

TENDER DATA

Project title:	Appointment of additional Installation Companies onto the panel for the installation of domestic Digital Terrestrial Television (DTT) STBs, Direct to Home (DTH) STBs and Integrated Digital Television Receive System in South Africa for a period of one-year.
Bid no:	SENT/068/2024-25

1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

Sentech SOE is currently looking to appointing accredited installers and installation companies to a panel to provide domestic DTT, DTH and ID TV installations in all South African provinces, namely, Eastern Cape, Western Cape, Limpopo, Mpumalanga, KwaZulu Natal, Free State, Northwest, Northern Cape and Gauteng. The invitation of bids is limited to bidders which currently operate in their respective provinces. The successful bidder will be required to install, test and commission each installation as per the specification provided in this tender.

2. SUBMISSION OF BIDS and CLOSING

- 2.1 This Bid closes on the date and time stipulated on the Notice and Invitation to Bid (SBD1). Bids can be submitted electronically via the eTender Portal and/or by hand to the tender box at Sentech Offices, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.
- Bidders that opt to deposit their bid documents in the tender box must do so on or before the closing date and time, during working hours only (08:30-15:30). No late submissions will be accepted.
 - Bidders who opt to submit via the Sentech eTender Portal ("the eTender Portal") are advised that the eTender Portal has a files size limit of 30MB. Bidders must upload their tender documents timeously. The eTender Portal is available 24hrs a day. No late submissions will be accepted.
 - It is incumbent on the bidder to ensure that their bids are submitted timeously via the selected method before the closing date and time. Sentech will not take any responsibility of any incomplete submissions or late tenders, for any reason whatsoever.
 - Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted.
- 2.2 This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:
- For manual submissions, Envelope One must consist of "Original Technical Proposal together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).
 - No Financial Information must be included in Envelope One.
 - Envelope Two "Original Financial Proposal" (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of "Financial Proposal" together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.

- d) Bidders are required to place the sealed Envelope One together with the sealed Envelope Two into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

For Attention:

- HEAD OF SUPPLY CHAIN MANAGEMENT
 - BID REFERENCE NO: ##
 - TECHNICAL AND FINANCIAL PROPOSALS
 - INSERT CLOSING DATE AND TIME
 - BIDDER'S NAME AND ADDRESS
- e) Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.
- f) The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.
- g) The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- h) Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- i) Late submissions will not be considered.
- j) For online submissions via the e-Tender portal, submission requirements are directed by the system. Bidders must follow instructions in the Bidder's manual.

3. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Both original signatures and electronic signatures will be accepted.

4. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

5. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bear all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

6. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

7. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

8. SUBCONTRACTING AS A CONDITION OF BID

The successful Bidder must subcontract a minimum of _____% of the value of the contract to _____ (specify the designated group targeted).

9. TRANSFORMATION PLAN

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

10. LOCAL PRODUCTION AND CONTENT

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?	Yes	No
If yes, specify the sector	N/A	N/A
Specify minimum threshold applicable	N/A	N/A

*Bidders must fill in the SBD6.2 for Local Content and Production

11. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

12. AWARD OF BID/S

Sentech may appoint one or more suppliers, in whole or in part, or not appoint any supplier/s at all, and/or cancel the bid in its entirety, at Sentech's sole and exclusive discretion, in order to satisfy various needs which may be identified, and to manage certain risks associated with the supply of goods or services specified in respect of the Bid.

13. ALTERNATIVE/SUBSTITUTE PRODUCTS

In the case of contracts and/or panels which are in excess of 12 (twelve) months, Sentech shall be entitled to consider and accommodate product upgrades during the tenure of the contract and/or panel. Bidders are required to bring all such developments to the attention of Sentech for approval.

14. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

15. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

16. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

System will be followed for Technical and Price offer	1. Stage 1 – Administrative Responsiveness Evaluation All the Technical Proposals will be evaluated against the Administrative responsiveness requirements as set out in the list of returnable documents. 1. Stage 2 –Technical Evaluation Mandatory: all criteria
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17. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6.1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.

- Should this be a 2 envelope or 2 stage system, Bidders MUST separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

17.1 AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

18. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria

19. TECHNICAL EVALUATION CRITERIA

19.1 Mandatory Eligibility Criteria

The following criterion is mandatory to all bidders (Installers or Installation Company) participating in the DTT STB, DTH STB and ID TV installation. **Bidder must indicate in which province and District Municipality/ties they have presence by completing the table below. Bidders must provide proof of each municipal area they have presence in.**

Table 2 Provinces and District Municipalities

Province	District Municipality	Yes/No
Kwa Zulu Natal	Amajuba	
	Ethekwini	
	Ilembe	
	Sisonke	
	Ugu	
	Umgungundlovu	
	Umkhanyakude	
	Umzinyathi	
	Uthukela	
	Uthungulu	
	Zululand	
Northern Cape	Namakwa	
	ZF Mgcawu District	

	Namakwa	
	John Taolo Gaetsewe	
	Frances Baard	
North-West	Bojananala	
	Dr Kenneth Kaunda	
	Dr Ruth Segomotsi Mompati	
	Ngaka Modiri Molema	
Western Cape	City of Cape Town	
	West Coast	
	Cape Winelands	
	Central Karoo	
	Eden	
	Overburg	
Eastern Cape	Amathole	
	Nelson Mandela Metro	
	Buffalo City	
	OR Tambo	
	Sarah Baartman	
	Joe Gqabi District	
	Chris Hani	
	Alfred Nzo	

Table 2 Provinces and District Municipalities Cont.

