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REQUEST FOR QUOTATION (RFQ)

RFQ	**REQUEST FOR OFFER/KWAZULU-NATAL/RETIRED ASSETS/NOVEMBER/2026/LOG**
RFQ ISSUE `DATE	**12 NOVEMBER 2026**
RFQ DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER TO DISPOSE KZN OFFICE RETIRED AND OBSOLETE ASSETS**
CLOSING DATE & TIME	**19 NOVEMBER 2026 AT 12H00PM**

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

For queries, please contact **Mlondolozi Mdingi on email** MdingiMN@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: Dr K M Ramukumba (Chairperson); Ms N A Batyi (Deputy Chairperson); Ms A C Dzebu; Dr R K C Horne; Ms P Kadi; Dr P P Magopeni; Mr D M Maimela; Mr D K Mohuba; Ms M Moonsamy; Ms R M S Motaung; Adv T S Thipanyane; Dr M Tsedu
Executive Directors: Ms N L Chabeli (Group Chief Executive Officer); Mr L M Billings (Chief Financial Officer); Dr L Binza (Chief Operations Officer); **Company Secretary:** Adv T Moshakga

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 Number 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.**

1. REQUIRED DOCUMENT

2.1 Submit proof of CSD Registration **(Bidder must be registered with CSD to do business with the SABC)**

2.2 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).

2.3 Valid SARS Tax Compliance Status Pin Issued to validate supplier's tax matters.

2.4 **Certified** copy of Valid BBBEE Certificate/Affidavit (from SANAS accredited Verification Agency)
Note: ***All section of BBBEE sworn affidavits must be completed in full. Please see guideline for validating BBBEE sworn affidavits.***

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

2.6 Certified copy of Shareholders' certificates.

2.7 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.
NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHO IS NOT REGISTRED ON THE CSD

DETAILED TECHNICAL SPECIFICATION

1. COMPANY OVERVIEW

South African Broadcasting Corporation (SABC) is a Public Entity founded in August 1936 and listed in terms of Schedule 2 of the Public Finance Management Act, Act No. 1 of 1999, as a public broadcaster in South Africa, and provides 19 radio stations as well as five television broadcasts to the public.

2. BACKGROUND

Following the restructuring of the organization in 2020 which resulted in the merger of RBF with TVOB, a few offices remained vacant with redundant furniture. The business unit's secondary objective is to maintain a clutter-free work environment. All redundant furniture that remained in the offices was removed and kept in the storage area, earmarked for disposal. An inventory of the redundant furniture is recorded by the Finance department and the verification process. The furniture is also not suitable for recycling within the organization as it does not meet ergonomics standards, especially the old chairs. The full list of detailed inventories is available on the **attached spreadsheets**.

3. REQUIREMENTS

The Successful bidders will be responsible for the below-mentioned scope of works but not limited to:

a) Provide collection and transportation service of assets at SABC.
b) The service provider is required to give SABC an offer on the assets.
c) The appointed service provider must provide SABC with a destruction certificate or a simple guarantee that the data will be formatted.
d) The appointed service provider will work with SABC staff to compile a register of assets removed for SABC to remove the assets from the asset register.
e) Business may be awarded to the service provider that will give a competitive offer to SABC.
f) Transaction should be at no cost to SABC.
g) Preference will be given to the service provider that will take the whole lot.

List of Items on Offer is attached here on Spreadsheet.

END OF RFQ DOCUMENT

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

Annexure A	**-**	**Declaration of Interest**
Annexure B	**-**	**SBD 4 Form**

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"

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

NB: The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

……
……

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION

AGAINST ME IF THIS DECLARATION IS FALSE.

…… ……

Signature Date

…… ……...

Designation Name of bidder