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DATE: 02 July 2020

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/HC/2020/45
RFQ ISSUE DATE	02 July 2020
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAINING FOR ADOBE CREATIVE CLOUD SOFTWARE LICENSING AS A ONCE-OFF PROJECT.
CLOSING DATE & TIME	14 July 2020 @ 12h00 PM

Submissions must be delivered to: Quotations must be sent electronically/via email to masangorl@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 **Lerato Masango** at Tel +2711 714-2805 masangorl@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: _____

DETAILED TECHNICAL SPECIFICATION

Adobe Creative Cloud

1. BACKGROUND

The SABC Radio Stations and Television channels have a responsibility towards reaching the goal of the public broadcaster, thus to ensure the delivery of a variety of high quality programmes and services through its platforms with a mission to educate, inform and entertain all audiences accessing SABC services. Each SABC brand (Channels, Stations as well as internal SABC Departments) therefore has a responsibility to position the broadcast favorably both internally and externally which includes promotion of the brands themselves and their offerings across the board.

The SABC Currently uses the Adobe creative cloud software as a set of applications and services that gives the users access to a collection of software used for graphic design, audio, video editing and production, web development, photography along with a host of services that enable the corporation to produce creative work for the SABC. Thus, this software forms an integral part of many creative departments ability to function and produce creative work of good quality. The SABC subscribes to these services through a Software-As-A Service distribution model which the third-party provider hosts applications and makes them available to the SABC through the internet. The identified staff will need to be trained on this Adobe Software and all its tools.

Roll-Out. It is intended further to give access to creative teams as the need arise, effectively manage the demand and enable corporate licensing at discounts (economy of scale) where applicable. These creatives' tools will assist to reinvigorate business efficiency, content creation and distribution.

2. REQUIREMENTS AND SCOPE OF SERVICES

2.1 Critical Key Course / Programme /Workshop Objectives and Outcomes

2.1.1 Design

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Bridge
- Adobe InCopy
- Adobe Acrobat Pro
- Adobe Photoshop Lightroom

2.1.2 Web

- Adobe Dreamweaver
- Adobe Flash Profesional
- Adobe Flash Builder Premium
- Adobe Fireworks
- Adobe Muse
- Adobe Edge animate

- Adobe Edge Inspect
- Adobe Edge Reflow
- Adobe Edge web fonts
- Adobe Scout
- Adobe Gaming SDK

2.1.3 Video and Audio

- Adobe Premier Pro
- Adobe After Effects
- Adobe Audition
- Adobe SpeedGrade
- Adobe Prelude
- Adobe Prelude Live Logger
- Adobe Encore
- Adobe Media Encoder

2.1.4 Additional Tools

- Character Animator
- Animate
- Extension Manager

2.2 Structured Delivery Plan (if applicable)

Training delivery plan will be drafted once service provider is successfully selected through procurement processes. Learning and Development and the selected service provider will jointly draft a vivid plan that will accommodate all the delegates. The selected provider must have a **national footprint** to deliver the training across all provinces.

2.3 Target Group and Number of Learners

Radio Digital – **1x delegate**

5FM – **1x delegate**

Channel Africa – **4x delegates**

Good Hope FM – **1x delegate**

Ikwekwezi FM – **1x delegate**

Lesedi FM – **1x delegate**

Ligwalagwala FM – **1x delegate**

Lotus FM – **1x delegate**

METRO FM – **1x delegate**

Motsweding FM – **1x delegate**

Munghana Lonene FM – **1x delegate**

Radio 2000 – **1x delegate**

RSG – **1x delegate**

SAfm – **1x delegate**

Thobela FM – **1x delegate**

Tru FM – **1x delegate**

Ukhozi FM– **1x delegate**

Umhlobo Wenene FM – **1x delegate**

Phalaphala FM – **1x delegate**

XXfm – **1x delegate**

Learning and Development – **1x delegate**

Total Delegates = 24

3. COSTING

- 3.1** The quotation must reflect a detailed cost breakdown, and any indirect costs associated with the delivery of the training.

3.2 *RFQ Response Information*

Effective Date of Bid

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

4. LOCATION OF SITE

- 4.1** The Contract site and **delivery point** is at SABC.

5. EVALUATION CRITERIA

5.1 BBBEE and Price

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

5.2 Technical Evaluation

5.2.1 The RFQ submission will be technically evaluated out of a maximum of **100**;

5.2.2 A threshold of 64 out of 100 has been set for paper base evaluation.

5.2.3 All bidders achieving less than the set threshold will be declared non-responsive and not taken to the next phase of evaluation.

