



**SOUTH AFRICAN BROADCASTING CORPORATION SOC LIMITED**

**("the SABC")**

**REQUEST FOR PROPOSAL/BID (RFP) NUMBER: RFP/COO/2019/49**

**RFP TITLE: PANEL OF RESEARCH SERVICE PROVIDERS ON AN "AS AND WHEN REQUIRED BASIS" FOR A PERIOD OF 5 (FIVE) YEARS**

**EXPECTED TIMEFRAME**

<b>BID PROCESS</b>	<b>EXPECTED DATES</b>
Bid Advertisement Date	<b>22 August 2019</b>
Bid documents Available From	<b>National Treasury's tender portal (<a href="http://www.etenders.gov.za">http://www.etenders.gov.za</a> ) and the SABC website (<a href="http://www.sabc.co.za/sabc/tenders/">http://www.sabc.co.za/sabc/tenders/</a> )</b>
Non-Compulsory Briefing Session	<b>30 August 2019</b>
Venue for Briefing Session	<b>Ground Floor Auditorium, SABC Radio Park Building, Henley Road, Auckland Park, Johannesburg</b>
Bid Closing Date & Time	<b>27 September 2019 @ 12h00 noon</b>

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

**BIDS DELIVERY**

**Bids must be lodged in the:**

**SABC's Tender Box**  
Main Entrance Radio Park Office Block  
Cnr Artillery and Henley Road  
Auckland Park  
Johannesburg

**Contact:**

Email:- [tenderqueries@sabc.co.za](mailto:tenderqueries@sabc.co.za)

**N.B. Late Bid submissions will not be accepted for consideration by the SABC.**

## 1. PHASE 1 - MANDATORY REQUIREMENTS

All bid respondents must submit documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

MANDATORY REQUIREMENTS
Proof of registration in National Treasury Central Supplier Database (CSD)
Completed Annexure A

**NB: NON-SUBMISSION OF THE MANDATORY DOCUMENTS WILL  
RESULT IN AUTOMATIC DISQUALIFICATION.**

### REQUIRED DOCUMENTS

- 1.1 Valid Tax Clearance Certificate or SARS "Pin" to validate supplier's tax matters
- 1.2 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 1.3 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
  - 3.3.1. Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
  - 3.3.2. Level of Black Ownership

**Note:**

**Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE act as amended.**

- 1.4 Certified copy of Shareholders' certificates
- 1.5 Valid TV License ( Please supply statements, Company's, Shareholders' and all Directors')
- 1.6 Certified copy of ID documents of the Directors or Members.
- 1.7 Recent (not older than 3 months) Certified copy of Company Registration Document reflecting Company Name, Registration number, date of registration and active Directors or Members.
- 1.8 Last three years audited/reviewed financial statements.

**NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOSE TAX AND TV LICENCE MATTERS ARE NOT IN ORDER.**

## **C O N T E N T S**

**DOCUMENT A:** CONDITIONS TO BE OBSERVED WHEN BIDDING

**DOCUMENT B:** GENERAL CONDITIONS OF THE BID/PROPOSAL

**DOCUMENT C:** QUESTIONNAIRE

**DOCUMENT D:** DECLARATION OF INTEREST

**DOCUMENT E:** FUNCTIONALITY REQUIREMENTS

**DOCUMENT F:** CONFIDENTIALITY

**DOCUMENT G:** PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2011- SBD 6.1

**DOCUMENT H:** DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT  
PRACTICES - SBD 8

**DOCUMENT I:** CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9

**DOCUMENT J:** ACCEPTANCE OF CONDITIONS OF BID

**DOCUMENT K:** VENDOR FORM (SABC SUPPLIER/VENDOR REGISTRATION FORM)\_  
(ATTACHED SEPARATELY) / PLEASE ALSO REGISTER ON CENTRALISED  
DATA BASE - <https://secure.csd.gov.za>

## **DOCUMENT A**

### **CONDITIONS TO BE OBSERVED WHEN BIDDING**

#### **1.0 LODGING OF PROPOSALS**

- 1.1 Bidders are required to complete and sign the RFP Document and initial all pages (including proposal and brochures).
- 1.2 Bids must be submitted in one (1) original, two (2) copies of the original and 1 (one) electronic copy (memory stick), by hand and be enclosed in a sealed envelope marked distinctly with the RFP number. All electronic copies should be in PDF format and must contain the proposal, all completed forms, and attachments. This envelope must indicate the Bid number and the name and delivery address of the Bidder.
- 1.3 Bidders should ensure that bids are delivered in time to the correct address. Bids not received in a specified manner, and by the specified time and date as set out in this RFP document, will be rejected. The bid box is generally open during working hours from Monday to Friday (08H00 AM- 16H00 PM, on weekdays).

