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20<sup>th</sup> July 2020

**REQUEST FOR QUOTATION (RFQ)**

**SUPPLY, DELIVERY, INSTALLATION & COMMISSIONING OF NETWORK ATTACHED STORAGE WITH REDUNDANCY FOR KZN DRAMA STUDIO**

RFQ	RFQ/RBF/2020/21
RFQ ISSUE DATE	20 <sup>th</sup> JULY 2020
BRIEFING SESSION	NO BRIEFING SESSION
RFQ DESCRIPTION	SUPPLY, DELIVERY, INSTALLATION & COMMISSIONING OF NETWORK ATTACHED STORAGE WITH REDUNDANCY FOR KZN DRAMA STUDIO
REVISED CLOSING DATE & TIME	07 <sup>th</sup> AUGUST 2020 AT 12H00

Proposals need to be submitted to [tenderenquiries@sabc.co.za](mailto:tenderenquiries@sabc.co.za) Submissions must be delivered to: on or before the closing date of this RFQ.

For queries, please contact **Mandla Sikhonde** via email : [sikhondemt@sabc.co.za](mailto:sikhondemt@sabc.co.za) or **Nonjabulo Silangwe** via email : [silangweng@sabc.co.za](mailto:silangweng@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: \_\_\_\_\_

## **NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION**

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

## **DETAILED TECHNICAL SPECIFICATION**

### **SUPPLY, DELIVERY, INSTALLATION & COMMISSIONING OF NETWORK ATTACHED STORAGE WITH REDUNDANCY FOR KZN EDITING FACILITIES**

#### **1. BACKGROUND**

SABC Radio Broadcast Resource in KZN has a drama studio using the most powerful Digital Audio Workstation (DAW) software and hardware in the world “Protools” for the past nine years. These facilities have influenced the whole of South African Industry to use Protools as their standard Digital Audio Workstation software. The Protools software drives the control panel to form a very powerful recording and editing facility, which enhances production and editing.

The SABC takes pride in the production of reliable broadcasts and strives on continuous improvement in such, therefore the SABC requires a suitably qualified supplier for the Supply, Delivery, Installation & Commissioning of Network Attached Storage with Redundancy for the KZN Drama Studio.

**This RFQ calls for a suitably qualified supplier for the Supply, Delivery & commissioning of Network Attached Storage with Redundancy for the KZN Drama Studio.**

#### **2. REQUIREMENTS AND SCOPE OF SERVICES**

- 1.1 Procurement of redundant server. The server will be used to store Pro-tools audio for post productions
- 1.2 Installation of server
- 1.3 Configuration & Commissioning of server

##### **2.1 Technical requirements:**

- 2.1.1 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.**
- 2.1.2 The response to technical requirements must state **“Comply” or “Non-Comply.”** The bidder must specify how the system differs, for each aspect as stated below, including references or supporting information to clarify the response.
- 2.1.3 No response, without detail will be seen as **“Non-Compliance”**. Share proof of compliance **i.e. page number on technical brochure.**
- 2.1.4 Point “2” means supplier complies with specification “Comply” and “0 means non-compliance.

## 2.2 Technical compliance list

ITEM NO.	ITEM DESCRIPTION	TECHNICAL REQUIREMENTS	QTY	Points	Comply/ Non-Comply
2.2.1	Redundant Server	HP Network Attached Storage with redundancy (file server)		2	
		64GB RAM		2	
		40TB SAS disks in RAID 5 configuration with hot spare		2	
		2X 1TB on Raid		2	
		INTEL CORE CPU		2	
		DVD Burner		2	
		Dual Power supply with fan		2	
		3x PCIe 3.0 Slots		2	
		2 x 10GBit Network Interface		2	
		5 years warranty,24/7 hardware support		2	
		ILO Advanced		2	
		Raid controller with flash memory		2	
		Hardware installation with rack mounting kit of server.		2	
		Tape drive		2	
		10x tape media storage 1.6 TB LTO		2	
		Interface card for tape drive ,		2	
		Automatic Power transfer switch (ATP)		2	
2.2.2	Software	Windows Server latest version		2	
		VM ware latest licenses must be compatible with server		2	
		Symantec Backup executive software		2	
2.2.3	Automatic Power Transfer Switch (APT)	Automatic Power Transfer Switch (APT). Combo (attached with Keyboard and monitor) ,1U, 19"inch		2	
		APT console Switch minimum 4 port – with connection accessories for the server		2	