Province	District Municipality	Yes/No
Free State	Thabo Mofutsanyane	
	Xhariep	
	Fezile Dabi	
	Mangaung	
	Lejweleputswa	
Gauteng	City of Johannesburg	
	City of Tshwane	
	Sedibeng	
	Ekurhuleni	
	West Rand	
Mpumalanga	Ehlanzeni	
	Nkangala	
	Gert Sibande	
Limpopo	Capricorn	
	Greater Sekhukhune	
	Mopani	
	Vhembe	
	Waterburg	

The following criteria are mandatory to ALL BIDDERS:

Mandatory Eligibility Criteria	Proof Required	Compliance (Yes/No)
1. A bidder must have physical presence in at least one of the towns in South Africa. However, should a bidder be able to operate in numerous towns in the province then they must provide evidence of physical presence in each of their local municipalities they have chosen. Either of themselves or of their contracted employees/Installers	A Letter signed by the ward counsellor from a specific municipality or proof of address in the form of a municipal account or lease agreement or CIPC forms or CSD or Tax Clearance form, etc.	
2. A bidder must provide proof that they as an Installer, or as an Installation Company whose employed installers, are accredited by a reputable and recognized installation training institution to conduct DTT and DTH installations	Proof of accreditation from a reputable training provider recognized by Sentech for the installer or for employed installers of an installation company. Sentech recognizes the following accreditation i.e. Ellies, Space TV, Satellite Solutions, Multichoice, OVHD, Starsat, Department of Communications and Digital Technology, Department of Public works or a police affidavit that confirms that the bidder has successfully completed 20 DTH installations etc.	
3. A bidder and all subcontractors must be in position of functioning smartphone with adequate storage to accommodate all the proof of evidence to be collected by the bidder/subcontractors and be able to download SENTECH Application.	Bidders must provide a proof showing ownership of a smartphone i.e., picture of a phone or cellphone contract or any other form of valid evidence	
4. A bidder must agree to comply with the SENTECH's Application requirements, i.e attend Application training.	Bidders must reply with a "Yes", showing that they will conform to all Application requirements as set by the SENTECH's Application team.	

Table 2. Mandatory Criteria

NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.

20. Evaluation of Price and Preference

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000). Accordingly, either the 80/20 or 90/10 preference point system will apply, and the highest acceptable bid will be used to determine the applicable preference point system.

21. Preference Point allocation – 80/20

Price / Preference	Weighting (80/20)	Weighting (90/10)
Preference:	20	10
Price:	80	90
Total must equal:	100	100

Sentech will award preference points as follows:

Goal	Points (80/20)	Points (90/10)	Evidence required
Historically disadvantaged by unfair discrimination on the basis of race	10	5	A valid BBEE Certificate showing at least 51% black ownership
	5	3	A valid BBEE Certificate showing at least 25.1 – 50% black ownership
	3	2	Black owned company showing at least 5 – 25% black ownership
	0	0	Below 5%
Historically disadvantaged by unfair discrimination on the basis of gender (women)	8	4	A valid BBEE Certificate showing at least 51% women ownership
	4	2	A valid BBEE Certificate showing at least 25.1 – 50% women ownership
	2	1	A valid BBEE Certificate showing at least 5-25% women ownership
	0	0	A valid BBEE Certificate showing at less than 5% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	1	A doctor's note confirming disability or equivalent
Total Points	20	10	

22. Price Calculation 80/20

The following formula will be used to calculate the points for price.

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

Where:

P_s	=	Points scored for price of bid under consideration
P_t	=	Rand value of bid under consideration
P_{min}	=	Rand value of lowest acceptable bid

23. Price Calculation 90/10

The following formula will be used to calculate the points for price.

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

Where:

P_s	=	Points scored for price of bid under consideration
P_t	=	Rand value of bid under consideration
P_{min}	=	Rand value of lowest acceptable bid

TABLE 1: REFERENCES

Please complete the customer reference table and relevant Contact telephone number and attach reference letters.

Customer		Service Provided	Contact Person	Contact no.	tel.	Contractual commencement date	Contractual completion date
1							
2							
3							
4							

5						
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Name of Tenderer	Signature	Date