#### **2.0 COMPLIANCE WITH CONDITIONS OF PROPOSAL**

- 2.1 No alteration, amendment or variation of the submitted proposal by the closing date of this bid shall be permitted, unless otherwise agreed in writing by both the SABC and the bidder. Should the bidder desire to make any amendments to the conditions of their proposal document, they shall stipulate upfront in their proposal document. The SABC reserves the right to reject such bid document.

#### **3.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS**

- 3.1 All bidders are required to submit bids in accordance with stipulated technical specification as indicated in this bid document. Failure to comply with the required technical specification will result in disqualification.

#### **4.0 SCHEDULE OF QUANTITIES**

- 4.1 Bidders are required to submit a detailed Schedule of Quantities indicating how the bid amount is composed. This schedule shall contain itemised descriptions, quantities and unit prices.

#### **5.0 BID PRICES**

- 5.1 No change in the submitted bid prices shall be accepted and/or approved by the SABC after receipt and before award of this bid.
- 5.2 All prices are to be quoted in the Republic of South African Rand with VAT as a separate item.
- 5.3 All local suppliers quoting in foreign currency must convert the currency to Rands and indicate the exchange rate and date applicable.

- 5.4 The prices quoted should be inclusive of all costs needed to perform the specified services, not limited to, all kinds of local guarantee bonds, taxes and duties, customs, customs clearance, inland transportation, storage, unpacking, positioning, installation, integration and testing. The prices quoted should be inclusive of all costs for the duration of the project.
- 5.5 This bid document is not an offer to purchase, order or contract.
- 5.6 Prices must be fixed for the first year and shall, where applicable, be subject to an increase of not more than the applicable CPI.
- 5.7 Bid prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs on a basis of delivery on site as specified.
- 5.8 Bid prices shall, where necessary, include packaging. If desired, packaging material may be returned to the bidder provided the amount of credit that will be allowed for the returnable packaging is shown against each item concerned.
- 5.9 Any response submitted by a Bidder is subject to negotiation and review by the SABC.

## **6.0 SOURCE OF SERVICE AND MATERIAL**

- 6.1 In the case of equipment/goods, which are partially or completely designed and/or manufactured in the Republic of South Africa, Bidders shall state the local content percentage.
- 6.2 Documentation certifying the local content percentage shall be submitted.

## **ACCEPTANCE OF PROPOSALS**

- 6.3 The SABC does not bind itself to accept the lowest or any bid/proposal, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Bidders in the preparation and delivery of its/his/her bid/proposal. The SABC reserves the right to accept a separate bid/proposal or separate bids/proposals for any one or more of the sections of a specification. The SABC also reserves the right to withdraw the bid at any stage.
- 6.4 No bid shall be deemed to have been accepted unless and until a formal contract/ letter of award is prepared and signed.
- 6.5 The SABC reserves the right, should it deem it necessary, to monitor every stage of the contract to ensure:
  - that the directors who were awarded the bid are in control of the company and/or that changes in directors does not affect delivery of the goods/services/work adversely;
  - that, if there are changes in the control of the company, these should be brought to the attention of the SABC;
  - that in the event that the bid or any part thereof is to be subcontracted to another company or organisation after the bid was awarded, the Bidders

must immediately advise the SABC and the SABC shall approve same as it deems fit;

- successful delivery of the goods/services/works in terms of the contract, or timeous termination of the contract should such action be in the best interest of the SABC;
- audit the successful Bidder's contract from time to time.

6.6 This bid will remain valid 180 (one hundred and eighty) days from the date of bid closing.

## **7.0 DEFAULT BY BIDDERS**

7.1 If Bidders purport to withdraw their bid(s)/proposals within the period for which they have agreed that their bid/proposal shall remain open for acceptance, or fails to enter into a written contract when called upon to do so, or fails to accept an order in terms of the bid, the SABC may, without prejudice to any other legal remedy which it may have, accept their bid(s) notwithstanding the purported withdrawal, or proceed to accept any other less favourable bid or call for bids afresh and may recover from the defaulting Bidders any additional expense it has incurred for the calling for new bids or the acceptance of any less favourable bid.

## **8.0 AMPLIFICATION OF PROPOSALS**

8.1 The SABC may, after the opening of bids; call on the Bidder to amplify in writing any matter which is not clear in the Bidder's submission and such amplification shall form part of the original bid.

8.2 In the event of the Bidders failing to supply such information within the specified timeframe, the bid will be liable to rejection.

