



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

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFP/TVO/2020/33

RFP TITLE: THE NEWSROOM COMPUTER SYSTEM REPLACEMENT

EXPECTED TIMEFRAME

BID PROCESS	31 August 2020
Bid Advertisement Date	
Bid Documents Available From	National Treasury's tender portal (http://www.etenders.gov.za) SABC Website (http://www.sabc.co.za/sabc/tenders/)
Briefing Session Date & Time <i>The Bid Specification Committee (BSC) to make use of virtual Briefing sessions were Briefing Session is deemed necessary and cannot be avoided.</i> See Annexure D (Guideline for Briefing Session) that the bidder needs to take note of	Virtual Briefing session on Microsoft Teams 11 September 2020 @ 10am
Venue / Link for virtual Briefing Session	
Bid Closing Date and Time	29 September 2020 @ 12pm
Contact details	tenderqueries@sabc.co.za

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

BIDS DELIVERY

SABC's Tender Box
SABC Office
Radio Park
Henley Road; Auckland
Johannesburg

During the COVID-19 pandemic, bidders may submit bids in the tender box or electronically until further notice. Refer to Document A for Conditions to be observed when bidding.

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

1. PREQUALIFICATION CRITERIA

n/a

2. MANDATORY & PRE-QUALIFICATION CRITERIA

2.1 Proof of registration in National Treasury Central Supplier Database (CSD)

2.2 Submit proof of authority from the Original Equipment Manufacturer (OEM) to distribute/or authority to be an authorized OEM distributor or re-seller within South Africa. OEM authorised evidence of sub-contractors or partners who distribute within South Africa will also be required.

Note Clearly indicate compliance with each one of the items listed above in your response to be considered for the evaluation phase.

Non-submission of the mandatory information/documents will result in automatic disqualification.

3. REQUIRED DOCUMENTS

3.1 SARS "Pin" to validate supplier's tax matters

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

3.3 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.

3.4 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.

- 3.5 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 3.6 Certified copy of Shareholders' certificates.
- 3.7 Certified copy of ID documents of the Directors or Members.
- 3.8 Last three years audited/reviewed financial statements OR the Companies Management Accounts.

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

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. 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 Bids must be submitted in one (1) original, two (2) copies of the original and 1 (one) electronic copy (CD) or memory stick, by hand and be enclosed in a sealed envelope marked distinctly with the RFP number. All electronic copies should be in PDF format and must contain proposal, all completed forms, and attachments, with the additional soft copy of the Bill of Materials (BOM) to be in Excel or CSV format. This envelope must indicate the Bid number and the name and delivery address of the Bidder.
- 1.3 Bidders should 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. The bid box is generally opened 24 hours a day, 7 days a week.

2. COMPLIANCE WITH CONDITIONS OF PROPOSAL

- 2.1 No alteration, amendment or variation of the submitted proposal by the closing date of this bid shall be permitted, unless otherwise agreed in writing by both the SABC and the bidder. Should the bidder desire to make any amendments to the conditions of their proposal document, they shall stipulate upfront in their proposal document. The SABC reserves the right to reject such bid document.

3. 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.

4. 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. 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 as a separate item.
- 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 guarantee 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 (to be negotiated).
- 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 Bid prices shall, where necessary, include packaging. If desired, packaging material may be returned to the bidder provided the amount of credit that will be allowed for the returnable packaging is shown against each item concerned.
- 5.9 Any response submitted by a Bidder is subject to negotiation and review by the SABC.

6. 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. 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.
- 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 Bidders 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. 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. AMPLIFICATION OF PROPOSALS

- 9.1 The SABC may, after the opening 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:
- 9.3.1 not evaluate and award bids that do not comply strictly with this bid document.
 - 9.3.2 make a selection solely on the information received in the bids and
 - 9.3.3 enter into negotiations with any one or more of preferred Bidder(s) based on the criteria specified in the evaluation of this bid.
 - 9.3.4 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.
 - 9.3.5 award a contract to one or more Bidder(s).
 - 9.3.6 accept any bid in part or full at its own discretion.
 - 9.3.7 cancel this bid or any part thereof at any time.

Should Bidder(s) be selected for further negotiations, they will be chosen based on the greatest benefit to the SABC and not necessarily based on the lowest costs.

10. IMPORT/EXPORT PERMITS

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

11. 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. 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. AUTHORISED CONTACT PERSONS

13.1 All enquiries in respect of this bid must be addressed to:
tenderqueries@sabc.co.za

14. BROAD-BASED ECONOMIC EMPOWERMENT

14.1 According to the 2013 B-BBEE Revised Code 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

14.5 100% black-owned EMEs and QSEs are now Level 1

- 14.6 **An affidavit (DTI Affidavit) confirming that the entity's turnover is below R10 million and percentage of black ownership will be accepted for EMEs**
- 14.7 QSEs have to comply with all elements
- 14.8 Start-up enterprises are verified similar to EMEs, but can opt to be rated using the QSE and Generic Scorecard
- 14.9 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
- 14.10 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.
- 14.11 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.
- 14.12 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.
- 14.13 A bidder will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder 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 that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 14.14 A bidder 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 person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

Pre-qualification criteria for preferential procurement

4. (1) If an organ of state decides to apply pre-qualifying criteria to advance certain designated groups, that organ of state must advertise the tender with a specific tendering

condition that only one or more of the following tenderers may respond-
(a) a tenderer having a stipulated minimum B-BBEE status level of contributor;

(b) an EME or QSE;

(c) a tenderer subcontracting a minimum of 30% to-

(i) an EME or QSE which is at least 51% owned by black people;

(ii) an EME or QSE which is at least 51% owned by black people who are youth;

(iii) an EME or QSE which is at least 51% owned by black people who are women;

(iv) an EME or QSE which is at least 51% owned by black people with disabilities;

(v) an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;

(vi) a cooperative which is at least 51% owned by black people;

(vii) an EME or QSE which is at least 51% owned by black people who are military veterans;

(viii) an EME or QSE.

(2) A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.

15. 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 ban 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 may be disqualified.

Suppliers might be required to demonstrate their proposed capabilities by means of a presentation, clear and easily verifiable reference documentation and/or a visit to an existing client site where their capabilities may be demonstrated.

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

END OF DOCUMENT A

DOCUMENT B

GENERAL CONDITIONS OF PROPOSAL

1. 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. COMPLIANCE WITH TECHNICAL SPECIFICATIONS

- a. 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. WARRANTY

- a. 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. INSPECTION

- a. The Bidder shall permit and assist the SABC's representatives in carrying out any inspections that are called for in the proposal or specifications.

4.1 PACKAGING

- 4.1.1 Goods purchased on this bid must be adequately protected and securely packaged during shipment and until delivery at the destination.
- 4.1.2
- 4.1.3 Goods must be clearly marked with the Bidder's name, description of contents and the SABC's order number and delivery address.

4.2 RISK

- 4.2.1 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.

4.3 DELIVERY

- 4.3.1 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 acceptance tested in compliance with the Technical Specifications.

4.4 PAYMENT

- 4.4.1 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.

- 4.4.2 **The SABC's standard payment terms are 60-90 days from date of invoice/statement.**

4.5 ASSIGNMENT OF CONTRACT

- 4.5.1 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.

4.6 PROPOSALS ARE CONSIDERED TO BE BINDING ON THE BIDDERS

- 4.6.1 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;

4.7 COMPLIANCE WITH SABC POLICIES

- 4.7.1 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.
- 4.7.2 SABC will not procure any goods, services, works or content from any SABC Independent Contractor is owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 4.7.3 No former employees, SABC's Non-Executive members and Independent Contractors will be awarded contracts with the SABC within a 2 years after resigning from SABC employment or not being engaged with the SABC.
- 4.7.4 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 5 years has expired.

