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DATE: 28 June 2019

**REQUEST FOR QUOTATION (RFQ)**

|                                 |   |
|---------------------------------|---|
| RFQ No.                         | RFQ/COM/2019/71   |
| TENDER COLLECTION OR ISSUE DATE | 01 JULY 2019  |
| COMPULSORY BRIEFING             | N/A   |
| RFQ DESCRIPTION                 | AN APPOINTMENT OF A SERVICE PROVIDER FOR UWFM KHANYA GQIYAZANA WOMAN's WORKSHOP |
| CLOSING DATE & TIME             | 12 JULY 2019 at 12h00 pm  |

Quotations must hand delivered at the SABC Port Elizabeth Reception, Conyngham Street, Parsons Hill, Port Elizabeth, 6000, Eastern Cape (in the RFQ box) on or before the closing date of this RFQ. Please consult receptionist.

**For queries, please contact Tando Oldjohn on (041) 391 1159 Email: [oldjohnn@sabc.co.za](mailto:oldjohnn@sabc.co.za)**

**PLEASE NOTE THAT AS FROM 01 JULY 2016 COMPANIES THAT ARE NOT REGISTERED WITH CSD SHALL NOT BE CONSIDERED.**

The SABC requests your quotation on the services listed above. 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: \_\_\_\_\_

## 1. **INTRODUCTION**

The SABC Limited (SABC, Company), is a public organization. The SABC is the national broadcaster and delivers via five television channels as well as eighteen radio stations. The SABC head office is based in Auckland Park, Johannesburg, with a regional presence in each of the nine provinces in South Africa.

The SABC EC is looking for a service provider to appointment for Umhlobo Wenene FM Khanya Gqiyazana Woman's Workshop Event that will be held at Port Elizabeth on the 31<sup>st</sup> August 2019.

## 2. **BACKGROUND AND PURPOSE**

The South African Broadcasting Corporation Limited (SABC) requires services of the venue, deco, catering, sound and stage service provider, the services will be rendered in Port Elizabeth where the event will be hosted.

The potential service providers are therefore invited to participate in this Request for Quotations.

## 3. **OBJECTIVES AND DETAILED TECHNICAL SPECIFICATION**

This function is meant to pay homage to celebrate hard working women to urge women to stand together. These are women who are raising daughters that will become formidable women tomorrow.

This planned event will be a day marked with credible speakers who will empower and share with a total of 750 women their stories, experiences and various journeys to success. The speakers will range from women in business, financial experts, beauty and lifestyle experts as well as entertainers.

The event also will be an idyllic platform for the station to interact with these women from various walks of life, build loyal listenership base among women, entrench station's brand and loyalty among an affinity group and build a database for future events in the Eastern Cape region.

## 4. **SCOPE OF SERVICES**

The rendering of the services and hosting of event mentioned below will take place at the premises of the potential service provider at Port Elizabeth, Eastern Cape.

### **SERVICES REQUIRED FOR KHANYA GQIYAZANA EVENT**

| <b>ITEM</b>   | <b>QAUNTITY</b> | <b>Required Date &amp;Time</b>                              |
|---|-----------------|---|
| Arrival of Guest- snacks, cupcakes/sliced fruit/tea/coffee/juice                          | 750             | 31 August 2019, 16H00 to 16h30                              |
| Dinner Menu - soft drinks(750), main course, desert(750), 2 x jug of juice per table(150) | 750             | 31 August 2019, 20H00 to 21H00                              |
| Dinner – 1sous chef, 3CDP, 14 in staff, 6 cleaner   | 1               | 31 August 2019, by 12noon set up must be done and completed |

