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11<sup>th</sup> September 2019

### REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	RFQ/ENG/2019/101
TENDER ISSUE DATE	11 SEPTEMBER 2019
COMPULSARY BRIEFING SESSION	N/A
RFQ DESCRIPTION	Supply and delivery of 18 Chairs for Digital Migration Integration (DMI) Project
CLOSING DATE & TIME	20 <sup>th</sup> September 2019 @ 12h00 pm

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 Porcia Ntozini, at Tel +2711 714 2776 or [ntozninilp@sabc.co.za](mailto:ntozninilp@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 : \_\_\_\_\_

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); Ms S Tladi (Acting Chief Operations Officer); Ms Y van Biljon (Chief Financial Officer); **Company Secretary:** Ms L V Bayi

CELL NO : \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

# SUPPLY AND DELIVERY OF 18X CHAIRS FOR DMI PROJECT

## 1. Background

The SABC is South Africa's national public broadcaster. Its objectives are to provide a comprehensive range of distinctive programmes and services with the view to inform, educate, entertain, support and develop culture in all 11 official languages. Its principal activities comprise of television and radio broadcasting utilising 19 radio stations and 5 television channels. The SABC strive to maintain a leading role in the broadcasting industry and as such keep abreast with the constantly changing technology.

In ensuring that the SABC delivers on its mandate, a project is currently being implemented for editing facilities located on the 3<sup>rd</sup> floor of Henley TV Facilities Auckland Park. These facilities will be fitted with the new technical broadcast equipment and work desks.

This RFQ therefore calls for the fabrication, delivery and assembly of technical edit chairs under the Digital Media Integration (DMI) project.

Note: It is the responsibility for the manufacturer to ensure that the chairs are ergonomically and robustly designed and manufactured.

## 2. TECHNICAL SPECIFICATIONS (18 X CHAIRS)

- 2.1. Before delivery, the SABC requests that the supplier manufactures 1 samples of a chair for evaluation purposes.

### 18 x EDIT CHAIRS

- 2.1.1. 24 hour operations
- 2.1.2. High back chair with permanent contact mechanism,
- 2.1.3. Gas height and tension adjustment
- 2.1.4. Nylon base and height adjustable arms
- 2.1.5. Upholstered in fabric – colour to be confirmed on order
- 2.1.6. Warranty – 5 years at no cost to the SABC

## 3. LOCATION OF SITE

The assembly site is on the 3<sup>rd</sup> floor Henley facilities located at the **SABC Auckland Park campus**. The area will be accessible from the main entrance on the ground floor.

## 4. EVALUATION CRITERIA

### 4.1. BEE and Price

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

### 4.2. Technical Evaluation

- 4.2.1 The tender submission) will be technically evaluated out of 100
- 4.2.2 A minimum **90** and maximum of 100.
- 4.2.3 Bidders achieving less than the set threshold will be declared non-responsive and will not be further evaluated on BBBEE and Price.

### 4.3. Objective Criteria

4.3.1. The SABC reserve the right not to consider proposals from bidders who are currently in litigation with the SABC.

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

4.3.3. The successful bidder will be required to meet all technical specifications as stipulated in this document.

#### 4.4. Technical Criteria for 18 Chairs

Evaluation Area	Evaluation Criteria	Points Min	Points Max
Compliance with the given specification	<ul style="list-style-type: none"><li>• High back chair with permanent contact mechanism, (10 points)</li><li>• Gas height and tension adjustment (10 points)</li><li>• Nylon base and castors (10 points)</li><li>• Height adjustable arms (10 points)</li></ul> Upholstered in fabric – colour to be confirmed on order (10 points)	50	50
Delivery	Clearly indicate Delivery and installation / assembly from Date of order to the SABC Henley building 3rd floor. <ul style="list-style-type: none"><li>• 4 - 6 weeks (35 points)</li><li>• 7-8 weeks (30 points)</li><li>• More than 8 weeks (0 points)</li></ul>	30	35
Warranty	Clearly indicate the warranty period i.e. <ul style="list-style-type: none"><li>• 5 Year Standard Warranty (10 points)</li><li>• Longer than 5 years (15 points)</li><li>• Less than 5 years is (0 points)</li></ul>	10	15
TOTAL		90	100

## 5 LOCAL CONTENT

**The work will be strictly executed in accordance with requirements, regulations**

## 6 ADJUDICATION USING A POINT SYSTEM

6.1. The bidder obtaining the highest number of total points will be awarded the contract

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.

## POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

### Where:

- $P_s$  = Points scored for comparative price of bid under consideration  
 $P_t$  = Comparative price of bid under consideration  
 $P_{min}$  = Comparative price of lowest acceptable bid

## 7 B-BBEE preferential points will be awarded as follows:

B-BBEE Status level of Contributor	Number of points (80/20 point system)
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 30% 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 30% 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 CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS**

### **8.1. CONSORTIUMS AND JOINT VENTURES**

- 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 tender.

## **8.2. SUB-CONTRACTING**

- . 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.
- 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.
- 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.

## **8.3. DECLARATION OF SUB-CONTRACTING**

8.3.1. Will any portion of the contract be sub-contracted? YES / NO

8.3.2. If yes indicate:

a. What percentage of the contract will be sub-contracted.....%

b. The name of the sub-contractor.....

c. The B-BBEE status level of the sub-contractor.....

d. Whether the sub-contractor is an EME. YES / NO

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SIGNATURE OF DECLARANT

---

TENDER NUMBER

---

DATE

---

POSITION OF DECLARANT

---

NAME OF COMPANY OR TENDERER

## **9 DECLARATION OF INTEREST**

9.1 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:.....

9.2 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.

9.3 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

## 10 Required Documents for all South African Partners

- Tax Clearance (verification will be done with SARS)

- Valid TV Licence (Company's and all Directors) Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- For Exempted Micro Entrepreneurs (EME's), as per CODE 000 statement 000 (Framework for measuring BBBEE) 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 R10 million or less.
- SBD 6.2 DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS
- Annexure A0 : Local Content Declaration Summary Schedule Certified ID
- Copies of all directors
- Company registration documents
- CSD Report

**N.B. No RFQ will be awarded to any bidder who cannot provide any of the required documents.**

## **11 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

## **12 Conditions to be observed when tendering**

- 12.1 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.
- 12.2 No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- 12.3 Quotation shall remain open for acceptance by the Corporation for a period of 180 days from the closing date of the RFQ Enquiry.
- 12.4 The Corporation reserves the right to:
  - Not evaluate and award tenders that do not comply strictly with this tender document.
  - Make a selection solely on the information received in the tenders and

- Enter into negotiations with any one or more of preferred Tenderer(s) based on the criteria specified in the evaluation of this tender.
  - Contact any Tenderer during the evaluation process, in order to clarify any information, without informing any other Tenderers. During the evaluation process, no change in the content of the tender shall be sought, offered or permitted.
  - Award a contract to one or more Tenderer(s).
  - Accept any tender in part or full at its own discretion.
  - Cancel this RFQ or any part thereof at any time.
- 12.5 Should Tenderer(s) be selected for further negotiations, they will be chosen of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.
- 12.6 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.

### **13 COMPLIANCE WITH SABC POLICIES**

- 13.1 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.
- 13.2 SABC will not procure any goods, services, works or content from any Independent Contractor's owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 13.3 No former employees, SABC's Non-Executive members and Independent Contractors will be awarded contracts with the SABC within a year after resigning from SABC employment or not being engaged with the SABC.
- 13.4 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 tendering with SABC, such tender will not be considered until the cooling off period of one year has expired.

**END OF RFQ DOCUMENT**



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

**ANNEXURE A – DETAILED QUOTATION**

<b>CHAIRS</b>			
<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Excl. VAT</b>
High back Chairs as per specs			
<b>Delivery, assembly and installation at SABC 3<sup>RD</sup> FLOOR HENLEY</b>			<b>R</b>
<b>GRAND TOTAL (EXCL. VAT)</b>			<b>R                  excl. vat</b>