SOUTH AFRICAN BROADCASTING SABC SOC LIMITED
("the SABC")

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFP/LOG/2026/10251840/28

RFP TITLE: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CLEANING AND HYGIENE SERVICES AT SABC BLOEMFONTEIN OFFICES FOR A PERIOD OF FIVE (5) YEARS.

EXPECTED TIMEFRAME

BID PROCESS	EXPECTED DATES
Bid **Advertisement Date**	**24 November 2026**
Bid Documents Available From	**National Treasury's tender portal (http://www.etenders.gov.za) SABC Website (http://www.sabc.co.za/sabc/tenders/)**
Non-Compulsory Briefing Session Date & Time	**02 December 2026 @ 10am**
Link for virtual Briefing Session	**https://teams.microsoft.com/meet/3958405887798444?p=xGW69pN8lgQCUWyMtB Meeting ID: 395 840 588 779 844 4 Passcode: zP9BS73g**
Bid **Closing Date** and Time	**15 December 2026 @ 12:00 noon**
Contact details	**tenderqueries@sabc.co.za**

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

BIDS DELIVERY

All bids must be submitted electronically via email rfpsubmissions@sabc.co.za on or before the closing date of this RFP.

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

RFP/MASTER/2024-1

1. REQUIRED MANDATORY DOCUMENTS

	MANDATORY REQUIREMENT	COMPLY/ NOT COMPLY
1.	Provide a certified copy of a valid copy of a safe hazardous waste disposal certificate with licence number or a certified copy of a Signed manifest issued within the past three years of the closing date of the bid.	
2	**Provide physical address of operational office within the free state province.** • Utility Bills not older than three (3) months: Municipal or local council bills for water, electricity, or rates in the name of the bidding company or its director/s. OR • Active Lease or Rental Agreements: Signed and currently valid contracts or letter from the lessor not older than 12 months confirming that the lease extension is on month-to-month basis. ***NB:*** **Only bidders with Operational offices that are within the Free State will qualify for further evaluation. Bidders whose Operational offices are outside Free State will be eliminated. At contracting, SABC will verify the bidder's operational office, and the bidder will be informed a week before the visit.**	
	Overall score	

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

1.1 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 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 and SABC shall reject the tender.

1.4 Proof of Valid TV License Statement (Company's, Shareholders and all Directors'), or affidavit proving that company and/or officials are not in possession of TV licence. Verification will also be done by the SABC internally.

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

1.6 Certified copy of Shareholders' certificates.

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

1.8 Last three years audited/reviewed financial statements OR the Companies Management Accounts.

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

THE WINNING BIDDER IS REQUIRED TO MAINTAIN OR IMPROVE THE B-BBEE LEVEL AT WHICH THE TENDER WAS AWARDED.

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 2017- 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).

1.2.2.Electronic submission:

Bids must be submitted electronically must adhere to the following:

- The single point of entry for queries is tenderqueries@sabc.co.za.
- Submissions must be submitted in a PDF format that is protected from any modifications, deletions or additions via the address **rfpsubmissions@sabc.co.za** .
- All submissions must be prominently marked with the full details of the tender in the email subject line namely Bidder's Name, Tender No and Tender Title.
- Bidders are advised to email submissions at least 60 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
- Tender submissions received after submission date and time will be declared late bid submissions and will not be accepted for consideration by SABC.

1.4 The 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 or late receipt of the bid
- Failure of the Bidder to properly identify the bid
- Illegibility of the bid; or
- Security of the bid data.

1.5 Bidders must ensure that bids are delivered timeously 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.

2.0 COMPLIANCE WITH CONDITIONS OF PROPOSAL

2.1 No alteration, amendment or variation of the submitted proposal post the closing date of this bid shall be permitted nor accepted.,

3.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

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

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.

5.3 All local suppliers quoting in foreign currency must convert the currency to Rands and indicate the exchange rate 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 guaranteed 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 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.

7.0 ACCEPTANCE OF PROPOSALS

7.1 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.

7.2 No bid shall be deemed to have been accepted unless and until a formal contract/ letter of award is prepared and signed by SABC and the winning bidder.

7.3 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 Bidder/s 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.

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

8.0 DEFAULT BY BIDDERS

8.1 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.