8.3 The SABC reserves the right to:

- 8.3.1 not evaluate and award bids that do not comply strictly with this bid document.
- 8.3.2 make a selection solely on the information received in the bids and
- 8.3.3 enter into negotiations with any one or more of preferred Bidder(s) based on the criteria specified in the evaluation of this bid.
- 8.3.4 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 bid shall be sought, offered or permitted.
- 8.3.5 award a contract to one or more Bidder(s).
- 8.3.6 accept any bid in part or full at its own discretion.
- 8.3.7 cancel this bid or any part thereof at any time.

Should Bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the SABC and not necessarily on the basis of the lowest costs.

## **9.0 IMPORT/EXPORT PERMITS**

9.1 Bidders are required to include complete information on equipment and/or components requiring export/import permits.

## 10.0 COST OF BIDDING

- 10.1 The Bidder shall bear all costs and expenses associated with preparation and submission of its bid/proposal, and the SABC 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.

## 11.0 COMMUNICATION

- 11.1 The SABC has provided a single point of entry for any questions or queries that the Bidder may have. All queries must be submitted in writing and directed to authorised contact person. **Unauthorised communication with any other personnel or member of staff of the SABC, with regard to this bid is strongly discouraged and will result in disqualification of the respective Bidder's bid/proposal submission.**
- 11.2 Should there be a difference of interpretation between the Bidder and SABC; SABC reserves the right to make a final ruling on such interpretation.
- 11.3 The closing time for clarification of queries is 3 (three) days before the deadline for bid/proposal submission. The Bidders should take note that questions together with responses will be sent to all prospective bidders.

Prospective Bidders who are interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to the SABC Contact Person, please indicate – **PANEL OF RESEARCH SERVICE PROVIDERS: RFP/COO/2019/49** on the subject line. This will ensure that any addenda and clarification to this bid is communicated to all participants.

## 12.0 AUTHORISED CONTACT PERSONS

- 12.1 All enquiries in respect of this bid must be adder

**The Bid Office**  
SCM Division  
Radio Park Office Block  
Henley Road  
Auckland Park  
Johannesburg  
South Africa  
E-mail: [tenderqueries@sabc.co.za](mailto:tenderqueries@sabc.co.za)

## 13.0 BROAD-BASED ECONOMIC EMPOWERMENT

- 13.1 According to the 2013 B-BBEE Revised Coded of Good Practice the Exempted Micro Enterprise (EME) is only required to produce a sworn affidavit signed by the Commissioner of Oaths as per the requirement in the Justice of Peace and Commissioners of Oaths Act, 1963 (Act No. 61 of 1963) or the Companies and Intellectual Property Commission ("CIPC") certificate on an annual basis.
- 13.2 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 Verification Agency accredited by SANAS.

- 13.3 Only South African Accreditation Systems ( SANAS) is the authorised body to issue B-BBEE certificates
- 13.4 IRBA and Accounting Officers are **not** allowed to issue B-BBEE affidavit or certificates to EMEs and QSEs as it was under 2007 Codes
- 13.5 100% black-owned EMEs and QSEs are now Level 1
- 13.6 An affidavit confirming that the entity's turnover is below R10 million and percentage of black ownership will be accepted for EMEs
- 13.7 QSEs have to comply with all elements
- 13.8 Start-up enterprises are verified similar to EMEs, but can opt to be rated using the QSE and Generic Scorecard
- 13.9 QSE with at least 51% black ownership or above are only required to obtain a sworn affidavit on an annual basis with a confirmation of turnover and black ownership
- 13.10 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.
- 13.11 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.
- 13.12 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.
- 13.13 A bidder will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder 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 that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 13.14 A bidder 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 person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

#### **14.0 MISREPRESENTATION AND FRONTING IS PROHIBITED**

Fronting means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims of compliance based on misrepresentations of facts, whether made by the party claiming compliance or by any other person.



It is an offence to misrepresent or provide false information regarding a company's information or engaging in a fronting practice. If there is any contravention of some sought, the SABC may open a criminal and/or civil case/s against the bidder and its directors/members in terms of applicable legislation, and ban the bidder & its directors/members from doing business with the SABC for a pre-determined period.

It is important to note that any proposal that does not conform fully to the instructions and requirements in this RFP may be disqualified.

Suppliers might be required to demonstrate their proposed capabilities by means of a presentation, clear and easily verifiable reference documentation and/or a visit to an existing client site where their capabilities may be demonstrated.

Bids, which do not meet the technical requirements, will not be considered for further evaluation.

**END OF DOCUMENT A**

## **DOCUMENT B**

### **GENERAL CONDITIONS OF PROPOSAL**

#### **1.0 COMPLIANCE WITH COMPLETION OF PROPOSAL**

- 1.1 The bid forms should not be retyped or redrafted but photocopies may be prepared and used.
- 1.2 Bid forms must be signed in the original form; in ink and forms with photocopied signatures or other such reproduction of signature will be rejected.
- 1.3 Bid forms should be filled in, ink, preferably black.
- 1.4 Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated. Incomplete bids will result in disqualification.

