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04 June 2019

**REQUEST FOR QUOTATION (RFQ)**

RFQ	RFQ/RAD/2019/43
RFQ ISSUE DATE	04 June 2019
BRIEFING SESSION / SITE INSPECTION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO STORE, CLEAN, INSURE AND BRAND 5FM VARIOUS ACTIVATIONS WHERE THE STATION WILL BE INVOLVED
CLOSING DATE & TIME	13 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](mailto: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: \_\_\_\_\_

**South African Broadcasting Corporation SOC Limited:** Registration Number: 2003/023915/30

**Non-Executive Directors:** Mr B E Makhathini (Chairperson); Ms M Mohlala-Mulaudzi (Deputy Chairperson); Prof S Cooper; Adv M B B Lekalakala; Mr D M Maimela; Mr M G Markovitz; Mr D K Mohuba; Ms B Muthien; Ms J Patel; Mr J H Phalane; Ms M B Papayya; Dr M Socikwa

**Executive Directors:** Mr M T Mxakwe (Group Chief Executive Officer); Dr C van Rooyen (Acting Chief Operations Officer); Ms Y van Biljon (Chief Financial Officer);

**Company Secretary:** Ms L V Bayi

## **DETAILED TECHNICAL SPECIFICATION**

### **APPOINTMENT OF A SERVICE PROVIDER TO STORE, CLEAN AND BRAND 5FM VARIOUS ACTIVATIONS WHICH THE STATION WILL BE INVOLVED IN**

#### **1. BACKGROUND**

The purpose of this document is to acquire the services of a brand activation company that will look after the 5FM's on the ground activations for a period of 12 months. The aim is to maintain our visibility and make sure that the station is well represented in all activations.

Brand Activation is important for 5FM so that it stays active in the market and build on its brand reputation. Brand activation contributes in creating trust between the station's listeners, the general public and the brand.

Once the 5FM brand implementation plans are implemented, 5FM will need to execute them across all activations and in the total offer towards the listeners. 5FM has over a hundred activations in a fiscal and majority of those activations are done through strategic partnerships. In order to capitalise on the brand 5FM the station aims to appoint a brand activation company, whose responsibilities would be to activate / coordinate the brand in all station related activities.

- **Events:** The activations company will be responsible for branding / coordination in all major activations /events and every time 5FM needs branding.
- **Activations:** The company will be briefed and provide appropriate activations in line with the event, ranging from photo booths, candy stations, refreshments stations, gaming zones, promoters etc.
- **Outsourcing and production of branded material:** In the event of the station requiring new branding material, quotations and samples to be submitted to station for approval
- **Insurance:** The Company will undertake the responsibility to do inventory of stock that is in the storage on a monthly basis and after every event. They will check for damages or parts that need to be replaced on all goods and inform the station of status. Should it be necessary to replace anything, this should be provided under insurance taken out. The Company will arrange insurance of goods while in storage.
- **Storage:** The Company will store all 5FM material, clean and maintain all branding to ensure it is ready for the events at all times.

#### **2. 5FM MAJOR EVENTS ARE AS FOLLOWS:**

- Varsity Sport Outside Broadcasts across various sporting codes
- 5FM Station Owned Events
- 5FM Various Partnered Events

#### **2.2 5FM THROUGH PROPER EXECUTED BRANDING WILL LEVERAGE THE FOLLOWING OBJECTIVES:**

- To cement 5FM presence/visibility in all key focused areas where events will take place.
- To connect its target market
- To create the presumption of quality and acceptance

- To convey messages in a constant, consistent manner.
- Strengthen the presence in all activations
- Immediate recognition by its target market
- Draw attention
- Drive awareness
- Consistent Brand Identity

## **2.3 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 service for its duration.

- Bidders must provide a detailed cost breakdown by pricing a monthly retainer for the delivery of a total solution as per the specification, which constitutes the following:
- Erection & strike of branding for a minimum of 5 events within a 500km radius round trip per month
- Storage of all branding items
- Insurance (Ensuring maintenance and replacement)
- On-site support medium sized events
- All other services as per the scope will be on a cost estimate basis

#### 4. DURATION OF THE CONTRACT

12 months

#### 4.1 LOCATION OF SITE

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

#### 5. EVALUATION CRITERIA

##### 5.1 BBBEE and Price

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

##### 5.2 Objective Criteria

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.