9.0 AMPLIFICATION OF PROPOSALS

9.1 The SABC may, after the receipt 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.

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

9.3 The SABC reserves the right to:

- 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;
- cancel this bid at any time on the following conditions:
  - i) Change in business requirements of the Corporation.
  - ii) Budget unavailability
  - iii) Identified tender irregularity.
  - iv) Non-responsive bids

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.

10.0 IMPORT/EXPORT PERMITS

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

11.0 COST OF BIDDING

11.1 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.

12.0 COMMUNICATION

12.1 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**.

12.2 Should there be a difference of interpretation between the Bidder and SABC; SABC reserves the right to make a final ruling on such interpretation.

12.3 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 Bidders who attended compulsory Briefing Session.

13.0 AUTHORISED CONTACT PERSONS

13.1 All enquiries in respect of this bid must be addressed to:

Tender Office
SCM Division
Radio Park Office Block
Henley Road
Auckland Park
Johannesburg
South Africa
E-mail: tenderqueries@sabc.co.za

14.0 BROAD-BASED BLACK ECONOMIC EMPOWERMENT

14.1 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.

14.2 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.

14.3 Only South African Accreditation Systems (SANAS) is the authorised body to issue B-BBEE certificates

14.4 IRBA and Accounting Officers are **not** allowed to issue B-BBEE affidavit or certificates to EMEs and QSEs as it was under 2007 Codes

14.5 EME's and QSE's must submit an affidavit confirming that the entity's turnover is below R10 million and percentage of black ownership to claim BBBEE points

14.6 QSEs have to comply with all elements

14.7 Start-up enterprises are verified similar to EMEs, but can opt to be rated using the QSE and Generic Scorecard

14.8 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

14.9 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that B-BBEE status level certificate under the consortium name is submitted.

14.10 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.

14.11 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.

A bidder will not be disqualified if they do not submit evidence to claim a specific goal, but rather they will score zero for specific goal/s if they did not provide evidence supporting the awarding of the points.

15.0 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 restrict 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 will be disqualified.

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

END OF DOCUMENT

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 Should bid forms not be filled in by means of mechanical devices, for example typewriters, ink, preferably black, must be used to fill in bid.

1.4 Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard 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 accepted, and 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 Contractor or Independent Contractor-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 whistleblowers' 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 will 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 Bidder/s 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 Changes by the Bidder to his/her submission shall not be permitted after the closing date.

14.3 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.

14.4 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 WILL RESULT IN THE BID BEING DISQUALIFIED.

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 deem fit

15.7 award a contract in connection with this bid at any time

15.8 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 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. What facilities exist for servicing the items offered?	
12. Where are these facilities available?	
13. 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

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

END OF DOCUMENT D

DOCUMENT E

TECHNICAL SPECIFICATION

1 INTRODUCTION AND BACKGROUND

The SABC is the only Public Broadcaster in South Africa whose mandate is to deliver an unparalleled public value proposition of educating, informing and entertaining all South Africans in eleven languages, by means of 19 radio stations and 5 television channels.

SABC Free State is situated in Bloemfontein 34-35 Corner Kellner and Markgraaff, SABC building Westdene. The building occupies only **3918,0** m2 of the area and **75** parking bay and Removal of weeds from all gravel and soil-covered areas that is approximately **5** meters by **3** meters.

To ensure compliance to all legislated regulations, the services of a professional Cleaning and Hygiene Service provider with necessary management and supervisory skills to ensure that buildings are kept occupationally safe, healthy, and befit conducive working environment are required. The service provider will render services in line with OHS Act and SABS ISO Standards accreditation.

2 SCOPE OF WORK

2.1 THE FOLLOWING REQUIREMENTS MUST BE FULFILLED:

2.1.1 CLEANING REQUIREMENTS

- Paved areas, entrances, reception area, Boardrooms, Conference room, studios, public areas, lift foyer, stairs, stairwells/cases, passages, kitchens, seating areas, car wash.
- Offices and special areas such as archives, studio & security control rooms, dubbing studios, audio studios, News editing rooms and Radio Broadcast Resources (RBR) main control.
- Bathrooms and shower
- Lapa
- Furniture Dusting
- Waste Disposal
- Lifts
- Roof of the buildings
- Deep cleaning services
- Open/Covered Parking areas

- Compacting / Refuse areas
- Fleet vehicles wash bay
- Vertical and Venetian Blinds
- Water down pipes and gutters
- Windows
- Balconies