5.3 Objective Criteria

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

6. Technical Criteria

Evaluation Area	Evaluation Element	Evaluation Criteria	Min Points	Max Points
Provider Accreditation Status	Detailed Company Previous Experience and Reference	<u>Training Provider's Experience / Reference / CV / RPL / Endorsement</u> <ul style="list-style-type: none"> • Experience, 0 - 5 years = 1 • Experience, 5 - 10 years = 2 • Experience, 10 - 15 years = 4 • Experience, 15 - 20 years = 5 	1	5
	Provider Accreditation Status with MICT SETA	<u>Provider Accreditation Status</u> <ul style="list-style-type: none"> • Accredited with MICT SETA = 5 	5	5
	Reference & Allocated Points	Practical Evidence <ul style="list-style-type: none"> • Maximum points for all stipulated evidence 		
Design Breakdown of modules which reflect the requirements.	<ul style="list-style-type: none"> • Adobe Photoshop = 3 • Adobe Illustrator = 3 • Adobe InDesign = 3 • Adobe Bridge = 3 • Adobe InCopy = 3 • Adobe Acrobat Pro = 3 • Adobe Photoshop Lightroom = 2 	<ul style="list-style-type: none"> • Attendance register and feedback form from the previous training. 	12	20
Web Breakdown of modules which reflect the requirements.	<ul style="list-style-type: none"> • Adobe Dreamweaver = 2 • Adobe Flash Professional = 2 • Adobe Flash Builder Premium = 2 • Adobe Fireworks = 2 • Adobe Muse = 2 • Adobe Edge animate = 2 • Adobe Edge Inspect = 2 • Adobe Edge Reflow = 2 • Adobe Edge web fonts = 2 	<ul style="list-style-type: none"> • Attendance register and feedback form from the previous training. 	12	20

	<ul style="list-style-type: none"> • Adobe Scout = 1 • Adobe Gaming SDK = 1 			
Video and Audio Breakdown of modules which reflect the requirements.	<ul style="list-style-type: none"> • Adobe Premier Pro = 1 • Adobe After Effects = 1 • Adobe Audition = 3 • Adobe SpeedGrade = 3 • Adobe Prelude = 3 • Adobe Prelude Live Logger = 3 • Adobe Encore = 3 • Adobe Media Encoder = 3 	<ul style="list-style-type: none"> • Attendance register and feedback form from the previous training. 	12	20
Additional Tools Breakdown of modules which reflect the requirements.	<ul style="list-style-type: none"> • Character Animator = 4 • Animate = 4 • Extension Manager = 2 	<ul style="list-style-type: none"> • Attendance register and feedback form from the previous training. 	6	10
National Foot-print	Capability of the provider to deliver training services nationally. All nine provinces= 10 6 Provinces= 8 2 provinces= 6 1 province= 4	Provide proof that they can provide training and support across South Africa	6	10
Certification / Recommendations	Providing Certificates for Delegates	Examples or Evidence of:- <ul style="list-style-type: none"> • Certificates= 10 	10	10
Total			64	100

Functionality Threshold for Paper based Evaluation:

The points obtained for the paper based evaluation must be at least 64 points out of a maximum of 100 points. Bidders who do not achieve the threshold will not be taken to the next phase of evaluations.

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:

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

Where:

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

9. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of Contributor Number of Points

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

- 9.1 Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by an accounting officer as contemplated in the CCA or a verification Agency accredited by SANAS or a Registered auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting a verification and issuing EMEs with B-BBEE Status Level Certificates.

- 9.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a registered auditor approved by IRBA or a verification agency accredited by SANAS.
- 9.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 9.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 9.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 9.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 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.
- 9.7 A person 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.

10. MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

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

11. REQUIRED DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- Valid Tax Clearance and PIN (verification will be done with SARS).
- Valid TV Licence (Company's and all Directors').
- Original Valid Original BBEE Certificate (from SANAS accredited Verification Agency) or from the Auditors approved by the Independent Regulatory Body of Auditors (IRBA)
NOTE: Verification agencies and auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'Approved Regulatory Bodies' for B-BBEE verification and therefore IRBA Auditors are NOT allowed to issue B-BBEE certificates after 30 September 2016.
Companies who have engaged their IRBA verification agency prior to 30 September will be able to receive their BEE Certificate after 30 September, but only until 31 December 2016.
- Any EME or QSE is only required to obtain a sworn affidavit on an annual basis, confirming the following:
 - Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE,
 - Level of Black Ownership,
 - All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
 - Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE

- ANY MISREPRESENTATION IN TERMS OF THE ABOVE CONSTITUTES A CRIMINAL OFFENCE as set out in the BBBEE Act as amended.
- Signed Declaration of Interest Form.

12. 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.

13. CONDITIONS TO BE OBSERVED WHEN TENDERING

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.

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

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

- 13.1.1 Make a selection solely on the information received in the submissions and
- 13.1.2 Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
- 13.1.3 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.
- 13.1.4 Award a contract to one or more bidder(s).
- 13.1.5 Accept any tender in part or full at its own discretion.
- 13.1.6 Cancel this RFQ or any part thereof at any time.
- 13.1.7 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.

14. 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 A**DECLARATION OF INTEREST**

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

it is required that:

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

Does such a relationship exist? [YES/NO]

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

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

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

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

ANNEXURE B**CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS****1. CONSORTIUMS AND JOINT VENTURES**

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

2 SUB-CONTRACTING

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3 DECLARATION OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:
- 3.2.1 The percentage of the contract will be sub-contracted%
- 3.2.2 The name of the sub-contractor
- 3.2.3 The B-BBEE status level of the sub-contractor.....
- 3.2.4 whether the sub-contractor is an EME YES / NO

SIGNATURE OF DECLARANT_____
TENDER NUMBER_____
DATE_____
POSITION OF DECLARANT_____
NAME OF COMPANY OR TENDERER

ANNEXURE “C”

Previous completed projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

Current projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date