**Subtotal 44**

## 3. COSTING

- 3.1 The quotation must provide a detailed cost breakdown by pricing all items for the delivery of a total solution as per the specification.
- 3.2 All deviations should be stipulated as the options with the indicative unit prices.
- 3.3 All hardware software and licences, installation, integration, training and support etc. must be specified, broken down into individual elements on a Bill of materials(BOM)and the pricing of each, specified on hard copy (paper copy) and in soft copy (Excel format).

- 3.4 Suppliers must provide the product specifications of the hardware and software of the items priced in the BOM
- 3.5 Bidders must submit unit and total pricing in SA Rands (Excluding Vat), and where applicable, use the Foreign currency.

#### 4. LOCATION OF SITE

The Contract site and **delivery point** is at **SABC Building, 100 KE Masinga Road. Durban KZN**

#### 5. EVALUATION CRITERIA

As the RFQ price is estimated to be below than R50million, the RFQ responses will be evaluated on the **80/20** BBBEE & Price Preference point system

##### 5.1 Technical Evaluation

- 5.1.1 The RFQ submission will be technically evaluated for functionality out of **50 (phase1)** should the bidder/s not meet the required points; they will be disqualified and will not qualify for further evaluation.
- 5.1.2 The RFQ submission (**phase 2**) will be technically evaluated **out of a minimum of 50 and a maximum 80 points**
- 5.1.3 All bidders achieving less than the set threshold will be declared non responsive and therefore will **not continue forward for evaluation of BBBEE & Price Preference evaluation.**

##### 5.2 Objective Criteria

- 5.2.1 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

##### Phase 1:

Evaluation Area	Functional Criteria	Max Points
Full Compliance to Technical Specification	<ul style="list-style-type: none"> <li>Full compliance with the technical specifications as detailed in the RFQ document. <b>= 44 points</b></li> <li>Bidder to submit brochures with specification of the proposed equipment. <b>= 6 points</b></li> </ul> <p><b>Non- compliance with all of the above= 0 points</b></p>	
<b>Total</b>		<b>50</b>

- 6.1.1 The above-mentioned functional criteria has a **threshold of 50**, indicating that all the requirements must be complied with.

**6.1.2** Should the bidder be non-compliant with the above criteria, they will be disqualified and not be evaluated further

**Phase 2:**

<b>Evaluation Area</b>	<b>Functional Criteria</b>	<b>Min Points</b>	<b>Max Points</b>
<b>Installation &amp; Configuration</b>	Provide the following detailed information: <ul style="list-style-type: none"> <li>• Installation = 5</li> <li>• Configuration = 5</li> <li>• commissioning Server = 5 points</li> </ul> <b>Non- compliance with the above = 0 points</b>	<b>15</b>	<b>15</b>
<b>Maintenance, Support and Spares holding</b>	Bidder to provide a detailed maintenance and support service plan for the system offered including aftersales service, and specify any financial implication to the SABC.- the maintenance plan ( <b>referencing to the first 12 months</b> )must include the following: <ul style="list-style-type: none"> <li>• 24/7 telephonic support = 5</li> <li>• Spares holding (with financial implication to SABC) = 5</li> <li>• If no financial implication = 10</li> </ul> <b>No information provided = 0 points</b>	<b>10</b>	<b>15</b>
<b>After Sales Service</b>	Bidder to indicate Turnaround times to Repairs. <ul style="list-style-type: none"> <li>• Within 8 hours = 15</li> <li>• &gt; 8 Hours but &lt; 24 Hours = 10</li> <li>• &gt; 24 but &lt; 48 Hours = 5</li> <li>• &gt; 48 Hours = 0</li> </ul>	<b>5</b>	<b>15</b>
<b>Delivery and Installation (Hardware and Software)</b>	Clearly indicate the expected delivery lead time. The quoted price should include delivery to the site location (SABC Offices KZN) <ul style="list-style-type: none"> <li>• 4 - 6 weeks = 10</li> <li>• 7 - 8 weeks = 5</li> <li>• &gt; 8 weeks = 0</li> </ul>	<b>5</b>	<b>10</b>
<b>Track record/ capacity of the bidder</b>	Bidders are required to demonstrate their experience in the delivery of <b>similar works/projects</b> by:  Supplying a sufficiently detailed reference list with <b>contactable references and details of existing and previous similar projects completed (as per the RFQ requirements in section 2.2) = 25 points</b> <ul style="list-style-type: none"> <li>• 5 –10 projects completed = 25</li> <li>• 1 – 4 projects completed = 15</li> <li>• 0 projects = 0</li> </ul>	<b>15</b>	<b>25</b>
<b>TOTAL</b>		<b>50</b>	<b>80</b>