##### 5.2.2 Evaluation Criteria and Weightings

Evaluation Area	Evaluation Criteria	Min Points	Max Points
Company Previous Experience	<ul style="list-style-type: none"> <li>• Provide previous work done in similar projects in the last 3 years Please submit Reference letters on company letterhead:               <ul style="list-style-type: none"> <li>➤ 1-2 Reference letters = (10 points)</li> <li>➤ 3-or more Reference letters = (15) Points)</li> </ul> </li> <li>• No Information (0)</li> </ul>	10	15
Branding Solution	Provide innovative branding designs through previous events done (provide pictures) No Information (0) <ul style="list-style-type: none"> <li>• Detail in you proposal your understanding of the brief in terms:</li> </ul>	0	10

	<ul style="list-style-type: none"> <li>➤ storage, (10)</li> <li>➤ cleaning, (10)</li> <li>➤ branding (20)</li> <li>➤ insurance (10)</li> </ul> Failure to provide any of the required information (0)	50	50
Branding Activations	<ul style="list-style-type: none"> <li>• Demonstrate through pictures 3 innovative brand activations previously executed</li> <li>• No Information (0)</li> </ul>	0	10
Delivery Timelines	Demonstrate ability to deliver within specified timelines: Turnaround times for Outdoor events <ul style="list-style-type: none"> <li>• 24 hrs- 10</li> <li>• 48 hrs - 5</li> </ul> Turnaround times for Indoor events <ul style="list-style-type: none"> <li>• 24hrs -10</li> <li>• 48 hrs – 5</li> </ul>	5	10
Quality work	<ul style="list-style-type: none"> <li>• Bidder to provide its policy on corrective action measures for poor quality and faulty branding equipment (5)</li> <li>• No Information (0)</li> </ul>	0	5
Total		70	100

### 5.3 Key considerations

- The 5FM Marketing Team will on a monthly basis conduct visits to the storage facility, for inspection of; upkeep of branding, condition of branding
- Penalty will apply for failure on non-delivery (Timing from a delivery perspective and turn around as well as the condition of branding )
- Branding cannot be retained on the basis of non-payment, as long as a PO is in place which commits to payment.
- A Post Event report needs to be sent no later than 5 days after the event. This will
- include, recommendations around branding used and how to improve on it as well as any incidents that may have occurred with the branding etc.

## 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) or **a sworn affidavit stating reasons of not having a TV license for either the director or company.**
- 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 award 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 A****DECLARATION OF INTEREST**

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

it is required that:

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

Does such a relationship exist? [YES/NO]

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

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

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

\_\_\_\_\_  
SIGNATURE OF DECLARANT

\_\_\_\_\_  
TENDER NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
POSITION OF DECLARANT

\_\_\_\_\_  
NAME OF COMPANY OR TENDERER

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

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

**2. SUB-CONTRACTING**

- 2.1 A 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

**ANNEXURE C**

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

<b>Project Descriptions</b>	<b>Client</b>	<b>Contact no</b>	<b>Contact person</b>	<b>Email address</b>	<b>Period of projects</b>	<b>Value of projects</b>	<b>Project Commence date</b>	<b>Completed date</b>

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

<b>Project Descriptions</b>	<b>Client</b>	<b>Contact no</b>	<b>Contact person</b>	<b>Email address</b>	<b>Period of projects</b>	<b>Value of projects</b>	<b>Project Commence date</b>	<b>Completion date</b>