#### **2.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS**

- 2.1 Unless a departure is clearly stated by the Bidder at the time of bidding, the works shall be taken as complying in detail with the Technical Specifications, and the Bidder shall be held liable on all the terms and conditions of the contract as if this bid contained no departures. Technical specifications contained in any brochures or any other descriptions submitted shall apply for acceptance test purposes.

#### **3.0 WARRANTY**

- 3.1 If there are any defects arising from failure of goods to meet the specifications within the period specified in the contract, the Bidder shall replace the defective items at his expense or shall refund the SABC such costs as the SABC may incur in replacing such defective item. The Bidder shall also bear the cost of transporting replaced/repaired items to the place of destination.

#### **4.0 INSPECTION**

- 4.1 The Bidder shall permit and assist the SABC's representatives in carrying out any inspections that are called for in the proposal or specifications.

#### **5.0 PACKAGING**

- 5.1 Goods purchased on this bid must be adequately protected and securely packaged during shipment and until delivery at the destination.
- 5.2 Goods must be clearly marked with the Bidder's name, description of contents and the SABC's order number and delivery address.

#### **6.0 RISK**

- 6.1 The Bidder will be responsible for losses that SABC incurred due to Bidder's negligence or intention and Bidder must provide Liability Insurance. This will be a condition of contract.

## **7.0 DELIVERY**

- 7.1 Delivery will be to the Stores of the SABC Auckland Park, Johannesburg, Republic of South Africa. The contractual delivery date must be strictly complied with and each delivery must be preceded or accompanied by delivery note. If delivery does not take place within the period stipulated, the SABC may cancel the contract concluded with the bidder without further notice to the Bidder and with immediate effect without prejudice to any other course of action available to the SABC to recover any damages out of such delay. Receipt of the goods by the SABC will not be regarded as acceptance thereof until the goods have been acceptance tested in compliance with the Technical Specifications.

## **8.0 PAYMENT**

- 8.1 Payment, in currency other than South African Rand, will be made by means of a telegraphic or wired bank transfer.

The Bidder must provide:

- Name and address of their bank.
- Company account number to be credited.
- Sort/swift code of bank.

- 8.2 The SABC's standard payment terms are 30 days from date of Invoice.

## **9.0 ASSIGNMENT OF CONTRACT**

- 9.1 The Bidder shall not have the right to cede any right or delegate any obligation in terms of this contract to any third party unless with the prior written approval of the SABC.

## **10.0 PROPOSALS ARE CONSIDERED TO BE BINDING ON THE BIDDERS**

- 10.1 Representations made in the bid/proposal, including claims made in respect of commitments to dates of delivery, shall be considered binding on the Bidder on acceptance of the bid/proposal by the SABC and same will be form part of the contract to be concluded, unless specifically noted by the Bidder in the bid/proposal that same maybe subject to change;

## **11.0 COMPLIANCE WITH SABC POLICIES**

- 11.1 SABC will not procure any goods, services, works or content from any employee or employee owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.2 SABC will not procure any goods, services, works or content from any SABC Independent Contractors' owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.

- 11.3 No former employees, SABC's Non-Executive members and Independent Contractors will be awarded contracts with the SABC within 24 months after resigning from SABC employment or not being engaged with the SABC.
- 11.4 Should former employees, SABC's Non-Executive members and Independent Contractors resign from the employment of the SABC or not being engaged with the SABC and become directors of other businesses bidding with SABC, such bid will not be considered until the cooling off period of two years has expired.
- 11.5 "The SABC has a zero tolerance to theft, fraud and corruption. Such activities will be investigated and stringent action institutes such as laying of criminal charges or even removal from the SABC database of service providers. Should you suspect or become aware of any suspicious acts of fraud, theft or corruption involving SABC employees or other suppliers rendering services to the SABC, contact the SABC whistle blowers hotline at **"0800 372 831"**.

## **12.0 FAILURE TO COMPLY WITH THESE CONDITIONS**

- 12.1 These conditions form part of the bid and failure to comply therewith may invalidate a bid.

## **13.0 RFP SCHEDULE**

- 13.1 Bidders will be contacted as soon as practicable with a status update. At this time, short-listed Bidders may be asked to meet with SABC representatives Bidders should provide a list of persons and their contact details who are mandated to negotiate on behalf of their company.

## **14.0 ADDITIONAL NOTES**

- 14.1 All returnable documents as indicated in the bid form must be returned with the response
- 14.2 Bidders are to note that bids in which firm prices are quoted for the duration of any resulting contract may receive precedence over prices which are subject to adjustment.
- 14.3 Changes by the Bidder to his/her submission will not be considered after the closing date.
- 14.4 The person or persons signing the bids must be legally authorized by the Bidder to do so A list of the person(s) authorized to negotiate on your behalf must be submitted along with the bid.
- 14.5 SABC reserves the right to undertake post-bid negotiations with the preferred Bidder or any number of short-listed Bidders.

**FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS MAY RESULT IN THE BID BEING OVERLOOKED.**

## **15.0 DISCLAIMERS**

- 15.1 Bidders are hereby advised that the SABC is not committed to any course of action as a result of its issuance of this BID and/or its receipt of a bid in response to it. In particular, please note that the SABC may:
- 15.2 change all services on bid and to have Supplier re-bid on any changes.
- 15.3 reject any bid which does not conform to instructions and specifications issued herein
- 15.4 disqualify bids after the stated submission deadline
- 15.5 not necessarily accept the lowest priced bid
- 15.6 reject all bids, if it so decides
- 15.7 award a contract in connection with this bid at any time
- 15.8 award only a portion as a contract
- 15.9 split the award of the contract to more than one Supplier
- 15.10 make no award of a contract.

Kindly note that SABC will not reimburse any Bidder for any preparation costs or other work performed in connection with this bid, whether or not the Bidder is awarded a contract.

**END OF DOCUMENT B**

## DOCUMENT C

### QUESTIONNAIRE TO BE COMPLETED WHEN BIDDING

If the information required in respect of each item cannot be inserted in the space provided, additional information may be provided on a separate sheet of paper with a suitable reference to the questionnaire number concerned.

1. Company's National Treasury CSD unique registration reference number.	
2. Have your company been issued with a SARS Compliance Status PIN.	
3. If yes, please provide PIN number. The provision of the PIN will be construed as your permission to SABC Procurement to access your tax status on-line.	
4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?	
5. If so, state your VAT registration number and original current tax clearance certificate to be submitted	
6. Are the prices quoted fixed for the full period of contract?	
7. Is the delivery period stated in the bid firm?	
8. What is the address in the Republic of South Africa where an item of the type offered by you may be inspected preferably under working conditions? (Where Applicable)	
9. What is the approximate value of stock in the Republic of South Africa for this particular item? (If required).	
10. Where are the stock held? 11.	
12. What facilities exist for servicing the items offered?	
13. Where are these facilities available?	
14. What are the names and addresses of the factories/suppliers where the supplies will be manufactured and may be inspected, if required?	

❖ ALSO INDICATE WHICHEVER IS NOT APPLICABLE

**END OF DOCUMENT C**

## DOCUMENT D - SBD-4

### DECLARATION OF INTEREST

1.0 Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2.0 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

2.4 Company Registration Number: .....

2.5 Tax Reference Number:.....

2.6 VAT Registration Number:.....

2.6.1. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personnel numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed

.....

Position occupied in the state institution:.....

Any other particulars: .....

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the state? **YES/NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....



2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

.....

.....

### 3.0 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number	Employee / Pers.

**4.0 DECLARATION**

I, THE UNDERSIGNED (NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**END OF DOCUMENT D**

## DOCUMENT E

### **SCOPE OF WORK FOR A PANEL OF RESEARCH SERVICE PROVIDERS**

#### **1. BACKGROUND**

The national public broadcaster is embarking on a transformative strategy that fuses innovative technology advances to its mandate to inform, educate and entertain the wide variety of audiences and sectors that make up the South African population it serves. While the Corporation is currently faced with stark financial challenges, the call for a panel of research providers to service the Corporation's strategy for the next 5 years on an 'as and when needed basis' will ensure that "the financial stability of the SABC is both a necessity to the success and an outcome of this approach"

Research is generally regarded as a discretionary investment and to this end, the SABC wishes to build trusted partnerships with a wide range of research service providers to be appointed (with no obligations to commission) to a panel ("The Research Panel") that provides services on an 'as and when required basis' for a period of five years. It is an investment that it is expected will maximise value for the organisation; its trading partners and its audiences.

A key injunction of the regulations guiding the public broadcaster's national mandate requires that the SABC carry out research and development in relation to any technology relevant to the Corporation and research and development for the benefit of audiences. The great variety of content that is made available through these advanced technologies may create an unlimited array of niche audiences that span the globe, but it may also create South African audiences with increasingly limited diversity in content preferences. The role of the public broadcaster will be crucial in creating new audiences for the diversity of content that it still remains a pleasure to discover on traditional linear platforms.

The SABC's commitment to growing its audience share on all these platforms requires the introduction of content that is responsive to audience needs, encourages diversity and fulfills the mandate to inform, educate and entertain. In order to do this, the corporation requires a wide range of research and content testing services that enable nimble and innovative solutions to the strategic and editorial questions of the day. The SABC seeks to establish a panel of research service providers made up of companies of varying scale, sector and demographic targets and research methodologies to supply the range of skills and expertise required to provide these insights.