2.1.2 DAILY CLEANING WILL INCLUDE BUT NOT LIMITED TO:

- Office dustbins/wastepaper baskets must be cleaned and emptied
- Furniture must be dusted and polished
- Carpets in busy areas must be deep cleaned with industrial vacuum cleaners every six (months) to be done after normal working hours.
- Any other floor covering busy areas must be maintained as prescribed by the manufacturers
- Walls/doors must be dusted
- Paintwork must be dusted
- Glass and metal works must be dusted
- Interior glass panels must be cleaned
- Windowsills and skirting boards must be dusted
- Refuse/rubbish must be removed
- Fire-fighting equipment must be dusted
- The washing of crockery after functions, meetings and daily washing of office crockery (e.g.
- cups, mugs, dishes, spoons, etc.)
- Mopping bathroom floors and bathroom sets
- Clean, sanitize toilets, urinal walls and toilet bowls
- Clean basins and mirrors
- Check and replenish toilet rolls
- All balconies must be cleaned
- The bidder must also supply polish, disinfectant and cleaning materials
- In addition, where available, the filling up of water bottles on the coolers

2.1.3 WEEKLY CLEANING

- Telephones must be wiped with damp cloth
- Furniture must be polished and shone. This also applies to all steel, vinyl glass and other surfaces
- All the surfaces not given in 3.2 must be dusted/wiped/cleaned
- Firefighting equipment must be wiped with damp cloth
- All items not reflected on daily cleaning above must be dusted/wiped/cleaned

2.1.4 MONTHLY CLEANING

- Upholstered furniture/surfaces must be vacuumed with industrial vacuum cleaners
- Deep cleaning of bathrooms
- Picture frames must be dusted carefully
- Blinds and Curtains must be vacuumed
- Windows (inside and outside) and window frames must be washed/cleaned
- Ventilation ducts/airducts in the ceilings must be cleaned
- The Archives must be swept and dusted as now and then,
- All balconies must be cleaned when the windows are washed and all the bird droppings removed as often as necessary to prevent the accumulation of droppings on the balconies

2.1.5 BATHROOMS AND SHOWERS

2.1.5.1 First floor

- Two sets of toilet facilities on each floor (one set of two (2) for men including urinals and one set of two (2) for women) in the office block

2.1.5.2 Second floor

- Two sets of toilet facilities on each floor (one set of two (2) for men including urinals and one set of two (2) for women) in the office block

2.1.5.3 Ground floor

- Two sets of toilet facilities in the studio block (one set of two (2) for men including urinals and one set of two (2) for women)

- Two sets of toilet facilities at the reception area (one set of one (1) for men including urinals and one set of Two (2) for women)
- Two sets of toilet facilities in the studio block (one set of two (2) for men including urinals and one set of two (2) for women)

2.1.5.4 Lower Ground floor

- One toilet facility for men and a shower on the Lower ground (workshops).

2.1.5.5 Outside

- One (1) toilet for men and one (1) for women).

2.1.5.6 Logistics Building

- Toilet facility (one set of one (1) for men including urinal and toilet facility (one set of two (2) for women) in the office block.

2.1.5.7 Radio sales Building

- One set of toilet facility (One for men and one for women).

2.1.5.8 Daily Cleaning

- Floors must be washed disinfected
- Toilet bowls, urinals, wash basins, urinal walls and floors must be washed and disinfected
- Toilet walls must be washed/disinfected
- Taps, all other chrome items and mirrors must be shone
- Dustbins must be emptied out and cleaned/disinfected
- Toilet paper, paper towels and hand soap holders must be checked and supplies replenished if necessary.

2.1.6 CARWASH

2.1.6.1 Daily Cleaning

- **All Fleet vehicles delivered to the wash bay must be washed and cleaned as follows:**
  - Apply pressure spray water on body and wash by hand
  - Rinse by pressure spray and dry by damp smooth cloth

- Clean windows dry by damp smooth cloth
- Polish body by using SANS approved car body polish
- Vacuum interior and polish tyres using SANS approved car tyre polish
- Clean boot, wash carpet, brush remove dust on vents and apply SANS approved car silicon on dash

2.1.7 DAILY CLEANING OF LIFTS

- Lift door tracks must be cleaned.
- The inside of the lift must be cleaned, the mirrors shone, the walls cleaned.
- The control panel polished and the numbers cleaned.
- Lift floor must be cleaned and polished where necessary.

2.1.8 DAILY CLEANING OF BALCONIES

- All balconies must be cleaned when the windows are washed.
- All bird droppings removed weekly to prevent accumulation and prevent insects.

