



SCM Division
Radio Park, Henley Road
Auckland Park 2092
Johannesburg
Private Bag X1
Auckland Park 2006
Tel. +11 714-2938
Fax + 11 714-2226
URL <http://www.sabc.co.za>
E-mail mdzangass@sabc.co.za

03 June 2019

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/RS/2019/55
RFQ ISSUE DATE	03 June 2019
BRIEFING SESSION / SITE INSPECTION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A SYSTEM FOR SABC FORENSIC DEPARTMENT TO CONDUCT BACKGROUND CHECKS ON A NEED BASIS DURING THE INVESTIGATIONS FOR A PERIOD OF THREE (3) YEARS
CLOSING DATE & TIME	12 June 2019 @ 12:00

Quotations must be hand delivered at the Radio Park reception in the RFQ box. Please consult the receptionist before you drop the document so that you ensure that you sign a register.

For queries, please contact **Siphokazi Mdzanga** at Tel +2711 714-2938 mdzangass@sabc.co.za
The SABC requests your quotation on the services listed on this RFQ below. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO. : _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED TECHNICAL SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A SYSTEM FOR SABC FORENSIC DEPARTMENT TO CONDUCT BACKGROUND CHECKS ON A NEED BASIS DURING THE INVESTIGATIONS FOR A PERIOD OF THREE (3) YEARS

1. BACKGROUND

During investigations, Forensics is required to conduct background checks on entities and individuals, especially those that are employed by the SABC to determine whether any direct or indirect conflict exists. It is for these reasons that a suitable provider is required to make available a solution or system that Forensic can utilise to access information, on a need basis, that is not easily accessible or available in the public domain.

2. OBJECTIVE AND SCOPE OF WORK

The forensic background checks will assist the team of forensic investigators in uncovering additional information relevant to an investigation, accessing such information via a service provider system by way of a subscription.

The service provider's system should be able to provide information pertaining to:

- Deed searches
- Criminal records
- Validity of Qualifications
- Verification of cell phone numbers and ownership
- Principal links
- CIPC
- eNaTIS
- Trust accounts and Vendor Links
- Lifestyle assessments
- Vehicle ownership and financing
- Family member links in business transacting with the SABC
- Other Forensic databases
- Identity Document verification
- Criminal and Fraud report

2.2 *RFQ Response Information*

Effective Date of Bid

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

Confidentiality

Any information supplied to the SABC by the vendor will be treated as confidential and will not be released to any third party. The SABC is under no obligation to return any information presented as part of a quotation.

This RFQ and all materials submitted by the SABC contain confidential and proprietary information about the SABC, and may not be disclosed by vendor to any third parties without the prior written consent of the SABC. Furthermore, you shall disclose the materials contained in this RFQ only to those in your organization who need such material to respond to this RFQ. The SABC understands that you may need a solution partner(s) to submit a quotation. The SABC expects any solution partner to adhere to the same confidentiality requirements as you, and this RFQ may not be forwarded to a solution partner for evaluation or for any other purpose without the express written consent of the SABC. Upon the SABC's request, you will return to the SABC all materials sent to you in connection with this RFQ.

3. COSTING

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

3.1 DURATION OF THE CONTRACT

3 years

4. LOCATION OF SITE

The Delivery site is at **SABC Radio Park**

5. EVALUATION CRITERIA

5.1 Objective Criteria

5.1.1 The SABC reserve the right not to award this RFQ to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.

5.1.2 Technical Criteria

- The RFQ submission will be technically evaluated out of a maximum of **100**;
- A threshold of **70** out of **100** has been set
- All bidders achieving less than the set threshold will be declared non-responsive and shall not be considered for further evaluation on Price and BBBEE.

