bundle of 100)	Monthly	8
Urinal Mat	Monthly	14
Pro shine 5L	Monthly	1
Car wash and wax 5L	Monthly	2
Dish washer 5L	Monthly	3
Handy Andy 5L	Monthly	2
Pine gel 5L	Monthly	2
Red pad	Monthly	2
Black pad	Monthly	2
White pad	Monthly	1
Tile cleaner 5L	Monthly	1
Gloves	Monthly	20
cloth	Monthly	15
Green pads 1 packet (packet of 10)	Monthly	1
Sponge scourer (packet of 10)	Monthly	1
2ply toilet paper bundle (48per bale)	Monthly	24
Degreaser 5L	Monthly	2
Floor stripper	Monthly	5
Deep cleaning		
Wash basins	Quarterly	17
Toilets		28

Urinals		11
Showers		1

Thohoyandou	SERVICE FREQUENCY	UNITS
Hygiene		
Multi-purpose cleaner 25L	Monthly	1
Multi-purpose bleach 25L	Monthly	1
Toilet bowl cleaner 5L	Monthly	1
Furniture polish 750ml	Monthly	1
Heavy duty Refuse bags 60L (Bundle of 100)	Monthly	3
Urinal Mat	Monthly	4
Pro shine 5L	Monthly	1
Dish washer 5L	Monthly	1
Handy Andy 5L	Monthly	1
Pine gel 5L	Monthly	1
Red pad	Monthly	2
Black pad	Monthly	2
White pad	Monthly	2
Tile cleaner 5L	Monthly	1
Gloves	Monthly	1
cloth	Monthly	1
Green pads 1 packet	Monthly	1
Sponge scourer	Monthly	1
2ply toilet paper bundle (48per bale)	Monthly	4
Degreaser 5L	Monthly	1
Floor stripper	Monthly	1
Deep cleaning		
Wash basins	Quarterly	5
Toilets		6
Urinals		2

3.8 UNIFORM/PROTECTIVE CLOTHING

The successful bidder must ensure that at commencement of the contract, all cleaning staff is deployed in presentable full uniform and protective clothing.

- All staff to be in protective clothing during working hours
- All protective clothing to have company logo or name
- All staff to have name tags/I.D badges
- Safety clothes should comprise of the following and not limited to:
 - Overall/Jump Suit (every year)
 - Gloves
 - Safety Masks
 - Safety shoes

3.9 STAFF COMPLIMENT REQUIREMENTS

Total number of cleaners 11, inclusive of 2 Supervisors.

Premises	Total Numbers of Staff	Days per week
1. Polokwane Building	9 (8 Cleaners and 1 x Supervisor)	Monday -Friday (07h00-15h00)
	5 (4 Cleaners and 1 x Supervisor)	Saturday (07:00 – 13:00)
2. Thohoyandou campus	2 (1 cleaner and 1 x supervisor)	Mon-Friday (07:00 – 15:00)

3.10 BUILDING SPECIFICATIONS

PROVINCE	FLOOR AREA –	NUMBER TOILETS
SABC Polokwane (STAFF: 128)	MAIN BUILDING: GROUND FLOOR: FLOOR: MIXTURE OF CARPET & TILES TOILET FLOORS: TILES RECEPTION FLOOR: CARPET RECEPTION KITCHEN: CARPET NEWSROOM: CARPET LIBRARY CARPET STUDIOS CARPETS: 17 AUDITORIUM CARPET:1 FIRST FLOOR:	CUBICLES URINAL:8 SHOWER 1 CUBICLES URINAL:1

	OFFICES & PASSAGE FLOOR: CARPET KITCHEN FLOOR: TILES TOILET FLOOR: TILES	
SABC Control Access office to parking (STAFF: 2): TILES	SECOND FLOOR: OFFICE & PASSAGE FLOOR: CARPET KITCHEN FLOOR: CARPET TOILET FLOOR: TILES THIRD FLOOR: OFFICE & PASSAGE FLOOR: CARPET KITCHEN FLOOR: TILES TOILET FLOOR: TILES FOURTH FLOOR: OFFICE & PASSAGE FLOOR: CARPET KITCHEN FLOOR: TILES TOILET FLOOR: TILES FIFTH FLOOR: OFFICE & PASSAGE FLOOR: CARPET KITCHEN FLOOR: CARPET TOILET FLOOR: TILES	CUBICLES URINAL :1 CUBICLES CUBICLE URINAL :1 CUBICLES TOILETS 1 TOILET
SABC Thohoyandou (staff:7) excluding freelancers	GROUND FLOOR: FLOOR: CARPET TOILET FLOOR: TILES STUDIOS: 4CARPET	4 TOILETS

3.11 CONSUMABLES AND CLEANING EQUIPMENT

The service provider shall supply all cleaning consumable and equipment required to render the daily cleaning services. The service Provider shall be responsible for the maintenance of the equipment. The service Provider shall ensure that defective equipment will either be replaced or repaired within 24 hours from the time that such defective equipment is reported by the Service Providers staff. Only SABS approved cleaning equipment and materials shall be used.