4.8 FAILURE TO COMPLY WITH THESE CONDITIONS

- 4.8.1 These conditions form part of the bid and failure to comply therewith may invalidate a bid.

4.9 RFP SCHEDULE

- 4.9.1 Bidders will be contacted as soon as practicable with a status update. At this time, short-listed Bidders 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.

4.10 ADDITIONAL NOTES

- 4.10.1 All returnable documents as indicated in the bid form must be returned with the response
- 4.10.2 Bidders are to note that bids in which firm prices are quoted for the duration of any resulting contract may receive precedence over prices which are subject to adjustment.
- 4.10.3 Changes by the Bidder to his/her submission will not be considered after the closing date.
- 4.10.4 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.
- 4.10.5 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 MAY RESULT IN THE BID BEING OVER LOOKED.

4.11 DISCLAIMERS

- 4.11.1 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:
- 4.11.2 change all services on bid and to have Supplier re-bid on any changes.
- 4.11.3 reject any bid which does not conform to instructions and specifications issued herein
- 4.11.4 disqualify bids after the stated submission deadline
- 4.11.5 not necessarily accept the lowest priced bid
- 4.11.6 reject all bids, if it so decides
- 4.11.7 award a contract in connection with this bid at any time
- 4.11.8 award only a portion as a contract
- 4.11.9 split the award of the contract to more than one Supplier
- 4.11.10 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.

<p>1. Company’s Treasury CSD unique registration reference number (attach full CSD profile).</p>	
<p>2. Have your company been issued with a SARS Compliance Status PIN.</p>	
<p>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.</p>	
<p>4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?</p>	
<p>5. If so, state your VAT registration number and original current tax clearance certificate to be submitted</p>	
<p>6. Are the prices quoted fixed for the full period of contract?</p>	
<p>7. Is the delivery period stated in the bid firm?</p>	
<p>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)</p>	

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

SBD-4 - DECLARATION OF INTEREST

- 1) Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
- 2) In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full name of bidder or his/her representative:

.....

2.2 Identity number:

2.3 Position occupied in the company (director, trustee, shareholder?):

.....

2.4 Company registration number:

2.5 Tax reference number:

2.6 VAT registration number:.....

2.6.1. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personnel numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state?

Yes/No:

2.7.1 If “yes”, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution:.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the state?

Yes/No:

2.7.2.1 If “yes”, did you attach proof of such authority to the bid?

Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

Yes/No:

2.7.2.2 If “no”, furnish reasons for non-submission of such proof:

.....
.....

2.8 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

Yes/No:

2.8.1 If “yes”, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

Yes/No:

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

Yes/No:

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

Yes/No:

2.11.1 If so, furnish particulars:

.....

3 Provide the full details of directors / trustees / members / shareholders:

Full name	Identity number	Personal tax reference number	State employee number / Pers. number

4 DECLARATION

I, THE UNDERSIGNED (NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

END OF DOCUMENT D

DOCUMENT E

TECHNICAL SPECIFICATION FOR:

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION, COMMISSIONING, TRAINING AND HANDOVER OF THE NEWSROOM COMPUTER SYSTEM REPLACEMENT

1. INTRODUCTION

SABC has the mandate to inform, educate and entertain. SABC News has a mandate to inform the public with accurate news as it happens. SABC News broadcasts to the wider public on several platforms: SABC1, 2, 3, News (DSTV Channel 404), the digital media online platforms and the bouquet of radio stations countrywide. Content is generated, produced and subsequently broadcast in SA's 11 official languages from all SABC regional offices for digital media, radio and TV productions. Fulfilling this mandate places a burden on the news teams to have the necessary workflows and enabling solutions to meet these deliverables.

1.1 BACKGROUND

In 2010, the SABC successfully replaced the Newstar Newsroom System with the ENPS (Electronic Newsroom Production System) solution. The current Newsroom System (NRS) has proven its value as it produces the news team's deliverables from planning to producing through to playout/publishing on multiple platforms; The SABC produces approximately 600-1000 new stories on its multiple platforms daily. To produce these stories the Newsroom System has approximately 1100 registered users. The enhanced functionality, shared platform, collaboration and studio automation the NRS enables is core to the news business infrastructure.

The objective is to replace the existing NRS to a more cost effective solution that will fulfil SABC News' requirements.

Although the current NRS initiates the productions through planning, story initiation, and scripting stories it cannot do the full production without the assistance of a Media Production System or News Production System (the existing Quantel which is also to be replaced) which assists with the media content production. The newsroom solution has enabled news to produce scripts and stories for all available platforms. The newsroom production teams have grown accustomed to the functionality and the device automation the ENPS system currently provides.

2. SCOPE OF WORK / SERVICES

This RFP calls for the supply of equipment, the system design, installation, configuration, commissioning, operational and technical training on the equipment and system in order to replace the “Newsroom System”. This newsroom system needs to be implemented nationally (All SABC regional offices)

- Supply of News technical solution as per user requirements
- Consultation
- The system design
- Installation and Configuration
- Integration of existing systems
- Commissioning
- Change management
- Training
- Handholding and “Go-live”
- Project Management process and requirements

Note each of the above points is explicitly detailed in the document below.

3. USER REQUIREMENTS & SPECIFICATIONS (Phase 1 Evaluation, Section 3-10)

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3. FUNCTIONAL REQUIREMENTS					
3.1 PLANNING					
During the planning process, editorial teams propose and strategize stories to be pursued. At this stage, the required human resources (journalists, cameramen etc.) are assigned to stories. This is also the forecasting and long term planning of story ideas.					
3.1.1 The system must enable the following diary types:					
3.1.1.1	National daily diary i.e. regional diaries are consolidated into a “ national daily diary ”.		10	10	
3.1.1.2	The SABC requires at least 16 diaries i.e. four specialist, SSP and 11 regional diaries that can be incorporated into the national diary.		10	10	

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3.1.1.3	Planning also includes forecasting of stories and events that need to be diarised.		10	10	
3.1.2	The following minimum diary functions are required:				
3.1.2.1	User access to the diaries needs to be modifiable e.g. restriction of specific users and/or columns		10	10	
3.1.2.2	Diary templates (scheduled story planning) must auto create to at least 30 days and be configurable.		10	10	
3.1.2.3	The columns in the diary must be customisable . E.g. typical columns used need to include; slug, story description, radio reporter, TV reporter, languages, cameraperson, contacts, call time, deadline, treatment, status, reference linking to information (background information).		10	10	
3.1.2.4	The “ status ” column must be changeable with a pre-set drop down list of selectable status categories, e.g. status of the story in the system, and whether deadlines are going to be met.		10	10	
3.1.2.5	The defined user needs to be able to alter the status when a story is completed.		10	10	
3.1.2.6	Assignment editors or editorial assistant and National editors must be able to drag and drop specific diary entries from the regional diaries to the national diary.		10	10	
3.1.2.7	A single slug needs to allow multiple segments in the rundowns and/or diary (e.g. 4 regions inputting on the same story – same slug name).		10	10	
3.1.2.8	The diary needs to be accessible from anywhere with		10	10	