Evaluation Area	Evaluation Criteria	Points
Proven experience, capabilities and registration/accreditation	Details of the company's previous: Less than 1 year = 0 1 to 3 years = 1 4 to 5 years = 3 6 to 10 years = 5 More than 10 years = 10	10
Proven Records of experience and success in the verification process (attach testimonials) Provide written proof on clients company's letterhead signed by duly authorized person with contact details (email address and telephone number). The letters must stipulate the nature of work	Provision of Testimonials No testimonial = 0 points 1 testimonial = 3 points 2 testimonials = 6 3 or more testimonials = 10	10
Verification and integrated report	Respondent to provide a system with the following categories: Principal links with family lineage verification = 5 Deeds searches = 5 Cell phone number verification = 5 CIPC = 5 Lifestyle assessments = 5 Bank account verifications = 5 ENatis = 5 Vendor links & Trust accounts = 5 Criminal/Fraud reporting = 5 Identity Document verification = 5 If you cannot provide any of the above = 0	50
Turnaround times: Please attach evidence	0 to 3 days = 15 4 to 7 days = 10 16 to 14 days = 5 17 to 21 days = 2 More than 21 days = 1	15
Verification/vetting system	Online verification = 5 Manual process = 5 Helpdesk = 5 If you cannot provide any of the above = 0	15
Total Score		100

5.1.3 BBBEE and Price

RFQ responses will be evaluated on the **80/20** point system

6. ADJUDICATION USING A POINT SYSTEM

- 6.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 6.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 6.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 6.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 6.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

7. POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

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

Where:

Ps = Points scored for comparative price of bid under Consideration
 Pt = Comparative price of bid under consideration
 Pmin = Comparative price of lowest acceptable bid

B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of Contributor Number of Points

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

- 7.1 Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by an accounting officer as contemplated in the CCA or a verification Agency accredited by SANAS or a DTI Affidavit.

- 7.2 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 registered auditor approved by or a verification agency accredited by SANAS.
- 7.3 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.
- 7.4 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.
- 7.5 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.
- 7.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 7.7 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

8. MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- CSD Report (**Bidder must be registered with CSD in order to do business with the SABC**)

9. REQUIRED DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- Tax Clearance certificate and Tax Pin
- TV License (Company and Directors)
- Original Valid Original BBBEE Certificate (from SANAS accredited Verification Agency)
NOTE: 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.
Companies who have engaged their IRBA verification agency prior to 30 September will be able to receive their BEE Certificate after 30 September, but only until 31 December 2016.
- For Exempted Micro Entrepreneurs (EME's), as per CODE 000 statement 000 (Framework for measuring BBBEE) sufficient evidence of qualification as an EME is a DTI Affidavit certified by a Commissioner of Oaths. An EME is any enterprise with an Annual Total Revenue of R10 million or less.

- Certified ID Copies of all directors/ Shareholders Certificate
- Company registration documents

10. COMMUNICATION

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

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

11. CONDITIONS TO BE OBSERVED WHEN TENDERING

The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.

11.1 No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

11.2 The Corporation reserves the right to:

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

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

11.2.2 Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.

11.2.3 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.

11.2.4 Award a contract to one or more bidder(s).

11.2.5 Accept any tender in part or full at its own discretion.

11.2.6 Cancel this RFQ or any part thereof at any time.

11.2.7 Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BBBEE & Preference Point system.

12. Cost of Bidding

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

END OF RFQ DOCUMENT

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

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

ANNEXURE A

DECLARATION OF INTEREST

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

it is required that:

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

Does such a relationship exist? [YES/NO]

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

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

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

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

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

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

2 SUB-CONTRACTING

- 2.1 A tenderer will not be awarded points for B-BBEE status if it is indicated in the tender documents that such a tenderer 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 the tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capacity and ability to execute the sub-contract.
- 2.2 A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the tenderer concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 2.3 A tenderer awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

3 DECLARATION OF SUB-CONTRACTING

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

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

ANNEXURE C

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

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

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

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

ANNEXURE D

Required Service	Rate for Year 1	Rate for Year 2	Rate for Year 3
Deed searches			
Criminal records			
Validity of Qualifications			
Verification of cell phone numbers and ownership			
Principal links			
CIPC			
eNaTIS			
Trust accounts and Vendor Links			
Lifestyle assessments			
Vehicle ownership and financing			
Family member links in business transacting with the SABC			
Other Forensic databases			
Identity Document verification			
Criminal and Fraud report			