|  |   |  |
|--|---|--|
| Décor inclusive of tables cloths, chair covers, center piece, tie backs, couches, bar stools, cocktail table, red carpet | 1 | 30 August 2019, to be done by 12 noon  |
| <b>STAGE AND SOUND REQUIREMENTS</b>  |   |  |
| Stage: 18 x 6m with custom made wide steps in front and sides white covering top & sides, ramp included                  | 1 | 30 August 2019, to be done by 17H00    |
| PA system: including 12 x headset microphones + backline for performance   | 1 | 30 August 2019, to be done by 17H00    |
| Lighting   | 1 | 30 August 2019, to be done by 17H00    |
| Visual system: backdrop LED screen (14m x 4.5m) pyramid shaped + all AV gear   | 1 | 30 August 2019, to be done by 17H00    |
| Camera crew with cameras for live feed to screens  | 4 | 31 August 2019, to be done by 10H00 am |
| Streaming service; live streaming of event   | 1 | 31 August 2019, to be done by 10H00 am |

## 5. DURATION OF THE CONTRACT

### Once off project

## 6. RFQ Response Information

### 6.1. Effective Date of Bid

Vendors 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 vendor quotation is received by the SABC.

### 6.2. 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.

### 6.3. Payments

Payment by the SABC to the contractor shall be made 30 days in arrears after an invoice from the contractor is received by the SABC.

## 7. COSTING

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

### **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**

## 8. EVALUATION CRITERIA

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

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. The submitted proposal will be evaluated based on the below criteria and will be based on the responses to the requirements discussed in the appendices.

### **8.1. Technical Evaluation threshold**

- The RFQ submission will be technically evaluated out of a maximum of 100 all bidders achieving less than the set threshold of 80 points out of the 100 will be declared non-responsive and therefore will not continue to be disqualified for further.

### **8.2. Objective Criteria**

The SABC further 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.

**PAPER BASED**Functionality Threshold for Paper based Evaluation:

The points obtained for the paper based evaluation must be at least 80 points out of a maximum of 100 points. Bidders who do not achieve the threshold will be declared non responsive.

| <b>Evaluation Area</b>  | <b>Evaluation Criteria</b>   | <b>Min Points</b> | <b>Max Points</b> |
|---|--|-------------------|-------------------|
| <b>Previous work experience in large scale events<br/>Previous experience in broadcasting / entertainment events an advantage</b> | <b>Any eventing work done for an Entertainment / Broadcasters.</b><br><br><b>Demonstrate similar work done for other Clients.</b><br><br>- 6 & above references of work done (10 points)<br><br>- 3 to 5 references of work done (5 points)<br><br>-less than 3 references of work done (0 points) | <b>5</b>          | <b>15</b>         |
| <b>Proposed creative concept for the Media Launch event</b>   | <b>Creative concept for the launch event</b><br><br>- Roll Out Plan of the event (10 points)<br><br>- Execution of the event (10 points)<br><br>- Creativity, Innovation, Look & Feel of the event (10 points)   | <b>30</b>         | <b>30</b>         |
| <b>Staff Compliment/Client Service/ Compliance certificate</b>  | <b>Enough people to work on the account:</b><br><br>- Event / Logistics Manager, Coordinators, Stage Manager, Camera Crew, Sound & Technical specialists, (20 points)<br><br><b>Provide an organisational structure and the positions</b>  | <b>20</b>         | <b>20</b>         |
| <b>Profile of cooking staff</b>   | <b>Demonstrate cooking staff capacity</b><br><br>• On- site experience – Head Chef/Site manager (10 points)<br><br><b>Bidder to submit personal CVs of staff that will be handling the SABC project (no submission of CVs with relevant experience will amount to zero)</b>                        | <b>10</b>         | <b>10</b>         |

|                        |  |           |            |
|------------------------|--|-----------|------------|
| <b>Credentials</b>     | <b>Company profile and proof of work previously done in a form of client signed letter with date of the event or demonstration</b> <ul style="list-style-type: none"> <li>• &lt;4 Clients (15 points)</li> <li>• 3 Clients (10 points)</li> <li>• 2 Clients (5 points)</li> <li>• &lt; 2 Clients (0 points)</li> </ul> | <b>5</b>  | <b>15</b>  |
| Trained First Aider    | Provide a valid certificate of a level 1 First Aider (5 points)  | <b>5</b>  | <b>5</b>   |
| Compliance certificate | Certificate of food handling /Food and health certificate issued by local Municipality (5 points)  | <b>5</b>  | <b>5</b>   |
| <b>Total</b>           |  | <b>80</b> | <b>100</b> |

