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DATE: 10 October 2019

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/ENG/2019/111
RFQ ISSUE DATE	10 OCTOBER 2019
COMPULSORY BRIEFING SESSION	17 OCTOBER 2019 @ 10:00
RFQ DESCRIPTION	DESIGN, SUPPLY, DELIVERY & INSTALLATION OF AIR CONDITIONING
CLOSING DATE & TIME	25 th October 2019 @ 12h00 pm

Quotations must be sent to: **SABC, RADIO PARK, AUCKLAND PARK RECEPTION (not the tender box)** on or before the closing date of this RFQ. For queries, please contact Porcia Ntozini at Tel +27 11 714-2776 or email: ntozilp@sabc.co.za

Please note that from The 01st of July 2016 Companies not registered on CSD will not be considered

The Tenderer shall have a CIDB Grading of minimum Grade 1 ME. The Tenderer shall provide a certificate valid at the time of closing and at the time of award.

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: _____

SUPPLY, DELIVERY AND INSTALLATION OF AIRCON 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 a view to inform, educate, entertain, support and develop a constitutional democratic culture in all 11 official languages and other broadcast languages. Its principal activities comprise television and radio broadcasting, utilising 19 radio stations and 5 television channels, as well as a digital/online and social media presence. The SABC strives 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 3rd floor of Henley TV Facilities Auckland Park.

2. TECHNICAL SPECIFICATIONS

Services – Design, supply, delivery, installation and handover of AC on the 3rd Floor Henley block.

- Contractor must comply with SABC OHS and NKP requirements
- Provide detailed designs and integration to SABC AC control systems (ATBRO Johnson controllers)
- All drawing to be signed by Mechanical engineer (provided by the contractor)
- All related AC material and Equipment must be supplied as per design.
- Installation of AC equipment as per design
- Removal and disposal of any old air-conditioning equipment
- Attend SABC meeting when and if requires
- Due to the urgency 1 month has been allocated to complete the work
- Issue commissioning documentation to be approved by SABC
- Handover to SABC maintenance team
- Provide Training (if required)
- Provide CAD drawing and PDF (hard and soft copy)

3. HEALTH AND SAFETY ACT

The work will be strictly executed in accordance with OSHACT requirements, H&S regulations applicable to the Construction Industry and SABC Health and Safety requirements and specification as detailed in Annexure D.

4. DURATION OF THE CONTRACT

Once off project

4.1 SITE LOCATION

The assembly site is on the 3rd floor Henley facilities located at the **SABC Auckland Park campus**. The area will be accessible from entrance 5 on the ground floor.

4.2 RFQ Response Information

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.

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.

5. COSTING MODEL TO BE USED

Bidders must provide a detailed cost breakdown for required service.

6. EVALUATION CRITERIA

6.1 BEE and Price

6.1.1 The RFQ responses will be evaluated on the **80/20** point system (The tender submission) will be technically evaluated out of 100

6.2 Technical Evaluation

6.2.1 A minimum **75** and maximum of 100.

6.2.2 Bidders achieving less than the set threshold will be declared non-responsive and will not be further evaluated on BBBEE and Price.

6.3 Objective Criteria

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

6.3.2 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.

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

6.4 Technical Evaluation Criteria

Evaluation Area	Evaluation Criteria	Max Points	Min Points
Track record of successfully completing projects of similar nature	Refer to Annexure B - Cumulative years based on projects successfully completed <ul style="list-style-type: none"> • 2 – 3 years – 0 points • 4 – 6 years – 20 points • 6 years > - 30 points 	30	20
Compliance with required scope of works	<ul style="list-style-type: none"> • Attached hardcopy engineering drawings including control philosophy (30 points) • No drawings provided (0 points) 	30	30
Delivery	Clearly indicate Delivery and installation / assembly from Date of order to the SABC Henley building 3 rd floor. <ul style="list-style-type: none"> • 1 – 2 weeks (20 points) • 2- 4 weeks (15 points) • More than 4 weeks (0 points) 	20	15
Warranty	Clearly indicate the warranty of works period i.e. <ul style="list-style-type: none"> • 2 Year Standard Warranty (5 points) • Longer than 2 years (10 points) • Less than 2 years is (0 points) 	10	5
Quality of workmanship	<ul style="list-style-type: none"> • Service provider to clearly state the quality assurance on workmanship that will be provided for the installation standards, quality standards, OHS etc. (10 points) • Vendor to clearly state the process to ensure quality workmanship, state the lead times (5 points) • None - (0 points) 	10	5
TOTAL		100	75

7. ADJUDICATION USING A POINT SYSTEM

- 7.1 The bidder obtaining the highest number of total points will be awarded the contract
- 7.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 7.3 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.
- 7.4 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
- 7.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots

8. 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

9. 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

- 9.1 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.
- 9.2 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.
- 9.3 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.
- 9.4 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.

- 9.5 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.
- 9.6 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 30% 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.
- 9.7 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.

10 MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

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

10.1 REQUIRED DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- Valid TV Licence (Company's and all Directors)
- Original Valid Original BBBEE 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 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 R5million or less.
- Original Tax Clearance (verification will be done with SARS)
- Certified ID Copies of all directors/ Shareholders Certificate
- Company registration 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

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

12.1 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

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

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

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

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

12.1.4 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.

13 Cost of Bidding

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

END OF RFQ DOCUMENT

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

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

ANNEXURE A**DECLARATION OF INTEREST**

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

it is required that:

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

Does such a relationship exist? [YES/NO]

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

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

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

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

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

ANNEXURE D

TENDER SUMMARY

The bidder shall complete this section in order to assess project progress valuations and variations.

The prices shall be

BREAKDOWN OF AN ALL-INCLUSIVE TENDER PRICE (NO VARIATION ON PRICE AND SCOPE)

Item Number	Description	Amount
1	SUPPLY AND DELIVERY OF REQUIRED WORKS (ATTACH BOQ)	R
2	INSTALLATION INCLUDING CONTROLLERS etc	R
3	COMMISSIONING AND HANDOVER	
	TOTAL	R
4	15% CONTINGENCY OF TOTAL ABOVE	R
	SUBTOTAL	
	PLUS 15% VAT	R
	TOTAL AMOUNT	