2.1.9 BI-WEEKLY/FORTNIGHT CLEANING OF DOWN PIPES

- Cleaning of down pipes every fortnight at the most.

2.1.10 BI- ANNUAL CLEANING OF WINDOWS

- The building height in Bloemfontein office from ground floor to 2nd floor is approximately 10 meters. All sizes of the windows from ground floor to 2nd floor are +-800, 0 linear meters.
- The cleaning company must adhere to and comply with SABC OHS policies and procedures.
- The SABC requires the use of a Fall Arrest system for the two (2) technicians and one (1) supervisor responsible for cleaning the inaccessible windows in Bloemfontein.

❖ **The measurements provided are close approximates and not exact measurements**

- All the windows in the building must be kept clean
- Carpets in busy areas must be deep cleaned with industrial vacuum cleaners every six (months) to be done after normal working hours

2.1.11 CLEANING UP FOR MAINTENANCE TEAM.

- Assist the SABC maintenance team with ad-hoc tasks (i.e. cleaning up after the maintenance work)

2.1.12 STAFF COMPLIMENT

Total number of cleaners is nine (9), and the service provider must choose the team leader from these nine (9) cleaners.

Weekdays requirements

Premises	Total Numbers of Staff	Daily time slots of cleaners.
SABC Bloemfontein Total Area (3918,0m²)	9 x Cleaners (Including the team leader/ supervisor)	• **Time slot 1: Cleaning Offices and broadcasting facilities.** Monday-Friday (06H00-15h00) 4 x Cleaners **Time slot 2: Kitchen duties** Monday-Friday (07h30-16h30) 1 x Cleaner **Time slot 3: Cleaning Cars and Outside** Monday-Friday (07h00-16h00) 4 x Cleaners

2.1.13 CONSUMABLES AND CLEANING EQUIPMENT

- The service provider shall supply all cleaning consumables and equipment required to render the daily cleaning services. The service provider shall be responsible for the maintenance of the equipment. The service provider shall ensure that defective equipment will either be replaced or repaired within 24 hours from the time

that such defective equipment is reported by the Service Provider's staff. Only quality cleaning equipment and materials shall be used.

2.1.14 CLEANING EQUIPMENT

Equipment to be stainless steel

PRICING PER EQUIPMENT DESCRIPTION	*TOTAL QTY*	*FREQUENCY*
Low noise industrial vacuum cleaners for carpet floors	6	Per contractual term
Wet & dry vacuum cleaners (80L)	1	As and when required
Scrubbing machine 1500w with buffing accessories (as and when required)	1	As and when required
Pressure cleaner 150 bars with hoses + Nozzles	1	Per contractual term
Other Equipment:		
Fall arrest belting	2	Per contractual term
Leaves blower	1	Per contractual term
220-240V AC cold water dispensers with compressor cooling, stainless steel tanks, capable of delivering chilled water at 5-12C, min of cooling capacity of 2litres per hour	10	Per contractual term
Provide water bottles -25 L	20	Per contractual term
Wet floor signage	4	Per contractual term
Wall mounted stainless steel automatic 75ml aerosol fragrance dispenser, battery operated, programmable intervals, +- 3000 sprays per fill, lockable ABS housing	18	Per contractual term

Wall mounted stainless steel 1litre manual hand soap dispenser, battery operated, lockable ABS housing	17	Per contractual term
Wall mounted hand paper towel dispenser stainless steel with brushed finish, capable of holding 250-500 multi fold paper towels. Lockable cover and single sheet dispensing mechanism	17	Per contractual term
Wall mounted toilet rolls holders stainless steel with brushed finish. Unit shall hold jumbo toilet rolls, removable spindle for easy refill, lockable ABS housing	27	Per contractual term
Stainless steel care toilet seat holder	27	Per contractual term
Free standing stainless steel with brushed finish SHE bin, 15l capacity, hygienic push lid, removable liner, corrosion resistant	13	Per contractual term
Wall mounted stainless steel with brushed finish hand paper towel disposal bin, 20l	22	Per contractual term
Wall mounted stainless steel with brushed finish wall mounted auto hand sanitizer, 300 ml capacity, battery operated, dispensing volume 0.8-1ml, lockable refill system	6	Per contractual term