## 2. SCOPE OF WORK

This call excludes:

- 2.1. consulting firms whose outputs are Group strategies
- 2.2. data-driven content intelligence services that drive video and audio catalogues
- 2.3. media-monitoring services

The SABC requires a range of **research products and services** that will generate a series of **solutions** to enable the broadcaster to service and operate sustainably in various **socio-economic sectors**.

**Please indicate with a tick; the services, solutions and sectors your organisation has a demonstrated experience and knowledge of in annexure A.**



The SABC also needs to know whether the bidder conforms to any professional codes of practice and how it guarantees confidentiality and security of personal information. Please stipulate if your organization accredited to ISO9001 and/or any Market and Social Research Quality Standards, both local and international.

Professional Organizational Accreditation		
Staff Members' Accreditation		

Please indicate if the organization's products and services also include one or more of the following with a Y if these are proprietary

Research Software	Tick for Applicable	Yes if proprietary
<b>Qualitative Research Software</b>		
Coding and Analysis		
Communities		
Ethnography		
Focus groups and chats		
<b>Quantitative Research Software</b>		
Coding and Text Analysis		
Panel Management		
Reporting/Presentation/Visualisation		
Statistical Analysis		
Survey		
<b>Social Media Research</b>		
Business Insights		
Monitoring and Analysis		
Qualitative		
Sample & Recruiting		
<b>Support Service provider</b>		
Automation		
Business Intelligence Tools		
Database Development		
Incentives management		
Legal		
Scanning Services		
Text Analysis		
Visualisation & Info-graphics		
<b>Other data providers</b>		
Internet of Things and Sensors		
Third party databases		

In an effort to promote broad based transformation and development of small and medium firms in this industry, SABC will appoint service providers in the following categories. The bidder must indicate, in the table below, with a tick (✓) the relevant category that they fall into:

CATEGORY	DEFINITION	PLEASE TICK (✓)
<b>Category 1: Small Firm</b>	Firm with an annual turnover of not more than R10 million	
<b>Category 2: Medium Firm</b>	Firm with an annual turnover greater than R10 million but below R50 million	
<b>Category 3: Large Firm</b>	Firm with an annual turnover greater than R50 million	

### 3. CASE STUDY

Bidders have to submit 1 case study not older than 3 years indicating:

- An overview of the brief and problem statement
- Objectives of the research
- The approach to the brief;
- The strategy formulated to address the brief;
- Overall results achieved;
- Client reference for verification of the information provided in the case study; and
- The time it took for finalize the research

### 4. SERVICE LEVELS

- Service providers are expected to sign a service level agreement per assignment which will cover all service requirements related to the execution of that assignment.
- Service providers are not guaranteed any work under this request.
- SABC will allocate work fairly through request for quotations that will be sourced from the panel as and when required. The quotation will be evaluated; work will be allocated on the basis of speciality, compliance to requirements, favourable price and timelines.

#### **COSTING**

- All costs must be made visible – costs of recruitment, compensation, incentives for each must be stipulated
- Costs must include travel and accommodation, i.o.w. the SABC will not be billed separately for these costs
- Costs must include all processes from briefing up to and including final delivery
- Costs for assurance of quality, ethics, transparency and data privacy shall be borne entirely by the research provider even when requested by the SABC.
- Where and whenever re-recruitment needs to take place because of low response, this cost will be entirely for the research provider
- Any piloting of questionnaires, discussion guides, should be included in the overall costing.
- Service providers will be required to sign work specific service level, confidentiality and indemnity agreements with the SABC
- Service providers will at all times supply the SABC with CVs and certificates for all resources assigned to allocated work.
- Service providers may not cede or assign any part of its agreement with the SABC nor subcontract any part of the work assigned to them without the prior written authorization of the SABC.
- All copyright and intellectual property rights that may result as consequences of the work to be performed will become the property of the SABC.

### 5. BID EVALUATION

- Submissions will be evaluated in two (2) phases:

#### **Phase 1 – pre-qualification mandatory requirements**

Will be based on submission of the following mandatory document:

- ✓ Proof of CSD Registration
- ✓ Completed Annexure A

***Non submission of the mandatory document will result in disqualification of the bid***

#### **Phase 2 – Functionality**

## 6. Preference Points

- 6.1 The appointment to panel of service providers will be based on mandatory requirements and functionality evaluation.
- 6.2 Preference points will only be applicable during the allocation of work after contracting.
- 6.3 **80/20 or 90/10** preference point system will apply during the allocation of work after contracting; the lowest acceptable offer will be used to determine the applicable preference point system.

