**SCM Division**
**Radio Park, Henley Road**
**Auckland Park 2092**
**Johannesburg**
**Private Bag X1**
**Auckland Park 2006**
**Tel. +27 11 714-3059**
**Fax + 11 714-4000**
**URL www.sabc.co.za**
**E-mail**: MokgalapaLR@sabc.co.za

## REQUEST FOR QUOTATION (RFQ)

| | |
|---|---|
| **RFQ** | **RFQ/LOG/2022/85** |
| **RFQ ISSUE `DATE** | **05 July 2022** |
| **COMPLUSORY BRIEFING SESSION** | **CORNER SCHOEMAN & FESTIVAL STREET, HATFIELD, PRETORIA**<br>**Date: 06 July 2022**<br>**Time: 10:00am** |
| **RFQ DESCRIPTION** | **Appointment of a Service Provider for the Relocation & Transporting of Assets from the Tshwane Office to Auckland Park Campus** |
| **CLOSING DATE & TIME** | **08 July 2022 @ 12:00** |

**Submissions must be electronically emailed to RFQSubmissions@sabc.co.za on or before the closing date of this RFQ.**

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

For queries, please contact: **Ledile Mokgalapa via email: Tenderqueries@sabc.co.za**
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: _____

**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); Mr I C Plaatjes (Chief Operations Officer); Ms Y van Biljon (Chief Financial Officer); **Company Secretary:** Ms L V Bayi

## NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All submissions should be prominently marked with the following details in the email subject line:
   - **RFQ and bidders' name.**
5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
   - receipt of incomplete bid
   - file size
   - delay in transmission receipt of the bid
   - failure of the Bidder to properly identify the bid
   - illegibility of the bid; or
   - Security of the bid data.

**NB: THE BIDDER SHOULD ENSURE THAT LINKS FOR WETRANSFER AND GOOGLE DROP BOX EXPIRE AFTER 30 DAYS OF THEIR SUBMISSIONS INSTEAD OF SEVEN DAYS**

## NOTES ON BRIEFING SESSION

1. If interested in attending the site inspection please forward your details to Ledile Mokgalapa or Linda Khoza via email: MokgalapaLR@sabc.co.za or KhozaL01@sabc.co.za before close of business on the day preceding the Site Inspection so an arrangement can be organised with the Protection Services for the Contractor to access the building.

**FIRST PHASE – PREQUALIFICATION CRITERIA: MANDATORY DOCUMENTS**

**All bid respondents must submit mandatory 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 REQUIREMENT | COMPLY/ NOT COMPLY |
|---|---|---|
| 1. | **Quotation on the Company letterhead** | |
| 2. | **Company Profile** | |

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

## REQUIRED DOCUMENTS

1.1 Submit proof CSD registration

1.2 Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses.
(Verification will also be done by the SABC internally).

1.3 Valid Tax Clearance Certificate or SARS "Pin" to validate supplier's tax matters

1.4 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)

1.5 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following.
1.4.1Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
1.4.2 Level of Black Ownership

**Note 1:**

**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.**

**Note 2:**

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

1.6 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.

1.7 Certified copy of Shareholders' certificates.

1.8 Certified copy of ID documents of the Directors or Members.

**NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO'S TAX MATTERS ARE NOT IN ORDER**.

**NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO'S TV LICENCE STATEMENT ACCOUNT IS NOT VALID.**

# DETAILED TECHNICAL SPECIFICATION

## 1. Background

The SABC new operational model requires that some offices and functions are consolidated for the purpose of resources optimisation. Several offices are being merged for the purposes mentioned above. The SABC Tshwane office is one of the affected offices. The team that is currently occupying the Tshwane office is being relocated to the Auckland Park Campus.

## 2. Scope of work

Scope of Services for the asset's relocation of the Tshwane office to the SABC Auckland Park Campus:

- Provide team of packers/movers to load all identified equipment to provided removal vehicles
- Provide 32 tons Truck for estimated trips form Tshwane to SABC Auckland Park for Furniture & Other Assets
- Provider Boxes (number to be estimated at the BRIEFING SESSION)
- Provide Transport for removal of Documents & and other fragile assets from Tshwane Office to SABC Auckland Park for Furniture & Other Assets
- Transporting a 275Kva Generator
- Loading & Off loading
- Packaging
- Please note that the service providers are required to have public liability cover in line with assets transportation, SABC will cover the goods in transit.

N.B: Safety files will be required where necessary.

## *3.* RFQ Response Information

**Effective Date of Bid**

Vendors should state in writing that their quotation to the SABC and all furnished information, including price, will remain valid and applicable for 90 days from the date the vendor quotation is received by the SABC.

## *4.* Costing

The quotation must reflect a detailed cost breakdown, and any indirect costs associated with the rendering of required service as per the schedule in the **Scope of Service**.

## *5.* Duration of the Contract

Once – off project

## *6.* Evaluation criteria

### *6.1 BBBEE and Price*

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

### *6.2 Evaluation Criteria*

- There will be no functionality evaluation criteria that will be issued with the issued with the RFQ document other than compliance to mandatory requirements.
- The RFQ will only be evaluated on Price and BEE, i.e. It will be price and BEE Level that will be uses to award the successful respondents.

### *6.3 Objective Criteria*

- 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.
- Bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g. tax compliance, BBBEE, company financials, etc. will be eliminated from the bid process.

## 7 ADJUDICATION USING A POINT SYSTEM

7.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder

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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

| | | |
|---|---|---|
| Ps | = | Points scored for comparative price of bid under Consideration |
| Pt | = | Comparative price of bid under consideration |
| Pmin | = | Comparative price of lowest acceptable bid |

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

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

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

I. Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by a verification Agency accredited by SANAS for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates or DTI Affidavit.

II. Bidders other than EMEs must submit their original and valid B-BBEE status levels verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a verification agency accredited by SANAS.

III. 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

IV. 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.

V. 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.

VI. A tenderer will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.

VII. 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 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.

## 9 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.

## 10 CONDITIONS TO BE OBSERVED WHEN TENDERING

10.1 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.

10.2 No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

10.3 The Corporation reserves the right to:

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

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

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

- Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.

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

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

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

- Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BBBEE & Preference Point system.

**11 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 | - | SBD 8 & 9 Forms |

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

| Project Descriptions | Client | Contact no | Contact person | Email address | Period of projects | Value of projects | Project Commence date | Completion date |
|---|---|---|---|---|---|---|---|---|
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**ANNEXURE ''D''**

**SBD 9**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids[1] invited.

2 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).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 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 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 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

**[1] Includes price quotations, advertised competitive bids, limited bids and proposals.**

**[2] 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 purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

**SBD 9**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of Institution)

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

**SBD 9**

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[3] 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.

**[3] 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.**

**SBD 9**

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 |