2.1.15 CONSUMABLES

Bidders to provide the following as minimum required for the cleaning

CONSUMABLES DESCRIPTION	*TOTAL QTY*	*FREQUENCY*
Multi-purpose cleaner 25L	1	Per month
Thick dish washer liquid 5L	1	Per month
Tile cleaner 25L	1	Per month
Multi-purpose thick bleach 10L	1	Per month
Long lasting furniture spray 400ml	12	Per month
Micro-fibre cloth (4-Color coded) per area	24	Per month
Chamois cloth drying towel	10	Per month
White tyre paint (Liquid) 5L	1	Per month
Dash shine spray 400 ml	8	Per month

CONSUMABLES DESCRIPTION	*TOTAL QTY*	*FREQUENCY*
Trim rejuvenator 5L	1	Per month
Double ply toilet paper 350 sheets per roll (48 rolls per bale)	6 bales	Every 15 days
Toilet bowl cleaner 10L	10L	Per month
Urinal mat (anti-splash)	14	Per month
Heavy duty PVC gloves (per month)	8	Per month
Window cleaning squeegees	4	Per quarter
Window cleaner liquid 5L	1	Per month
Mops	8	Every 6 months
Feather dust	4	Per quarter
Dust mops	4	Per quarter
Double buckets – (passages and toilets)	4	Per contractual term
Double buckets - (car wash bay)	2	Per contractual term
3-Piece wet floor sign	4	Per contractual term
Short handle scrubbing brush	4	Per contractual term
Dust masks SABS approved (20 in a box)	1 box	Per month
Heavy refuse bags 20 per roll	3 rolls	Per month
Water caps (per month)	50	Per month
Aerosol fragrance 75 ml	30	Per month
SHE bins liners (Every 15 days)	13	Per month
SHE tablets (Every 15 days)	13	Per month
Hand soap 1litre valve (per month)	35	Per month
Hand towel paper rolls 350 sheets per roll (24 rolls per bale)	4 bales	Per month
Auto-sanitizer 300 ml (per month)	6	Per month
Bicarbonate 10kg	1	Per Quarter
Vinegar 25 L	1	Per Quater
70% Alcohol hand sanitizer spray 1 L	6	Per Month

2.1.16 UNIFORM PROTECTIVE CLOTHING

The successful bidder must ensure that at commencement of the contract, all cleaning staff are deployed in presentable full uniform and protective clothing.

- All staff to be in protective clothing during working hours
- All protective clothing to have company logo or name
- Safety clothes (PPE) should comprise of the following minimum requirement annually:
  - 2 x Overall/Jump Suit
  - 240x 2010 FFP1 Safety Masks
  - 1 x pair Safety Shoes/Boots

3 TENDER RESPONSE FORMAT

Vendors are requested to respond to the tender in the following formats:

3.1 TECHNICAL RESPONSE

A point-by-point response is required, i.e. a comment for each point or paragraph that is associated with the numbering should be made.

The response to technical requirements must state “Comply” or “Non-Comply.” The vendor must further specify how the system/product meets or differs, for each aspect as stated below, including references or supporting information to clarify the response. A mere “Comply” or “Partially Comply” statement or no response, without detail shall be seen as “Non-Compliant” and will be scored as such.

3.2 PRICING BREAKDOWN MODEL

3.2.1 All goods or services must be specified, broken down into individual elements on a Bill of Materials (BOM) and the pricing of each, specified on in soft copy (Excel format).

3.2.2 Bidders must provide a detailed cost breakdown by pricing all items for the delivery of the **Services** as per the specification. All deviations should be stipulated as options with the indicative unit prices.

3.2.3 Supplier must provide the product specifications of the product or service of the items priced.

3.2.4 Bidders must submit unit and total pricing in SA Rands (Excluding VAT), and where applicable, use the Foreign currency rate below to calculate the Rand value. Use Annexure B to indicate the total amount subject to exchange rate variation.

4 EVALUATION CRITERIA

Bidders should note that only bidders who submitted the mandatory valid documents of the bid shall be evaluated further for Functionality ,Price and Specific Goals

Responses will be evaluated using a predetermined 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 afford 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 and/or require certain bidders to make a formal presentation to the evaluation team.