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	customisable columns according to the users focus.				
3.1.2.9	The diary needs to be printable in landscape with selectable columns.		10	10	
3.1.2.10	Scheduled events or live feeds for the SABC on multiple platforms.		10	10	
3.1.3	Collaboration functions:				
	Editorial collaboration is essential across the different SABC News platforms (Digital, Radio and Television), allowing all SABC News teams to leverage off each other's efforts. The following is required:				
3.1.3.1	Chat/messaging function.		10	10	
3.1.3.2	A means is required to book and schedule allocated technical equipment and facilities and a means to reflect their use.		10	10	
3.1.4	Rundown requirements:				
3.1.4.1	Rundowns should be auto-created seven days (configurable up 30 days) in advance to allow for production pre-planning		10	10	
3.1.4.2	Function to configure MOS gateway to send commands to graphics playout, media playout, and autocue		10	10	
3.1.4.3	Function to enable time bar to keep track of the production - if it is still within the time parameters (under and over time).		10	10	
3.1.4.4	Function to allow a holding bin (untimed stories) that can be dragged into the Rundown at any given time,		10	10	
3.1.4.5	Flexibility to customize it to best suit our production processes, before and while on air.		10	10	

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3.2 NEWS GATHERING AND INGESTING					
<p>“Wire services and or Data streams” refers to content that is delivered in the form of dedicated data services. These services provide news feeds e.g. Reuters, SA Weather, financial indicators etc.</p> <p>The system must allow and enable the following functions within the news gathering and content ingesting phase:</p>					
3.2.1 Templates and scripts					
3.2.1.1	The system must permit template-based ingestion of stories.		8	8	
3.2.1.2	The system must allow for editorial staff to insert audience advisory disclaimers.		2	2	
3.2.1.3	The scripts must be “timed for spoken duration” for a specific presenter.		10	10	
3.2.1.4 The system must have, but not limited to dedicated fields/areas for editorial staff to include specific, required information about a story within the script:					
3.2.1.4.1	<ul style="list-style-type: none"> “Slug” (name of the story); 		10	10	
3.2.1.4.2	<ul style="list-style-type: none"> duration of the edited story; 		10	10	
3.2.1.4.3	<ul style="list-style-type: none"> script line numbers; 		7	7	
3.2.1.4.4	<ul style="list-style-type: none"> story numbers; 		3	3	
3.2.1.4.5	<ul style="list-style-type: none"> geographic location of the story; 		8	8	
3.2.1.4.6	<ul style="list-style-type: none"> Radio reporter’s name, language of choice and contact numbers; 		10	10	
3.2.1.4.7	<ul style="list-style-type: none"> TV Crew name, contact numbers and language of choice; 		10	10	
3.2.1.4.8	<ul style="list-style-type: none"> name of video editor and graphic artist assigned to the story; 		10	10	
3.2.1.4.9	<ul style="list-style-type: none"> details of the graphics; 		5	5	

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3.2.1.4.10	<ul style="list-style-type: none"> presenter's intro and outro; 		10	10	
3.2.1.4.11	<ul style="list-style-type: none"> "in words" on the script; 		10	10	
3.2.1.4.12	<ul style="list-style-type: none"> "out words" on the script; 		10	10	
3.2.1.4.13	<ul style="list-style-type: none"> in and out times (including the total duration) of the graphics (CG) inserts. 		10	10	
3.2.1.4.14	<ul style="list-style-type: none"> feeding times; 		8	8	
3.2.1.4.15	<ul style="list-style-type: none"> bulletin/program deadlines; 		10	10	
3.2.1.4.16	<ul style="list-style-type: none"> copyright/license status details; and 		10	10	
3.2.1.4.17	<ul style="list-style-type: none"> Notes to the TV News Director (including video quality and specific dynamics of the first shot). 		7	7	
3.2.1.4.18	<ul style="list-style-type: none"> The above columns must be customisable for focused users and groups 		10	10	
3.2.2	Wires				
3.2.2.1	The system must be able to receive international wires and audio-visual news services. Such feeds include, but are not limited to: Reuters, AFP, SA Weather, financials, social media platforms and News Research (an internal SABC department).		10	10	
3.2.2.2	The wire service needs to have the ability to view public emails as an input wire e.g. press releases sent via email.		8	8	
3.2.2.3	The wire service needs to break down the feeds into their news categories (politics, economics, weather, WhatsApp, Web, social media feeds, sport etc.)		8	8	

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3.2.3 Graphics and multimedia					
3.2.3.1	The system must provide a preview of the multimedia content.		8	8	
3.2.3.2	Users must be able to download graphics from the system and reuse them on other platforms i.e. publish an article on a website or republish to social media.		10	10	
3.3 SCRIPT EDITING					
"Scripting" entails the inputting of scripts into the newsroom system. This happens after the story gathering process has been completed.					
3.3.1 The system must allow and enable the following functions in the editing phase:					
3.3.1.1	Users to have access to other third-party systems used in the SABC (such as the News Media Production System, Audio Production/Playout System (dira! SCISYS), Dalet Galaxy Media system etc.). These must be accessible to all office based journalists.		10	10	
3.3.1.2 Story text editing					
3.3.1.2.1	<ul style="list-style-type: none"> A built-in British English spelling checker. 		10	10	
3.3.1.2.2 Dictionaries					
3.3.1.2.2.1	<ul style="list-style-type: none"> The story text editing needs to accommodate dictionaries of the 11 SA languages; i.e. English, Zulu, Afrikaans etc. Bidder to provide possible options to customise all the additional languages as necessary. 		2	2	
3.3.1.2.2.2	<ul style="list-style-type: none"> Technical language translations e.g. sport, economics, etc. tables are required for technical word or terminology translations for different languages. 		2	2	

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3.3.1.2.3	<ul style="list-style-type: none"> We must be able to use special characters e.g. (ô ë ò). 		10	10	
3.3.1.2.4	<ul style="list-style-type: none"> Translating into the 11 official languages is important.(split screen required for translating one language to another) 		10	10	
3.3.1.2.5	<ul style="list-style-type: none"> Auto-save (time configurable) and an easy way to retrieve auto-saved stories in the event of an unexpected computer shutdown or closing by mistake. The story/content should be easily recovered; 		10	10	
3.3.1.2.6	<ul style="list-style-type: none"> Only the last modified story must be visible. Previous versions of the story to be accessible and trackable (meta-data to include who modified the story, date and time as a minimum) 		10	10	
3.3.1.2.7	<ul style="list-style-type: none"> All modified script versions must be user stamped. Newly edited story to replace the previous version of the story, especially in breaking, developing stories. 		10	10	
3.3.1.2.8	<ul style="list-style-type: none"> Old archived rundowns with their stories must be retrievable to be read as research for new stories. 		8	8	
3.3.1.2.9	<ul style="list-style-type: none"> Bulletin writers or identified team leaders/members to be able to make scripts available to provincial teams; 		10	10	
3.3.1.2.10	<ul style="list-style-type: none"> Script read rates needs to be customisable for different presenters; 		5	5	
3.3.1.2.11	<ul style="list-style-type: none"> Allow for scripting / editing in the field and to be made available for all teams. 		10	10	
3.3.1.2.12	<ul style="list-style-type: none"> Slugging of a script from inception needs to be editable to allow modification corrections before 		10	10	