**6.1.3** Bidders who obtain less than **the minimum threshold of 50 points out of a maximum of 80 points** will be declared non-responsive and will be eliminated from further evaluation.

## 7. ADJUDICATION USING A POINT SYSTEM

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

## 8. POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

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

Where:

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

## 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
<b>Non-compliant contributor</b>	<b>0</b>

- 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 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**)

***NON-SUBMISSION OF THE MANDATORY DOCUMENTS WILL RESULT IN AUTOMATIC DIS-QUALIFICATION***

## 11. REQUIRED DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- Original Tax Clearance or SARS “Pin” to validate supplier’s tax matters (verification will be done with SARS)
- Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- Valid TV Licence or affidavit as evidence of no TV licence **(Directors or Members) - Please note that verification will also be done internally**
- 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 Level of Black Ownership

**NOTE: Any misrepresentation in terms of the above constitutes a criminal offence as set out in the Based Black Economic Empowerment Amendment Act, 2013 (Act No. 46 of 2013).**

- Certified ID Copies of all directors/ Shareholders Certificate
- Company registration documents
- Bidder to complete full – on declaration

## 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.**

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

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

13.3.3 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.

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

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

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

13.3.7 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. 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.

#### **15. Cost of Bidding**

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

**END OF RFQ DOCUMENT**

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

- Annexure A - Declaration of Interest
- Annexure B - Consortiums, Joint Ventures and Sub-Contracting Regulations
- Annexure C - Previous completed projects/Current Projects
- Annexure D - Tender Financial Summary
- Annexure E - Specification for Automatic Transfer Switch

## 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 tenderer will not be awarded points for B-BBEE status if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points the tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capacity and ability to execute the sub-contract.
- 2.2 A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the tenderer concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 2.3 A tenderer awarded a contract in relation to a designated sector, may not sub-contract 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.

**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)**

<b>Project Descriptions</b>	<b>Client</b>	<b>Contact no</b>	<b>Contact person</b>	<b>Email address</b>	<b>Period of projects</b>	<b>Value of projects</b>	<b>Project Commence date</b>	<b>Completed date</b>

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

<b>Project Descriptions</b>	<b>Client</b>	<b>Contact no</b>	<b>Contact person</b>	<b>Email address</b>	<b>Period of projects</b>	<b>Value of projects</b>	<b>Project Commence date</b>	<b>Completion date</b>

## ANNEXURE D

### TENDER SUMMARY

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

The prices shall be:

#### BREAKDOWN OF AN ALL-INCLUSIVE TENDER PRICE

Fixed Rand Amount (Duration of Contract) R\_\_\_\_\_

Variable Amount (Exchange Rate dependent) R\_\_\_\_\_ @ R/\$ =  
R/£ =  
R/€ =

**SUB TOTAL**

=====

R\_\_\_\_\_

Add 15% Vat

R\_\_\_\_\_

**TOTAL TENDER AMOUNT**

=====

R\_\_\_\_\_

#### BIDDER'S DETAILS:

Name of Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **ANNEXURE E**

### **SPECIFICATION FOR AUTOMATIC TRANSFER SWITCH**

- **Rack ATS, 230V, 16A, (2) IEC 309 in, (1) IEC 309 out**
- **Provides redundant rack mount power to single-corded equipment.**
- **Includes: Mounting hardware, Rack Mounting Brackets**

**Example of a product in this specification:**



**END OF THE REQUEST FOR QUOTATION DOCUMENT**