4.1 FUNCTIONALITY EVALUATION

The evaluation is based on functionality, which will be evaluated using the following criteria and points:

4.1.1 The tender submission will be technically evaluated out of a maximum of 100.

4.1.2 A threshold of **65** out of the **100** has been set

4.1.3 All bidders achieving less than the set threshold will not be evaluated further and will be deemed non-Responsive.

4.2 Functionality Criteria:

Evaluation area	Evaluation Criteria	Points
	Company's minimum experience of **3 years** in cleaning services. Bidders must provide references letters which **MUST** meet the following: ➢ **on a client's business letterhead**	

Company Track record and contactable references	➢ **contract duration (must have start and end date of project)** ➢ **duly signed by authorized person** ➢ **Contact details for the client (email and contact number, name of the contact person)** ➢ **Number of cleaners deployed** **Company's Experience in Cleaning services** **Number of Letters** • 3 or more references letters = (15 points) • 2 reference letters = (12 points) • 1 reference letter = (10 points) No reference letters = (0 points) **Accumulative Number of years in cleaning services** • 5 or more years = (15 points) • 3 - 4 years = (12 points) • less than 3 years = (0 points). **Note: SABC reserves the right to verify reference letters during the evaluation process**	**30**
Supervisor's experience	**Please provide a comprehensive CV of supervisor with minimum of Two (2) years' experience as a supervisor in cleaning services.** • 5 or more years of experience = (10 points) • 2 – 4 years' experience = (5 points) • less than 2 years' experience = (0 points)	10
Operational Plan	**The service provider must provide a presentable proposal on how to carry out the project**. **Note:** The Bidders must provide Operational plan which **MUST** meet the following: ➢ **scope and schedules,** ➢ **staffing and training,** ➢ **equipment and supplies,** ➢ **health and safety, quality control, and** ➢ **regulatory compliance.** • Operational plan submitted = (15 points) • No operational plan submitted = (0 points)	15

SHE Plan	**Tenderer must submit a comprehensive Health and Safety Plan in accordance with the Occupational Health and Safety act 85 of 1993 indicating the following:** • Waste Management (5) • Management of employee exposure to Hazardous Biological Agents procedure (5) • Management of issuing of PPE (Personal Protective Equipment (provide register for stock and Photos of PPE such as (i) 2 x Overall/Jump Suit, (ii) 240x 2010 FFP1 Safety Masks and ((iii) 1 x pair Safety Shoes/Boots) (5) • Written safe working procedures as prescribed by the OHS Act (5) • Management of injuries on duty procedure (5) • Proof of OHS training (Safety Reps, Fire Marshals, First Aider and Hazardous Chemicals Substance Controller (5) • Material Safety Data Sheet (MSDS) for chemicals. (5) **Note: Each item be scored 5 points**	35
Competency for working at height	Provide a Competency Certificates from an accredited provider for working at height. • Two (2) or more certified copy of competency certificates submitted = (10 points) • One (5) certified copy of competency certificate submitted= (5 points) • No certified copy of competency certificate submitted = 0 Points	10
Minimum scoring		**65**
Total		**100**

4.3 PRICE AND SPECIFIC GOALS

The bid responses will be evaluated on the 80/20 point system. Bidders are to provide detailed breakdown of all direct and indirect costs associated with the contract, including licence fees if any.

4.4 FINANCIAL STABILITY

The financial stability evaluation is used to assess the financial risk of the shortlisted bidders.

FINANCIAL STABILITY

Respondents are required to submit their audited financial statements for the past 3 years with their Proposal/Bid in order to enable the SABC to establish financial stability as follows:-

Area	Assessment Criteria
Financial Due Diligence	Bidders financial due diligence will be assessed based on submitted audited financial statements using financial ratios, where applicable.

4.5 OBJECTIVE CRITERIA

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

4.1.2. 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.

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

4.1.4. The SABC reserves the right not to award this tender to any bidder who fails the financial stability assessment.

4.1.5. No SABC former employees shall be awarded contracts with the SABC within 24 months after termination of employment with the SABC.

4.1.6. Should employees resign or retire from the employment of the SABC and become directors of other businesses tendering with the SABC, such tender shall not be considered until the cooling off period of 6 (six) months has expired.

4.1.7. Should the employee be dismissed from the SABC employment, such employee shall be prohibited from conducting business with SABC for a period of 5 (five) years from the date of dismissal.

4.1.8. Should the employee be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

4.1.9. The SABC shall not procure any goods, services, works or Content from any Board member or Board member owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.

4.1.10. Should the SABC's Board members no longer serve on the SABC Board but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of 6 (six) months has expired.