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	broadcasts				
3.3.1.2.13	<ul style="list-style-type: none"> When scripting duplicate slugs must not be allowed. 		10	10	
3.3.1.2.14	<ul style="list-style-type: none"> Must have offline filing of stories for journalists in the field; 		7	7	
3.3.1.2.15	<ul style="list-style-type: none"> Selected scripts must be printed from a news gathering grid. 		10	10	
3.3.1.2.16	<ul style="list-style-type: none"> TV, Radio and Digital must have access to all scripts and folders/containers i.e. containers can be seen as different languages, genres, shows, etc. 		10	10	
3.3.1.3	Script approval process needs to allow the following functionality:				
3.3.1.3.1	<ul style="list-style-type: none"> The approval process needs user based permissions. 		10	10	
3.3.1.3.2	<ul style="list-style-type: none"> The approval value chain needs to be applied as follows: <ul style="list-style-type: none"> Radio: from journalist, checked by editor, checked by approved desk, filed into approved read-only container (editable by system administrator only). TV (journalist, checked by editor, copy editor, filed into approved read and write container (assignment intros). Approved scripts are then available for broadcasts. The system must be able to delegate. 		10	10	

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3.4 PUBLISHING					
"Publishing" is the process of having approved content ready for broadcast, publication and distribution.					
3.4.1 General					
3.4.1.1	Once scripts have been checked and approved, an alert needs to be triggered to inform cross-functional teams that they are ready for publishing.		6	6	
3.4.1.2	All SABC platforms (including cross-functional teams) need to be able to see and access what each has done. This is important especially when there's breaking/developing news.		8	8	
3.4.1.3	The system needs to offer centralised publishing for all SABC platforms.		8	8	
3.4.1.4	Assignment/Copy Editors need to be able to approve and publish content (e.g. packages) to a container/folder. This container needs to be accessible to all.		8	8	
3.4.2 Rundowns					
3.4.2.1	SABC News needs to works on multiple running orders simultaneously to facilitate the dragging of stories from one rundown to another.		10	10	
3.4.2.2	Customised printing is needed. For example, two column printing (left column contains technical commands and the right column contains the script).		6	6	
3.4.2.3	Auto creation of rundowns must be generated from a template with customisable columns.		10	10	
3.4.2.4	The system upon occasion is required to duplicate rundowns to two different facilities with		10	10	

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	separate MOS device controls. The duplicated rundowns are required to be enabled to function independently of one another.				
3.4.3	Assembling running orders (rundowns)				
3.4.3.1	Total story packages (Total duration) require allocated duration time in the rundown.		10	10	
3.4.3.2	The duration of the edited story needs to be included.		10	10	
3.4.3.3	All running orders must have customisable time durations.		10	10	
3.4.3.4	In and out times (including total duration) of the media inserts is needed.		10	10	
3.4.3.5	The desk writer (different from the journalist) needs to be assigned to the story.		10	10	
3.4.4	The running order list				
3.4.4.1	Customisable advertising breaks are needed (time allocable)		8	8	
3.4.4.2	Stories need to be moveable (up and down) within the running order.		10	10	
3.4.4.3	Drag and drop functionality and shortcut keys are needed.		8	8	
3.4.4.4	At any stage updates to the running order should automatically save, referenced to a particular bulletin and recalled later to add further items.		10	10	
3.4.4.5	Auto updating of the total duration of the running order.		10	10	
3.4.4.6	Ability to float stories and insert or reserve a time slot within a running order for late/breaking stories must be provided by the system.		10	10	

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3.4.5 Digital platforms and social media networks					
3.4.5.1	The system needs to have publishing functionality to different digital and social media platforms (e.g. websites and online services etc.).		8	8	
3.4.5.2	Editorial staff needs to be able to curate, clip selected broadcast content and publish it on the Web and social media platforms (vice versa from Digital News).		8	8	
3.4.5.3	Editorial users need to be able to publish trending social media topics, sentiments and web/social analytics highlighted within the system for publication and broadcast on all platforms.		8	8	
3.4.5.4	The newsroom system needs to retrieve publish content from an internal WordPress website, e.g. extracting research information from WordPress.		7	7	
3.4.5.5	SABC Digital News needs to be able to publish content from the system to its website (WordPress).		9	9	
3.4.5.6	All radio, TV and graphic content must be available for curation for publication on digital platforms and vice versa.		10	10	
3.4.6 Output					
“Output” is when a running order is activated for studio on-air and streaming devices.					
3.4.6.1	Initialisation of MOS automated devices e.g. graphics generator (CG), playout (NPS and dira! [SCISYS]), teleprompter as documented in the integration section of this document.		10	10	
3.4.6.2	The system has to be able to move running orders dynamically from one studio to		10	10	

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	another, redirecting MOS devices to the reallocated studio.				
3.4.6.3	Running orders need to have the ability to be locked before going to air.		5	5	
3.4.6.4	The teleprompter should be able to be controlled by multiple control devices; e.g. mouse or a teleprompter controller.		10	10	
3.4.6.5	MOS synchronised devices must be updated dynamically as the scripts are updated and/or moved/removed.		10	10	
3.5 ARCHIVING					
<p>“Archiving” refers to the record-keeping of all captured content, i.e. all stories, rundowns and diaries.</p> <p>The system must have the following functions in the archiving phase:</p>					
3.5.1 Access					
3.5.1.1	All users must be able to have read access to all archival content.		8	8	
3.5.2 Search					
3.5.2.1	The system must have an optimal search engine to retrieve archival content with defined parameters.		10	10	
3.5.2.2	The system must offer indexing, tagging (usage of key words), catalogued information for the efficient retrieval of video and audio previews of stored media. This includes the input of metadata. Bidder to indicate how the below three points can be achieved with their proposed system.				
3.5.2.2.1	<ul style="list-style-type: none"> The catalogued information is on Dalet Galaxy. 		6	6	
3.5.2.2.2	<ul style="list-style-type: none"> The media as it is all stored in the LTO system (MassTech) 		6	6	

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3.5.2.2.3	<ul style="list-style-type: none"> The News production system will allow video and audio previews for the above mentioned systems. 		6	6	
3.5.3 Sending and receiving archival content					
3.5.3.1	Archivists must be able to send requested information to provincial newsrooms (and vice versa).		4	4	
3.5.4 Diaries: Archiving					
3.5.4.1	This information must always be available on the system. The system must auto-archive all diaries and broadcast running orders "as is".		5	5	
3.5.4.2	24 hours after diary and running order delivery the archive process is done. The Archived content is required to be read-only for research purposes.		5	5	
3.5.5 Updates/changes to archival content					
3.5.5.1	The archive must be rights protected.		5	5	
3.5.5.2	Only systems administrators must be able to make changes to archival content. For example, archive personnel may request administrators to delete incorrectly archived entries.		5	5	
3.5.5.3	The system needs to auto-archive with an option to manually archive diaries and rundowns.		5	5	
3.6 GENERAL REQUIREMENTS					
The system will require the following:					
3.6.1 Languages					
3.6.1.1	The system must allow for the ingestion of stories in all South African vernacular languages as		5	5	

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	well as the languages broadcast by Channel Africa. (e.g. French, Portuguese, Swahili, Chinyanja and siLozi)				
3.6.1.2	The system must allow new words to be added to its dictionary. New words must be subject to editorial pre-approval and must be added by users with higher role rights.		5	5	
3.6.1.3	The system must allow the organisation to choose which variation of English language it wants to use - British English.		8	8	
3.6.1.4	The word processor must include special characters e.g. Afrikaans, Tonga characters, e.g. (ô ë ò).		10	10	
3.6.2	Software application				
3.6.2.1	<ul style="list-style-type: none"> 750 floating (concurrent) user licenses on the SABC network (SABC WAN) on multiple devices, e.g. Desktop, Laptop, Tablet (IOS and Android) and Mobile (IOS and Android). 		10	10	
3.6.2.2	<ul style="list-style-type: none"> Studio workstations with dedicated device licenses (8 per studio for 5 studios) 		10	10	
3.6.2.3	<ul style="list-style-type: none"> The system is required to automatically logoff and releases its floating licences after a predetermined inactive period. 		10	10	
3.6.3	Special event (e.g. Elections) licenses need to be possible as a rental option.				
3.6.3.1	<ul style="list-style-type: none"> Indicate if the rental can be cloud based 		10	10	
3.6.4	The user interface needs to allow customisation to tailor the dashboard for different users.		9	9	
3.6.5	The system administration function must provide the following:				
3.6.5.1	<ul style="list-style-type: none"> The systems administrator facilitates the control and 		8	8	