## 7. PROPOSAL STRUCTURE

### Format for response to this Request for proposal.

Responses to this invitation must follow the following format, as to enable SABC to adjudicate all tenders effectively and fairly.

#### Section 1 Company Profile reflecting the following:

- Description of the Company
- Differentiating factors that make the company competitive for the services required
- Company Services
- Company Contact details

#### Section 2 Case Study

Bidders have to submit 1 case study not older than 3 years indicating:

- An overview of the brief and problem statement
- Objectives of the research
- The approach to the brief;
- The strategy formulated to address the brief;
- The research tools that were used
- The personnel that was used for the research
- The findings and recommendations
- Overall results achieved;
- Client reference for verification of the information provided in the case study; and
- The time it took to finalize the research

**Section 3 Overall results achieved:** This section should contain reference letters from clients in the clients' letterhead confirming the results of the research in the case study

#### Section 4 Required and Mandatory Documents (as detailed in page 2 of this RFP)



## 8. Evaluation Criteria

Responses will be evaluated using a set of evaluation criteria. 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 affords all the bidders a fair opportunity for evaluation and selection.

During the evaluation process, the SABC may require a bidder's representative to answer questions with regard to the proposal

### PHASE 2 EVALUATION CRITERIA – BASED ON CASE STUDY

Evaluation Area	Evaluation Criteria	Points
Understanding of the brief, and objectives	Demonstrate understanding of issues and drivers relating to the problem statement	20
Methodology	Demonstrate the use of specific research methods and tools to address the research questions which include but not limited to qualitative, quantitative, mixed or synthesis methods as well as analytical tools	20
Composition of the team	Demonstrate the use of relevant personnel in appropriate content and methodology	10
Project Management	Demonstrate that the research project undertaken was effectively led and efficiently managed towards completion highlighting findings and analysis	20
Ethical conduct	Demonstrate applied ethical principles relating to research, including potential or actual conflict of interest, protecting confidentiality/anonymity, and obtaining informed consent from research participants (10)  Demonstrate cultural sensitivity and how issues of diversity were dealt with (10)	20
Results	Provide contactable reference on the clients' letterhead confirming the results of the research in the case study Excellent – (10) Good –(5) Fair – (0)	10
<b>Total</b>		<b>100</b>

**Threshold:** The points obtained for functionality must be at least **70** points out of a maximum of **100**  
**Tenders who obtain less than 70 points will not be evaluated further**

### Objective Criteria

- The SABC reserves the right not to award a tender to any bidder whose financial health, based on its submitted audited financial statements, is not sound.
- The SABC reserves the right not to consider proposals from bidders who are currently in litigation with the SABC.

**END OF DOCUMENT E**

## DOCUMENT F

### CONFIDENTIALITY

All information related to this bid both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the SABC, written approval to divulge such information will have to be obtained from SABC.

The bidders must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that bidders maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFP; and not reproduced in any form except as required for the purpose of considering and responding to this bid. Bidders must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFP; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the SABC. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

NAME OF BIDDER: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Bidder's contact person:

Name : \_\_\_\_\_

Telephone : \_\_\_\_\_

Mobile : \_\_\_\_\_

Fax.: \_\_\_\_\_

E-mail address : \_\_\_\_\_

**END OF DOCUMENT F**

## DOCUMENT G

### 1.0 SUB-CONTRACTING

1.5 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

1.5.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....%
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

### 2.0 DECLARATION WITH REGARD TO COMPANY/FIRM

2.1 Name of company/firm: .....

2.2 VAT registration number: .....

2.3 Company registration number .....

2.4 Type Of Company/ Firm

- ☐ Partnership/Joint Venture / Consortium
  - ☐ One person business/sole propriety
  - ☐ Close corporation
  - ☐ Company
  - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

2.5 Describe Principal Business Activities

.....

.....

.....

2.6 Company Classification

- ☐ Manufacturer
  - ☐ Supplier
  - ☐ Professional service provider
  - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

2.7 Total number of years the company/firm has been in business? .....

2.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;

- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the SABC that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the SABC may, in addition to any other remedy it may have;
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution

**WITNESSES:**

1. ....

.....

SIGNATURE(S) OF BIDDER(S)

2. ....

DATE: .....

ADDRESS: .....

.....

**END OF DOCUMENT G**

## DOCUMENT H -SBD 8

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1.0** This Standard Bidding Document must form part of all bids invited.
- 2.0** It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3.0** The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- abused the institution's supply chain management system;
  - committed fraud or any other improper conduct in relation to such system; or
  - failed to perform on any previous contract.
- 4.0** In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).  <b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

# **CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**END OF DOCUMENT H**

## DOCUMENT I - SBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1.0 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2.0 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.0 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4.0 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5.0 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for SABCs who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned:

\_\_\_\_\_  
*Name and designation*

(in submitting the accompanying bid for Panel of Research Service Providers for a period of 5 (five) years) in response to the invitation for the bid made by: (South African Broadcasting Corporation SOC Limited "SABC")

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
*(Name of Bidder)*

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.