4.1.11. Should the Board member be found guilty in a court of law due to criminal conduct/act, such Board member will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

4.1.12. The SABC shall not procure any goods, services, works or Content from any independent contractor or independent contractor owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.

4.1.13. Should the Independent Contractor no longer be contracted to the SABC but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of 6 (six) months has expired.

4.1.14. Should the Independent Contract be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

END OF DOCUMENT E

Annexures to Document E:
Annexure A: Reference Letter Template (refer Pg 52)
Annexure B: Tender Price Summary on last page (refer Pg 54)
Annexure C: Cost Model attached separately (Excel format)

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
SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Specific Goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1.0 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the **80/20** system for requirements with a Rand value above R50 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R50 000 (all applicable taxes included) and therefore the……**…80/20**……system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

(a) Price; and
(b) Specific Goals

1.3.1 The maximum points for this bid are allocated as follows:

		POINTS
1.3.1.1	**PRICE**	80
1.3.1.2	**Specific Goals**	20
	Total points for Price and Specific goals must not exceed	**100**

2.0 DEFINITIONS

2.1 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;

2.3 "**B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 **"consortium or joint venture"** 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;

2.8 **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;

2.9 **"EME"** means any enterprise with an annual total revenue of R10 million or less as per the Amended Codes of Good Practice (COGP).

2.10 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 **"non-firm prices"** means all prices other than "firm" prices;

2.13 **"person"** includes a juristic person;

2.14 "**rand value**" means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 "**total revenue**" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.16 "**trust**" means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.17 "**trustee**" means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3.0 ADJUDICATION USING A POINT SYSTEM

3.1 The bidder obtaining the highest number of total points will be awarded the contract.
3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
3.3 Points scored must be rounded off to the nearest 2 decimal places.
3.4 If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.
3.5 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

4.0 AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

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

4.2 **Points awarded for Specific Goals**

In terms of Regulation 4 (1) 5 (1) and 6 (1) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for submitting evidence for specific goals claimed in accordance with the table below:

4.3 **SPECIFIC GOALS TABLE**

SPECIFIC GOALS	**80/20**	**90/10**
EME/SME 51% owned by Black people	**10**	**4**
51% owned by Black people;	**5**	**3**
51% owned by Black people who are women	**3**	**2**
Black Youth	**2**	**1**

NB: Bidders must submit evidence for every specific goal claimed and points will be awarded in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero.

5.0 BID DECLARATION

5.1 Bidders who claim points in respect of Specific Goals must complete the following:

5.2 **SPECIFIC GOALS POINTS CLAIMED IN TERMS OF SPECIFIC GOALS TABLE**

5.3 **Specific Goals Points claimed :..... = ...(maximum of 10 or 20 points)**
(Points claimed in respect of paragraph 5.3 must be in accordance with the table reflected in paragraph 4.3 and must be substantiated by means of evidence as described table 5.4

5.4 **EVIDENCE TO BE SUBMITTED FOR SPECIFIC GOALS**

Specific Goals	**Acceptable Evidence**
B-BBEE	Valid BEE Certificate / Sworn Affidavit (in case of JV, a consolidated scorecard will be accepted)
Black Women Owned	Certified ID Documents of the Owners/shareholder
Black Youth owned	Certified ID Documents of the Owners

EME or QSE 51% Black Owned	Annual Financial/ Management Accounts/ B-BBEE Certificate / Affidavit/ Certified ID Documents of the Owners/shareholder
51% Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/ Certified ID Documents of the Owners/shareholder
South African Enterprises	CIPC Documents

6.0 DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm:

……

6.2 VAT registration number:

……

6.3 Company registration number

……

6.4 Type Of Company/ Firm

- ϒ Partnership/Joint Venture / Consortium
- ϒ One person business/sole propriety
- ϒ Close corporation
- ϒ Company
- ϒ (Pty) Limited

[TICK APPLICABLE BOX]

6.5 Describe Principal Business Activities

……

……

……

……

6.6 Company Classification

- ϒ Manufacturer
- ϒ Supplier
- ϒ Professional service provider
- ϒ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

6.7 Total number of years the company/firm has been in business? ……

6.8 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-

a. abused the institution's supply chain management system;
b. committed fraud or any other improper conduct in relation to such system; or
c. 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 *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
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)? **Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid RFP **No. RFP/LOG/2026/10251840/28**

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[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.

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.