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	optimisation of the operations of the overall system.				
3.6.5.2	<ul style="list-style-type: none"> Logging of system and user events, (changes on system needs to be tracked and identifiable – auditable log). 		10	10	
3.6.5.3	<ul style="list-style-type: none"> Must offer full audit trail in order to indicate which user moved, floated, deleted or approved a story, including during a live broadcast (logs); 		10	10	
3.6.5.4	<ul style="list-style-type: none"> Configuration of system parameters 		10	10	
3.6.5.5	<ul style="list-style-type: none"> Single session for Configuration of user rights and permissions. 		10	10	
3.6.5.6	<ul style="list-style-type: none"> Audit log of system changes. 		10	10	
3.6.5.7	<ul style="list-style-type: none"> Setup up of system templates. 		10	10	
3.6.5.8	<ul style="list-style-type: none"> Maintenance and interrogation of all systems, locally or remotely 		10	10	
3.6.5.9	<ul style="list-style-type: none"> Systems statistical analysis, monitoring and user activity interrogation 		10	10	
3.6.5.10	<ul style="list-style-type: none"> Customise the user profiles, groups and ability to clone profiles to different groupings. 		10	10	
3.6.5.11	<ul style="list-style-type: none"> Must allow for administration and management of users and folders (Checks and Controls). 		9	9	
3.6.5.12	<ul style="list-style-type: none"> Administrators must be able to temporarily allocate rights and security levels. These must also have expiry dates in order to accommodate short-term/ annual independent contractors/freelancers and guest users. That means automated temporary access for temporary user privileges 		10	10	

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	are controlled.				
3.6.5.13	<ul style="list-style-type: none"> Allow for the generation of daily, weekly, monthly and annual content reports. 		10	10	
3.6.5.14	<ul style="list-style-type: none"> The administrator needs to move rundowns to different studios according to ad-hoc changes therefore the flexibility to change rundowns to alternative facilities is core. 		10	10	
3.6.6	The login process must synchronise with the SABC's active directory service		10	10	
3.6.7	Accommodate visually-impaired staff. Allow for clearly defined shortcut keys (keyboard functionality) for users using the JAWS Software.		10	10	
3.6.8	Allow for the embedding of other applications (ActiveX or API software) within the Newsroom computer system to ensure that users do not have to use multiple screens, i.e. Window of application embedded within the User Interface of the Newsroom application.		10	10	
3.6.9	<p>Data migration</p> <p>The SABC needs to migrate archival catalogued information from the ENPS onto the new NRS. For such to happen, the Bidder is requested to advise on the process and include the migration of the archival data in the costing.</p>		10	10	

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3.7 COMPLIANCE AND REGULATIONS					
The Newsroom system must comply with international, and South African regulations					
3.7.1 The system will require the following functionality with regard to compliance and regulatory matters:					
3.7.1.1	The tracking of statistics for the categorisation of stories into Local, Provincial, National, African, International, Sport, Financial, Politics, Special Projects;		10	10	
3.7.1.2	The tracking of statistics (users & number of stories broadcast/published) for the broadcast of stories in these categories;		10	10	
3.7.1.3	Management of user access rights at different levels;		10	10	
3.7.1.4	Enable audience advisory functionality. This is to be able to include parental guidance or sensitive material alerts into scripts for display purposes, indicate how this can be achieved.		10	10	
4 INTEGRATION					
The newsroom system must be able to be integrated with third party systems.					
The newsroom system must integrate with news tools or systems, including but not limited to the News Production Playout system, Graphics and Branding Playout systems, Teleprompter/Autocue system and the Radio Playout system (dira! [SCISYS]).					
The systems and their integration expectations are listed in details below:					
4.1 GENERAL REQUIREMENTS					
4.1.1	Must be able to have Media Object Server (MOS) protocol integration capabilities;		10	10	
4.1.2	Be able to integrate with other XML-based systems;		10	10	
4.1.3	Running Orders are required via the MOS protocol to push to more than one region		10	10	

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	simultaneously.				
4.1.4	The bidder must supply a MOS gateway integration system/solution with built in resilience to maintain uninterrupted on-air connectivity;		10	10	
The SABC News value chain includes the following systems:					
4.2 News Production System (NPS) 4.3 Adobe Creative Cloud 4.4 Dalet Galaxy, Masstech (LTO) 4.5 Graphics playout and branding systems 4.6 dira! (SCISYS) radio playout system 4.7 Social media 4.8 WordPress Content Management System (CMS) 4.9 Teleprompter/ autocue 4.10 Visually impaired software (JAWS)					
4.2	INTEGRATION WITH THE NEWS PRODUCTION PLAYOUT SYSTEM (NPS) Seamless integration with the newsroom system software				
<p>The SABC is in the process of replacing the current Quantel NPS. It will be the responsibility of the bidder to integrate the proposed solution with the SABC's new NPS (refer to tender on the News Production Playout System Replacement for proposed specifications).</p>					
4.2.1	Incorporate the NPS Editing software embedded within the newsroom user interface		10	10	
4.2.2	The 140 x Storyboarding editing software is required to function within the Newsroom System (e.g. ActiveX or relevant API)		10	10	
4.2.3	allow edited clips from the NPS to update the scripted story duration for the Running Orders		10	10	
4.2.4	allows published clips to embed MOS device control into the scripted NRS script;		10	10	

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4.2.5	MOS device elements when triggered launches the Storyboard software and the linked video clip from within the story script		10	10	
4.2.6	Newsroom placeholder integration needs to allow:				
4.2.6.1	Placeholder for ingested content to be linked i.e. any new raw content that is live ingested or non-live ingested files are required to be linked to the available planned newsroom stories already generated;		10	10	
4.2.6.2	Placeholder for edited content published to playout i.e. the edited clip is linked to the story script via the placeholder in the running order.		10	10	
4.2.7	Studio playout automation via MOS				
4.2.7.1	The newsroom system needs to push the running order to the NPS playout allowing the published clips to be populated as a playlist for playout		10	10	
4.2.7.2	The newsroom running order needs to be synchronised – i.e. allowing changes to dynamically reflect on the Playout Playlist in accordance to Running Order updates		10	10	

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4.3 ADOBE CREATIVE CLOUD SOLUTION					
<p>SABC News has migrated their Craft editing facilities to Adobe CC (Production Premiere). The progressive migration is moving Craft and Graphics to an Adobe platform to allow common share and render facilities. Beyond this the cloud and management solutions that Adobe brings requires Newsroom integration.</p> <p>A functional Gateway must allow access to the NRS and provide the ability to:</p>					
4.3.1	Integration the Newsroom system to accommodate the Adobe CC software. Bidder to indicate how this is achieved.		10	10	
4.3.2	Bidder to add the options and costing to the Bill of Materials.		10	10	
4.3.3	Ability for Adobe Production Premiere to publish clips to the Newsroom System placeholders.		10	10	
4.4 DALET GALAXY AND LTO MASSTECH (BLACK PEARL) ARCHIVE					
<p>The SABC has implemented the Dalet Galaxy as an ingest system for the SABC's program content. Dalet Galaxy delivers files and archives to the LTO via the Masstech and Black Pearl system. SABC News uses the Dalet Galaxy system to catalogue and archive its media to the LTO system.</p>					
<p>The NRS system is required to enable the following to allow seamless NPS editing where all the content will be managed efficiently, securely and safely on file-base workflows.</p>					
The solution provided by the bidder needs to allow:					
4.4.1	Access the news content on the LTO archive database		10	10	
4.4.2	Ability to search stored content		10	10	
4.4.3	Open and allow NPS editing of the available proxy content of the Active Archive (LTO)		10	10	
4.4.4	Retrieve content via the NPS from the LTO		10	10	

