# SOUTH AFRICAN BROADCASTING CORPORATION SOC LIMITED

# TENDERERS ARE REQUIRED TO TREAT THE DETAILS OF THIS RFI ENQUIRY AS CONFIDENTIAL.

## REQUEST FOR INFORMATION (RFI)

**RFI NUMBER: RFI/CPS/2018/12**

**RFI TITLE: PROVISION OF NEW SCHEDULLING SYSTEM FOR SABC**

**Address:** SABC Auckland Park

Henley Road

Johannesburg

**Telephone:** 011 714 2091

**Contact Person:** Israel Vele

velei@sabc.co.za

**EXPECTED TIMEFRAME**

| TENDER PROCESS | EXPECTED DATES |
|---|---|
| RFI Issue Date | **28 September 2018** |
| Available on SABC Internet | **28 September 2018** |
| Briefing session | **None** |
| RFI  Closing Date | **19 October 2018  @ 12h00** |

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

**REQUIRED DOCUMENTS (OPTIONAL)**

1) Valid Tax Clearance Certificate

2) Valid TV Licence (Company's and all Directors)

3) Valid BBBEE Certificate (from SANAS affiliated Agency)

4) Company Registration Document

5) Shareholders' certificates

**CONTACT DETAILS OF THE BIDDER:**

Company Name:  _____

Physical Address: _____

**Contact person:**

Name          : _____

Telephone     : _____

Mobile        : _____

Fax           : _____

E-mail address: _____

**REQUEST FOR INFORMATION (RFI) FOR THE PROVISION OF NEW SCHEDULING SYSTEM FOR SABC**

## 1. PURPOSE

The purpose of RFI is to request information and pricing for the provision of new scheduling system for SABC.

## 2. Background

The SABC TV Division wants to replace the current scheduling system due to challenges and escalating costs for support & maintenance. The business is currently experiencing challenges with the upgrade, support and maintenance fees.

The SABC is seeking for the information for a cost effective and efficient scheduling system.

## 3. Requirements

3.1 Solution Requirements

✓ Contract and Rights Management:

- Management of different types of programme and different types of rights acquired including validity periods per right per platform.
  - o Play rights, broadcast rights. etc
  - o Programme clauses
  - o Track Inventory Management

✓ Program and Promotional event management

- Management and scheduling of all program and on air elements including secondary events
- Allow Long term planning schedule and mock schedule
- Allow Back up schedule
- Ability to accommodate social media interactions
- Drag and drop functionalities and once off schedule changes with selection function
- Ability to red flag for gaps within the schedule and overlaps as well
- Automated rights and runs reconciliation with the ability of an updated inventory report
- Ability to search for content using key words
- Dragged content to automatically update EPG metadata.
- Ability to create rules for schedule repeat strategy and auto fill for the whole fiscal
- Remote scheduling and changes ability

- ✓ Ability to manage EPG

  - • Dragged content to automatically update EPG metadata.

- ✓ Music Usage management
  - • Management of all types of music for all transmission types
  - • Management of music cue sheet

- ✓ Allow Multi-platform, channel, user management (DTT, OTT, DTH, IPTV, etc.)

- ✓ User Management - Admin
  - • Access rights control and privileges
- ✓ E-commerce
- ✓ Media Management
  - • Allow tracking of media throughout the broadcast chain
  - • Allocation of media ID for each media/transmission item
  - • Ability to search for all media ID's per status
  - • Allow subtitling & close captioning

- ✓ Finance Management
  - • Ability to set and calculate amortization rules
  - • Ability to manage programme costs per item
  - • Ability to management payments

- ✓ Reporting Tools across the system
- ✓ Auditing function across the system

3.2 Integration Requirements - solution must be able to integrate with the below
- ✓ Dalet– media asset management system
- ✓ Pebble Beach – Marina
- ✓ SAP
- ✓ Landmark – sales component
- ✓ Sea Change - EPG
- ✓ Ability to import/export xml files

3.3 Maintenance and support requirements
- ✓ Must be 24/7 support and remotely as well
- ✓ At least 2 upgrades per year
- ✓ Support & Maintenance fee
- ✓ Immediate response of critical issues logged
- ✓ Dedicated account manager
- ✓ Bugs resolution within reasonable time
- ✓ Supply Issue logging tool

**4**

3.4 Hardware and Software requirements

- ✓ Provide detailed server specification
- ✓ Number of servers including fail over redundancy, back up
- ✓ Third party software/s and licensing
- ✓ Type of Database
- ✓ Licensing fee, model and type
- ✓ Require unlimited number of users and channels license

3.5 Implementation requirements

- ✓ Project Resources
- ✓ Implementation period
- ✓ Training plan requirements
- ✓ Provide detailed documentation
- ✓ Configuration
- ✓ Data Migration

## 4. BRIEFING SESSION

No briefing session will be held (Bidders are required to send their questions to the email address provided)

## 5. EVALUATION CRITERIA

**The evaluation criteria will be used in next phase of the tender process.**

Evaluation of responses will be done in the following major categories, each consisting of several minor categories and is based on predetermined weightings as follows:

- **BBBEE Information** - (provide BBBEE certificate or a letter from the auditor confirming your annual turnover)
- **Price Information** - (Detailed Cost Breakdown to be submitted)
- **Technical Information** – (Detailed Technical Solution to be provided)
- **Project Plan (Indicative timelines to execute the project)**

## 9.  NOTICE TO INTERESTED TENDERERS

### 9.1  REQUEST FOR INFORMATION DOCUMENTS

9.1.1 The Request for Information shall be used in preparation for the proposal; the SABC assumes no responsibility for errors or misinterpretation resulting from the use of an incomplete Request for Information.

9.1.2 The SABC will avail/send copies of the Request for Information on the above terms, does so only for the purpose of obtaining information for the project and does not confer permission for any other use.

### 9.2  INTERPRETATIONS

9.2.1 All questions about the meaning or intent of the Request for Information shall be submitted in writing to the SABC on the set closing date.

9.2.2 Interested tenderers should promptly notify the SABC of any ambiguity, inconsistency, or errors which they may discover upon examination of the Request for Information.

## 10.  SUBMISSION PROCEDURES

RFI must be hand delivered at the SABC Auckland Park reception, Radio Park, Johannesburg. The closing date is at 19 October 2018 at 12h00.

## 11.  GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed to:
Israel Vele
Supply chain Management Division,
Radio Park Office Block
Henley Road
Auckland Park
Johannesburg
E-mail: velei@sabc.co.za
Contact no: 011 714 2091

**END OF RFI DOCUMENT**