SIGNEDat_____this_____day of _____2016

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

SABC	**Tax Compliance Questionnaire for Foreign Suppliers** *[Mandatory for foreign suppliers to complete]*

1. BACKGROUND

Foreign suppliers with no local footprint (i.e. the foreign supplier doesn't have a branch or representative registered here in RSA) do not need to submit a tax clearance certificate.

These suppliers are also exempted from registering on the National Treasury's Central Supplier Database.

In order to ascertain whether you are a supplier with no local footprint and that no tax clearance certificate is required, please answer the following pre-award questionnaire in the table below: *Please mark the applicable column (Yes/No)*

No.	Question	Yes	No
1.	Are you a resident of the Republic of South Africa (RSA)?		
2.	Do you have a branch in the RSA?		
3.	Do you have a permanent establishment in the RSA?		
4.	Do you have any source of income in the RSA?		
5.	Are you liable in RSA for any form of taxation?		

with an 'X'

If the answer is 'No' to all of the above, then it is not a requirement to obtain a tax clearance certificate / tax clearance system pin code from SARS.

Yours faithfully

For Supplier:

The supplier hereby confirms that the questions above were answered truthfully and were fully understood.

Name	Designation	Signature	Date
Description of goods or services to be supplied			
Company name			
Company registration number			
Telephone number		**Fax No. and/or e-mail address**	

END OF THE REQUEST FOR PROPOSAL DOCUMENT

GUIDELINE FOR BRIEFING SESSION

Applicable where Briefing Sessions are not compulsory or mandatory:

- Bidders are requested to submit their queries related to the bid via email
- Bidders must send their queries to the Bid Office via the email tenderqueries@sabc.co.za
- It is recommended that queries be submitted at least within 10 days after the tender has been advertised on the National Treasury E-Tender Portal and the SABC Website.
- The Bid Office will forward the queries to the Bid Specification Team for relevant response(s).
- All queries and responses will be consolidated into a schedule of questions and answers and published on all the platforms that were utilized to advertise the tender within 5 days after the query deadline.

ANNEXURE A

The Bidder is recommended to use the attached reference letter template to obtain clear and easily verifiable references in response to the bid requirements.

This reference letter format is not to be completed by the bidder, but it is to be completed by the clients of the bidder who is bidding for this project giving reference to their level of the service rendered in either their current or previous project.

IT IS RECOMMENDED THAT THIS LETTER BE COPIED AND PASTED ON THE LETTERHEAD OF THE CLIENT/S OR OF THE BIDDER AND MUST BE COMPLETED BY THE CLIENT AND NOT BY THE BIDDER.

REFERENCE LETTER
Title: Request for Proposals for The Appointment of a Service Provider for the Provision of Cleaning and Hygiene Services at SABC Bloemfontein Offices for a Period of Five Years.
Bid Number: RFP/LOG/2026/10251840/28

	REFERENCE LETTER FORMAT		
	Clients Letterhead		
	Clients Legal Name		
	Name of the company you are giving reference about.		
Bid Number (optional)			
Bid Description: (optional)			
Describe the Services above and the duration on the company provided to your organization.			
Number of cleaners complements per site			
Service period (start date)			
Service period (end date)			
Project Cost (Optional)			
Please rate the above bidder according to the following Criteria by ticking column and providing comments / details: (Optional)			
Criteria (Optional)	Not meet requirements	Meets requirements	Exceeds requirements

1. *Full staff complement on site at all times as per schedule agreement*			
2. *Staff in full presentable uniform and well equipped with cleaning aids*			
3. Proactively engages in problem resolution			
4. Timeous and accurate reporting of all incidents			
5. Service levels achieved 95-100%			
6. Full compliance with all safety protocols			
7. *Based on the above stated criteria, rate the Overall Satisfaction with bidder*			

Comments (optional)	
Completed by:	
Signature:	
Company Name:	
Position:	
Contact Telephone Number:	
Email Adress:	
Date:	

ANNEXURE B

TENDER PRICE SUMMARY

BREAKDOWN OF AN ALL-INCLUSIVE TENDER PRICE

Contract Amount **(Duration of Contract- Five (5) years)** R_____

==========

SUB TOTAL **R**_____

Add 15% Vat R_____

==========

TOTAL TENDER AMOUNT **R**_____

BIDDER'S DETAILS:

Name of Tenderer: _____

Address: _____

_____

_____

Telephone: _____

Signature: _____

Date: _____