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4.4.5	Push content to Dalet Galaxy to be catalogued and archived		10	10	
4.4.6	The above functionality is required using the same NRS/NPS user interface		10	10	
4.5	GRAPHIC PLAYOUT AND BRANDING ENHANCEMENT TOOLS (insertions of titles and graphical elements e.g. pictures, rendered media with alpha etc.)				
The current template driven graphics playout system (current system Chyron CAMIO) for SABC News is due to be replaced. Refer to the tender on the News Branding and Graphics Playout System replacement for proposed specifications.					
4.5.1	Incorporate the graphics authoring software embedded within the newsroom user interface		10	10	
4.5.2	The 100x graphics authoring software is required to function within the newsroom system (e.g. ActiveX or relevant API)		10	10	
4.5.3	allows authored graphics (Populated templates) to embed MOS device control into the NRS script within the Running Order;		10	10	
4.5.4	MOS device elements when triggered launches the Graphics Authoring software user interface and the linked preview clip from within the story script		10	10	
4.5.6	Studio graphics playout automation via MOS				
4.5.6.1	<ul style="list-style-type: none"> The newsroom system needs to push the running order to the Studio Graphics Playout device allowing the published clips to be populated as a playlist for playout; 		10	10	

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4.5.6.2	<ul style="list-style-type: none"> The newsroom running order needs to be synchronised i.e. allowing changes to dynamically reflect on the Graphics Playout system’s Playlist in accordance to running order updates. 		10	10	
4.6 dira! (SCISYS): RADIO PLAYOUT SYSTEM					
<p>The SABC has replaced the Radio Playout System with the dira! (SCISYS) system. It will be the responsibility of the bidder to integrate the proposed solution with this system.</p>					
4.6.1	Incorporate the dira! (SCISYS) clip management software Embedded within the Newsroom User Interface, i.e. the software is required to function within the newsroom system (e.g. ActiveX or relevant API)		10	10	
4.6.2	Ability to edit clips from dira! (SCISYS) to update the scripted story duration for the running orders?		10	10	
4.6.3	Allows published clips to embed MOS device control into the NRS script;		10	10	
4.6.4	MOS device elements when triggered launches the software and the linked audio clip from within the story script		10	10	
4.6.5 Studio playout automation via MOS					
4.6.5.1	The newsroom system needs to push the running order to the dira! (SCISYS) playout allowing the published clips to be populated as a playlist for playout.		10	10	

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4.6.5.2	The newsroom running order needs to be synchronised – i.e. allowing changes to dynamically reflect on the Playout Playlist in accordance to Running Order updates.		10	10	
4.7 WORDPRESS - CONTENT MANAGEMENT SYSTEM (CMS)					
<p>The SABC News website uses the WordPress as their Content Management System (CMS).</p> <p>The new system needs to be able to integrate with this CMS in order to provide the following functionality:</p>					
4.7.1	Receive scripts from the NRS (in order to avoid copy/pasting between two different systems)		8	8	
4.7.2	Publish to receive and download multimedia content from the NRS and NPS, e.g. scripts, media clips and graphics		9	9	
4.7.3	Indicate possible Diary planning and scheduling functionality to assign stories to users.		7	7	
4.7.4	Push or publish scripts and multimedia content to the NPS and NRS. Digital News produces original content and must be able to transfer content to the above systems as well.		10	10	

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4.8 PUBLISH TO SOCIAL MEDIA PLATFORMS					
SABC News utilises a number of third party social media monitoring and curation tools. It would be of great benefit if the system can integrate with these existing tools and/or offer its own so-called "one-stop-shop" for social media.					
The following functionality (but not limited to) should be provided by the system:					
4.8.1	As a newsgathering tool and social media manager:				
4.8.1.1	<ul style="list-style-type: none"> Receive social media feeds for newsgathering, monitoring and curation. 		8	8	
4.8.1.2	<ul style="list-style-type: none"> Receive (and convert) non-standard file formats and aspect ratios. 		9	9	
4.8.1.3	<ul style="list-style-type: none"> The ability to create (schedule) content and approve for social media platforms as well as publish and distribute it on a variety of social networks. 		8	8	
4.8.1.4	<ul style="list-style-type: none"> The ability to select and publish social media content to platforms e.g. for on-air broadcast and Web. 		8	8	
4.8.1.5	<ul style="list-style-type: none"> The ability to link social media content to rundowns. 		8	8	
4.8.1.6	<ul style="list-style-type: none"> The ability to stream multimedia content from social media e.g. video, live video. 		8	8	
4.8.1.7	<ul style="list-style-type: none"> The ability to accommodate live and static data gathered from social trends. 		8	8	
4.8.2	Analytics				
4.8.2.1	Monitor and track trending topics and events (and flag those that gain traction quickly). E.g. Coronavirus		9	9	
4.8.2.2	Provide social media sentiment analysis (historical too) and polling.		9	9	

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4.8.3 User generated content (UGC) tool/application					
4.8.3.1	<ul style="list-style-type: none"> Ability to allow downloading of content to the NRS and NPS 		9	9	
4.8.4.2	<ul style="list-style-type: none"> Ability to allow user content validation and permission 		10	10	
4.8.3.3	<ul style="list-style-type: none"> Ability to allow GPS trackable and on-line tracking user management for content inserts <p>Users trackable to establish site location for event captures</p>		10	10	
4.9 VISUALLY IMPAIRED SOFTWARE (JAWS)					
4.9.1	<p>Visually impaired users must be able to work on the system (the SABC is currently using JAWS). Consequently, it should be device independent and its content should adapt to the device on which it is displayed. Bidder to ensure with a statement to confirm integration with JAWS can be done. If Bidder is not JAWS compliant an alternative must be supplied to make the integration possible</p>		10	10	
4.9.2	<p>The basic requirements of JAWS:</p> <p>Computer read screen program for windows needs to be functional.</p> <p>Talk back or text to voice enablement.</p> <p>For ease of use Short-cut keys must be programmable to navigate between tabs (Different parts of the screen).</p>		10	10	

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5. TECHNICAL INFRASTRUCTURE AND HOSTING					
The quoted equipment must comply with the following specifications:					
5.1 SYSTEM RESILIENCE AND RELIABILITY					
The newsroom computer system should offer maximum (100%) uptime. The system must offer full redundancy, locally and nationally.					
The Newsroom System must be designed to be inherently reliable and must be provided with automatic backup with fail over systems to enhance the resilience to fault conditions.					
In essence, this system is similar to many other computer based processing systems used in mission critical environments, and the normal techniques employed to increase the overall reliability and resilience to faults in such systems must be employed in this application.					
Some of these techniques are listed below, but the Bidder is encouraged to offer innovative solutions to these problems. All such offerings must be accompanied by a description of their "operating principles", a "high level design diagram" and a "statement" detailing why this solution is recommended by the Bidder.					
5.1.1	Duplicated Servers – where two servers are arranged as a pair, such that in the event of one failing, the other can seamlessly assume the total processing load alone. The servers must have dual PSU's.		10	10	
5.1.2	Multiple simultaneous instances of key applications and resources – where all key applications and resources exist simultaneously on different servers, and the client terminals can access any instance at any time.		10	10	