3.11.1 Equipment

Bidders to provide the following equipment as minimum required for the cleaning

Description	Quantities
Low noise industrial Vacuum cleaners	4

Mops (Color coded)	6 Blue (Passages + Kitchens) and 6 Red (Toilets)
Single and double buckets	4 single buckets and 4 double buckets
Ladders	2 x step ladders
Industrials scrubbing machine with Buffing accessories	1 x Machine stored offsite and availed twice a month.
Microfiber Color coded cloth Brooms (Hard and soft brooms)	Cloths per cleaner: 1 x Red – Toilets 1 x Blue – Sink 1 x Yellow – Tables in Offices 1 x Green – Dusting 3 x scouring pads 2 X Hard Brooms (per year) 6 x Household brooms (per year) 10 x Mop heads (per quarter)
Industrial Carpet cleaning machine	1 x Machine stored offsite and available once per quarter.
Wet Floor /Caution Signs	20 signs
Toilet Brushers, spray bottle, Dustpan sets etc.	9x dust pans sets, 40 Toilet brushes 18 x 1Litre bottles (2 per cleaner) 27 x Spray bottles (3 per cleaner) 2 x long feather dusters 2 x short feather dusters 200 x clear garbage disposal bags (Monthly) 10 x cleaning gloves (per month) 2 x Safety goggles

4 TENDER RESPONSE FORMAT

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

4.1 Pricing Breakdown Model

- 4.1.1 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).
- 4.1.2 Bidders must provide a detailed cost breakdown by pricing all items for the delivery of a total solution as per the specification.
- 4.1.3 Bidders must provide the product specifications of the product or service of the items priced.
- 4.1.4 Bidders must submit unit and total pricing in SA Rands (Including VAT).
- 4.1.5 Bidders to respond to the Costing Model provided as **Annexure A**.

5. EVALUATION CRITERIA

Bidders should note that only bidders who met the Mandatory requirements of the bid will be evaluated further 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.

5.1 FUNCTIONAL EVALUATION CRITERIA FOR CLEANING SERVICES

The bid responses will be evaluated on 80/20-point system and the functionality will be evaluated based on the criteria below:

5.1.1 PAPER BASED

Evaluation area	Evaluation Criteria	Min Points	Max Points
Service Providers relevant experience in rendering Cleaning Services with public and/or corporate clients	Submit a detailed documented company profile indicating the number of years in rendering Cleaning & Hygiene Services, in a public and/or corporate sector. Bidders should not refer to a website for this information. • 3 years = (5 points) • > 3 years but < 5 years = (10 Points) • ≥ 5 years = (15 points)	5	15

References	Provide a minimum of 3 traceable valid client reference letters of rendering Cleaning Services. Reference letters must: • Be on a client's business letterhead and signed by the duly authorized person • State the successful completed contract duration, which is not less than 2 years • State a minimum space serviced of 2000m² • Include contact name, working contact number/email address and the position of the relevant responsible person. Reference letters must not be older than 2 years by closing date of this tender. • < 2 valid reference letters (0 points) • 2 valid reference letters (5 points) • 3 valid reference letters (7 points) • ≥4 valid references letters (10 points)	5	10
Experience of personnel	Bidder to submit CVs of experienced personnel that will manage Cleaning Services for on-site requirements at the SABC. • <2 Supervisors with minimum of three years' experience (0 points) • Supervisors x 2 with a minimum of 3 years' experience in Cleaning Services (15 points)	15	15
Geographical demarcation	Bidders should be within 200 km radius from SABC Limpopo Office's (10 points) More than 200 km radius from SABC Limpopo Office's (0 points) Bidder to provide office address with a lease agreement or proof of residence (10 points)	20	20
Total		45	60

The minimum threshold accepted for this tender will be **45 points** out of a total of **60**. A bidder who received less than 45 will be considered non-responsive and will not be considered for the next phase of evaluation.

5.2 SITE INSPECTION

The points obtained for the site inspection evaluation must be at least 40 points out of a maximum of 80 points. Bidders who do not achieve the threshold will be declared non-responsive and will not be evaluated further for price and specific goals.

5.2.1 SITE INSPECTION

Evaluation area	Evaluation Criteria	Min Points	Max Points
Bidder's offices	- Fully Operational offices, (10 points) - Sufficient uniform stock - minimum of full set 5 sets (10 points) i.e. PPE, hard shoes, overall, rubber gloves, dust mask. - Material and equipment storage room in line with health and safety (10 points) Usage and directive charts on display. - Material and equipment stock (10 points)	20	40
Bidder's Client Site office	- Staff compliment at the site (5 points) - Visibility of staff in full uniform at site (5 points) - General cleanliness of the site, including the ablution facilities (10 points) - Material stock kept on site, (5 points) - Material and equipment storage room in line with health and safety (5 points) - Site safety file to be provided (10)	20	40
Total		40	80

5.3 Price and Specific Goals

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

<u>SPECIFIC GOALS</u>	<u>80/20</u>
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.**

5.4 FINANCIAL DUE DILIGENCE

Respondents are required to submit their audited/reviewed financial statements OR Company's management accounts 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/reviewed financial statements OR Company's management accounts using financial ratios.

5.5 Objective Criteria

- 5.5.1 No SABC former employees shall be awarded contracts with the SABC within 24 months after termination of employment with the SABC.
- 5.5.2 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 6 (six) months has expired.

- 5.5.3 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.
- 5.5.4 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.
- 5.5.5 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.
- 5.5.6 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 6 (six) months has expired.
- 5.5.7 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.
- 5.5.8 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.
- 5.5.9 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 6 (six) months has expired.
- 5.5.10 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 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 always remains the property of the SABC. No rights other than as provided in this bid and in respect of the confidential information is 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 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

1.0 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).

1.1 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 90/10 preference point system.

1.2 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:

<u>SPECIFIC GOALS</u>	<u>80/20</u>
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:

80/20

or

90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

or

$$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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:

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

or

$$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps

=

Points scored for price of tender under consideration
- Pt

=

Price of tender under consideration
- Pmax

=

Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies,

an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 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 RFP

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 :

.....

.....

.....

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-
- a. abused the institution's supply chain management system.
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4.0** 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 ☐

Item	Question	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY
BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

END OF DOCUMENT H

DOCUMENT I

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/LOG/2024/102443160/16**

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.

SIGNED at _____ this _____ day

of _____ 2024.

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

END OF THE REQUEST FOR PROPOSAL DOCUMENT