<sup>3</sup> **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**END OF DOCUMENT I**

## DOCUMENT J

### ACCEPTANCE OF CONDITIONS OF BID

By signing the BID document, the Bidder is deemed to acknowledge and accept that all the conditions governing this BID, including those contained in any printed form stated to form part thereof and SABC Limited will recognize no claim for relief based on an allegation that the Bidder overlooked any such condition or failed properly to take it into account for the purpose of calculating bided prices or otherwise.

SIGNED at \_\_\_\_\_ this \_\_\_\_\_

day of \_\_\_\_\_ 2017.

NAME OF COMPANY \_\_\_\_\_

NAME OF THE SIGNATORY(IES)

CAPACITY: \_\_\_\_\_

Are you authorised to sign on behalf of the company (YES/NO) \_\_\_\_\_

#### WITNESSES:

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
BIDDER

**END OF DOCUMENT J**

**END OF THE REQUEST FOR PROPOSAL DOCUMENT**

## ANNEXURE A

SERVICES	
Analytical Services	
Big Data	
Data Audit/Enrichment/Integration	
Data Driven Consultancy	
Data Mining and Analysis	
Data Science Services	
Modelling and Forecasting Analysis	
Segmentation Analysis	
Statistical Analysis	
Biometrics Research	
Eye Tracking	
Facial Scanning	
Neuroscience	
Data Collection / Field Services	
Data Collection Management	
Desk Research	
Field Audits	

SOLUTIONS	
Advertising & Marketing Effectiveness	
Advertising Research	
Brand Research	
Business-to-business	
Children / Youth Research	
Concept Development & Strategy	
Concept/Positioning Development	
Concept Testing	
Consumer Research	
Customer Satisfaction Studies	
Demographic Research	
Employee Research	
Ethnographic Research	
Focus Group Facilities	
Image Studies	
International Studies	
Knowledge Management	

SECTORS	
Advertising / Public Relations	
Consultancy	
Consumer Services	
Demographics	
Affluent	
Children	
College / University Students	
Multi-cultural	
Mature / Seniors	
Mothers	
Parents	
Teenagers / Youth	
LGBTQI+ Market	
Rural Dwellers	
Entertainment	
Entertainment Industry	
Movie / Film / TV Previews	

SERVICES	
Field Department - Independent	
Gamification	
Omnibus Surveys	
Pre-Recruiting	
Questionnaires	
Sampling	
Mobile Research	
Mobile Ethnography	
Mobile Panels	
Mobile Qualitative	
Mobile Quantitative	
Panels	
Panels - General	
Mobile Passive / Behavioural	
Online Passive / Behavioural	
Communities	
Diary	

SOLUTIONS	
Lifestyle & Value Trends	
Media Research	
Media Research - General	
Audience Research	
Internet / Online/Mobile	
Print Publications	
Radio	
Television	
New Product Research	
New Product Development	
Packaging/ Design/Branding	
Product / Sensory Testing	
Online/Mobile Panel	
Pricing Studies	
Projective Techniques	
Psychographic Research	
Psychological / Motivational	

SECTORS	
Music Tests	
Media	
Pay / Satellite /OTT TV	
Internet / Online	
Print Publications	
Radio/Audio	
Television/Video	
Public Sector / Government	
Social Dev. Organizations	
Technology	
Telecommunications	
Travel / Tourism / Sport / Leisure	
News/Journalism	

SERVICES	
Online	
Telephone	
<b>Qualitative</b>	
Creativity / Ideation Workshops	
Focus groups	
In-depth interviews	
Online Focus Groups / Bulletin Boards	
Recruiting	
Semiotics Research and Analysis	
Sensory Research	
<b>Quantitative</b>	
Computer Aided Personal Interviews (CAPI)	
Computer Aided Telephone Interviews (CATI)	
Mail	
Online	
Personally Administered Paper Interview (PAPI)	

SOLUTIONS	
<b>Public Opinion/Political</b>	
Opinion Polling	
Public Opinion Research	
Reputation Research	
<b>Scenario Planning</b>	
<b>Semiotic &amp; Cultural Analysis</b>	
<b>Senior Citizen/Mid-Life</b>	
<b>Social Research</b>	
<b>Syndicated Research</b>	
<b>Tracking Studies</b>	
<b>Usage &amp; Attitude Studies</b>	
<b>Validation Service</b>	

SECTORS
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\*With thanks to the Esomar Directory of Research (<https://directory.esomar.org/>)