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5.1.3	No single points of failure – where all equipment, including servers, switches, routers etc. are duplicated and redundant.				
5.1.3.1	<ul style="list-style-type: none"> • Vendor needs to accommodate redundancy within the design, especially on the core system and MOS integration. • Provide high-level design 		10	10	
5.1.3.2	<ul style="list-style-type: none"> • PSU's need to have redundancy hot swap spares in the same rack. 		10	10	
5.1.3.3	<ul style="list-style-type: none"> • Core modules, cards, control processor card, etc. need to have redundancy or hot swappable spare. 		10	10	
5.1.3.4	<ul style="list-style-type: none"> • Systems need to have built in hardware monitoring with automatic user notification upon failure e.g. if the PSU or a HDD failed. 		10	10	
5.1.4	Alternate paths for data communications: where in the event of a communication cable or interface failing, there is an alternative method of completing the communication. Demonstrate in high-level design.				
5.1.5	System recovery Systems needs to be able to return to previous operating settings upon re-boot following a power failure or system crash with the configuration, and set-up as it was before the failure; Comply=10 or non-Comply=0		10	10	

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5.1.6	<p>Performance</p> <p>The newsroom computer system must have fast response times i.e. The user must experience latency less than 1 second during peak times.</p> <p>The system must perform at full load, with the maximum number of users and full studio automation utilisation.</p> <p>Proof of this will have to be demonstrated during commissioning. Comply = 10 or non-comply = 0</p>		10	10	
5.2	WORKSTATIONS				
The quoted equipment must comply with the following specifications:					
5.2.1	<p>Newsroom workstations hardware for Ingest, Playout and Administration workstations will be sourced by the bidder from a local (SA) HP supplier to guarantee the 3/3/3 warranty. The bidders to provide recommended workstation specifications that will allow for the optimal performance of the proposed system.</p>		10	10	
5.2.2	<p>Core hardware required for each News Studio – 8x computer workstations will be required for each of the 5 studios.</p> <p>Workstations allocated to the follow users: Editorial Producer, Director, Technical Operator, Production Assistant, Teleprompter, Playout Operator, Titles Operator, Sound Operator.</p> <p>The bidders to provide workstations that will allow for the optimal performance of the proposed system.</p>		10	10	

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5.3 TELEPROMPTERS					
The quoted equipment must comply with the following specifications:					
5.3.1	Six (6) teleprompters units		10	10	
5.3.1.1	<ul style="list-style-type: none"> Teleprompter software to include prompt viewing monitoring 		10	10	
5.3.1.2	<ul style="list-style-type: none"> Bidder to supply monitors for each Teleprompter Preview 		10	10	
5.3.1.3	<ul style="list-style-type: none"> MOS integrated – dynamical Running Order tracking synchronising with the time bar 		10	10	
5.3.1.4	<ul style="list-style-type: none"> Must have remote scroll control panel and mouse control (for backup) 		10	10	
5.3.1.5	<ul style="list-style-type: none"> Manually ingest teleprompt scripts (i.e. text document from a USB drive) 		8	8	
5.3.1.6	<p>Other associated hardware with the teleprompter Please quote per unit/system and specify the available options or alternatives.</p>		2	2	
5.4 TIME SYNCHRONISATION VIA NTP					
5.4.1	Time is required to synchronise the solution to the station time code, which gives time, day and the date.		10	10	
5.4.2	Script ingests require a date and time stamp.		10	10	
5.4.3	Running order timing for scheduled live productions.		10	10	
5.4.4	Logging and tracking for audit and problem diagnoses.		10	10	

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5.5 ENGINEERING COMPUTER/S					
5.5.1 Engineering setup computer/s will be required for the following:					
5.5.1.1	<ul style="list-style-type: none"> System interrogation, maintenance and repair interfaces. The bidders to provide recommended workstation specifications that will allow for the optimal performance of the engineering diagnostics. 		10	10	
5.5.1.2	<ul style="list-style-type: none"> Used for setup and programming configurations. 		10	10	
5.5.1.3	<ul style="list-style-type: none"> For backups (accommodate enough space for system back-ups) 		10	10	
5.5.1.4	<ul style="list-style-type: none"> System update distribution 		9	9	
5.5.1.5	<ul style="list-style-type: none"> OS patch distribution 		10	10	
5.5.1.6	<ul style="list-style-type: none"> Antivirus update distribution 		10	10	
5.5.2	Dashboard diagnostic software for system monitoring (for the newsroom equipment and including SNMP for device monitoring via a LAN and web platform).		10	10	
5.5.2.1	<ul style="list-style-type: none"> System health check and alert 		10	10	
5.5.2.2	<ul style="list-style-type: none"> Pop up alerts to relevant support administrators for core system failures and network issues. 		10	10	
5.5.2.3	<ul style="list-style-type: none"> Email notification to relevant support administrators for core system failures and network issues. 		10	10	

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5.6 IT AND NEWSROOM SYSTEMS (HARDWARE AND SOFTWARE)					
5.6.1	<p>Administration</p> <p>Ability to synchronise to the SABC's Active Directory</p>		10	10	
5.6.2	<p>Security</p> <p>The newsroom computer system must have sufficient security levels to prevent any unauthorised entry or intrusion.</p> <p>It must address the basic security components (confidentiality, integrity and availability). It must comply with industry best practice and SABC IT security policies.</p> <p>Bidder to indicate how their system addresses the security requirements mentioned:</p>		10	10	
5.6.3	<p>The SABC IT network infrastructure is CISCO.</p> <p>The IT department will free issue the necessary CISCO switches as part of their maintenance and support local agreement.</p> <p>It is the bidder's responsibility to guide the SABC to purchase the necessary CISCO switches to accommodate the required network infrastructure.</p>		10	10	
5.6.4	<p>The bidder is required to recommend the computer specifications for the Storyboard Editing computers. The editing software will be incorporated or embedded within Newsroom user interface (e.g. ActiveX or API integration).</p> <p>These computers will be</p>		10	10	

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	sourced for the newsroom system by the SABC IT team.				
5.6.5	The latest workstation software (latest Windows) with purchased licenses.		10	10	
5.6.6	Latest server O/S with purchased licenses.		10	10	
5.6.7	The bidder is to supply the SABC with the fully installed images of the hardware for emergency backup deployment.		10	10	
5.6.8	Anti-virus /Software management				
5.6.8.1	The SABC uses Symantec as it Antivirus software <ul style="list-style-type: none"> • Recommend Anti-virus Symantec software to use. = 10 Points • Recommended other Antivirus Vendor to recommend if Symantec is not advised. = 5 points 		10	5	
5.6.8.2	The OEM is required to ensure the system is implemented with the necessary: <ul style="list-style-type: none"> • latest hardware and software • latest updated OEM software with new update release recommendations • OS patch releases and related policy All the above considering the impact to the live system.		10	10	
5.6.8.3	Recommend Test Platform to test patches and recommended updates/ software upgrades as an option on the bill of materials.		10	10	