**Threshold for Site Inspection:**

**Bidders who obtain less than 75 points out of a maximum of 100 points will be declared non-responsive and qualified bidders will be evaluated on BBBEE and Price.**

**SITE INSPECTION**

Provide a current physical address for verification of current operations as part of the evaluation process, the SABC reserves the right to inspect all prospective bidders' off-site preparation facilities.

The address is to be provided with this tender submission. The SABC will have site inspections of bidders' operational sites/clients.

| <b>Evaluation Area</b>        | <b>Evaluation Criteria</b>  | <b>Max Points</b> |
|-------------------------------|---|-------------------|
| <b>Hospitality</b>            | <b>Demonstrating;</b> <ul style="list-style-type: none"> <li>• Food preparation, presentation and serving(10)</li> <li>• Time Managements (10)</li> <li>• Professionalism (10)</li> <li>• Quality of cooked food in terms of taste (10)</li> <li>• Quality of food in storage in terms of freshness (10)</li> </ul>   | <b>50</b>         |
| <b>Venue &amp; Facilities</b> | <ul style="list-style-type: none"> <li>• General cleanliness of current facilities (work surfaces, kitchen floors, dining areas) (10)</li> <li>• General cleanliness of the equipment ( utensils, storage) (10)</li> <li>• Parking availability (10)</li> <li>• General cleanliness of the staff (Uniform, etc.) (5)</li> <li>• Availability of Hand Sanitizers (5)</li> <li>• Inspection of Health and Safety file (10)</li> </ul> | <b>50</b>         |
| <b>Total</b>                  |   | <b>100</b>        |

***Bidders' operational offices that will be considered for site inspection evaluation must be in the Nelson Mandela Municipality Area (Port Elizabeth based). Bidders whose operational offices are outside the stipulated Area will not qualify for site inspection and will not be considered any further in the process.***

## **9. ADJUDICATION USING A POINT SYSTEM**

- The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 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.
- 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
- Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

## **10. 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

## **11. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:**

### **B-BBEE Status Level of Contributor Number of Points**

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

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.

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 IRBA or a verification agency accredited by SANAS.

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.

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.

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.

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.

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.

## **12. MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS**

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

### **REQUIRED DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS**

- Valid TV Licence (Company's and all Directors)
- Original Tax Clearance (verification will be done with SARS)
- Original Valid Original BBEE Certificate (from SANAS accredited Verification Agency) or from the Auditors approved by the Independent Regulatory Body of Auditors(IRBA)

**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 BBEE) sufficient evidence of qualification as an EME is an Auditor's certificate issued by an accounting officer or verification agency. An EME is any enterprise with an Annual Total Revenue of R5million or less.
- Certified ID Copies of all directors/ Shareholders Certificate



- Company registration documents

## **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.**

## **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.
- No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- The Corporation reserves the right to:

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

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

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

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.

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

Accept any tender in part or full at your own discretion.

Cancel this RFQ or any part thereof at any time.

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.

## **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 person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract 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.
- 2.3 A person awarded a contract may not subcontract 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 of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

**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 |
|----------------------|--------|------------|----------------|---------------|--------------------|-------------------|-----------------------|-----------------|
|                      |        |            |                |               |                    |                   |                       |                 |
|                      |        |            |                |               |                    |                   |                       |                 |
|                      |        |            |                |               |                    |                   |                       |                 |
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|                      |        |            |                |               |                    |                   |                       |                 |
|                      |        |            |                |               |                    |                   |                       |                 |