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5.6.8.4	Hardware agnostic Bidder to indicate whether the system is capable of working on different hardware platforms, e.g. using HP Servers		10	10	
5.6.8.5	Virtualised and private hosted cloud Bidder to indicate how the system can be setup virtualised, i.e. decentralised as a cloud setup and hosted (hardware, software, infrastructure and services) at and by the SABC with an OEM SLA for operational and technical support only.		10	10	
5.7	SOFTWARE LICENCES				
5.7.1	All licensing will need to be a once-off payment license (perpetual license) the SABC will not purchase annual subscription licenses to ensure equipment is functional.		10	10	
5.7.2	The licenses need to be floating; a pool of licenses for concurrent use.		10	10	
5.7.3	Studio workstations licenses (non-floating) based on specific devices is required;		10	10	
5.7.4	All software licenses needs to be specified and included as part of the proposal.		10	10	
5.7.5	All the required OS, application and plugins licenses must be included in the solution.		10	10	
5.7.6	Licenses for application software needs to be platform agnostic, i.e. software needs to run on mobile devices, tablets,		10	10	

NO.	A "partially complies" statement, non-response, or response without detail will be seen as "non-compliant". Share proof of compliance in the last column i.e. page number or document number of proposal. See e.g. 11.1 Technical Response Format	Bidders to indicate compliance	Max points	Min points	Compliance response with Vendor commitment and or page reference for provided supporting information
	Laptops and Computers.				
5.8 KVM EXTENDERS/SWITCHER					
5.8.1	Each studio PC is housed within the respective studio equipment room with remote KVM to the control desks, i.e. All studio workstations will be installed in the existing 19" equipment racks (All racks are 48U high and 1000mm in depth) and KVM'd to the control room desks. Bidder to supply the necessary KVMs for the required workstations.		10	10	
5.8.2	KVM extenders for HD resolution with USB.		10	10	
5.8.3	2x Engineering KVM switch with IP remote connectivity for the necessary server equipment rooms.		10	10	
5.9 DIGITAL GLUE					
5.9.1	Bidder to add the required Glue (converters) and other options even if the options were to be included in other devices e.g. glue for video of Teleprompter system; quote per unit/card etc.		10	10	
5.9.2	All frames need to have:				
5.9.2.1	<ul style="list-style-type: none"> A redundant PSU. 		10	10	
5.9.2.2	<ul style="list-style-type: none"> A networkable connection enabling LAN configuration and SNMP. 		10	10	
5.9.2.3	<ul style="list-style-type: none"> Specify all cards that could possibly be used and options that are available. 		10	10	
5.9.3	Technical spares				
5.9.3.1	Core system on-site spares for quick swap out is a necessity e.g. failed hard disks; PSU's, at least core spares for the core		10	10	

NO.	A "partially complies" statement, non-response, or response without detail will be seen as "non-compliant". Share proof of compliance in the last column i.e. page number or document number of proposal. See e.g. 11.1 Technical Response Format	Bidders to indicate compliance	Max points	Min points	Compliance response with Vendor commitment and or page reference for provided supporting information
	storage are required to be quoted in the bill of materials.				
6. CONSULTATION					
6.1	<p>The SABC requires a bidder/s to deliver a solution to;</p> <ul style="list-style-type: none"> ○ map the current workflows ○ design the new workflows ○ integrate and configure the functional system ○ Based on workflow the service provider will be required to compile detailed SOP's that will be used during training <p>to streamline News workflow broadcasting best practises.</p> <p>Bidder to provide costing for the above services</p>		10	10	
7. SYSTEM DESIGN					
7.1	<p>The system design will be generated in more detail after consultation between the winning bidder and the SABC as defined in the contracting.</p> <p>The Bidder to provide costing in the bill of materials.</p>		10	10	
7.2	<p>High-level technical system design drawing. = 10 Points</p> <p>Comprehensive Technical Concept Design document to be supplied for the team to understand the delivery = 20 points</p>		30	30	

NO.	A “partially complies” statement, non-response, or response without detail will be seen as “non-compliant”. Share proof of compliance in the last column i.e. page number or document number of proposal. See e.g. 11.1 Technical Response Format	Bidders to indicate compliance	Max points	Min points	Compliance response with Vendor commitment and or page reference for provided supporting information
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8. INSTALLATION AND CONFIGURATION

The bidder must comply with the SABC installation standards.

Electrical standards for electrical works in the racks should conform to the ISO9000 specifications.

All electrical equipment supplied operate at voltages ranging from 200V to 240V, 50Hz.

The bidder will be responsible for the complete installation package and quality standards. All core interconnections will be done through the News Server Room based on the 3rd floor of the TV News building with the full functional resilient system to be housed in the Radio Park IT Server Room (DMZ) on K1 floor. The regional offices will also be installed and commissioned to link back to the Johannesburg headquarters system.

The briefing session will elaborate and provide information of the SABC’s connectivity and regional infrastructure.

The Bidder is to ensure that the main and backup servers communicate dynamically.

The Bidder to supply the following:

8.1	<p>Project implementation plan;</p> <p>Detailing “how” the project will be implemented and managed during its lifecycle and a schedule (time vs activities) including milestones.</p> <p>Note that this schedule will form part of the contract documentation and performance measurement of the successful vendor.</p> <p>Typical information will include:</p> <ul style="list-style-type: none"> • workflow workshops and solution definition process, • Identity of project team and competencies, • marketing and promotional campaigning • high-level cash flow in conjunction with the project schedule, • UAT process and acceptance criteria, 		30	30	
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NO.	A "partially complies" statement, non-response, or response without detail will be seen as "non-compliant". Share proof of compliance in the last column i.e. page number or document number of proposal. See e.g. 11.1 Technical Response Format	Bidders to indicate compliance	Max points	Min points	Compliance response with Vendor commitment and or page reference for provided supporting information
	<ul style="list-style-type: none"> • Change Management Plan (refer to section 10 below) • Training (refer to section 10.6 below) • hand holding and support mechanisms • and SLA information. 				
8.2	Project Schedule Hard and softcopy response to be in A3 and in MS Projects 2007 format. Milestones against 8.1.		5	5	
8.3	Bidder commitment to provide drawings and cable numbering to the SABC (.dwg format to the SABC as part of the installation submission and implementation of the design) DWG format = 20 points Other importable CAD formats = 10 points		20	10	
8.4	Bidder to provide costing for the above services		5	5	
9.	COMMISSIONING				
<p>Although the RFQ does require commissioning documentation it will be a great help for each unit/device or system that is implemented to include its function in the studio/facility as a whole with the possible costing and time required.</p> <p>Comprehensive commissioning and test documentation will need to be provided as part of the project delivery according to the Studio Technology Installation Standards</p> <p>Note</p> <ul style="list-style-type: none"> • The final acceptance will be concluded after the handholding and go-live process. • The current Newsroom System is live therefore any migration and change-over is required to run in parallel with the old existing system to avoid any on-air disruptions. 					
9.1	System configurations testing to support the new proposed functional workflows are		10	10	

NO.	A “partially complies” statement, non-response, or response without detail will be seen as “non-compliant”. Share proof of compliance in the last column i.e. page number or document number of proposal. See e.g. 11.1 Technical Response Format	Bidders to indicate compliance	Max points	Min points	Compliance response with Vendor commitment and or page reference for provided supporting information
	<p>required (must be included as part of project schedule). Commissioning</p> <ul style="list-style-type: none"> Quality acceptance; for the installation of the solution, User acceptance testing (UAT) Commissioning documentations from the bidder to comply with the offered system. <p>Note:</p> <ul style="list-style-type: none"> The final acceptance will be concluded after the handholding and go-live process. <p>Bidder to commit to these requirements.</p>				
9.2	<p>The current News Newsroom Computer System (ENPS) is live therefore any migration and change-over is required to run in parallel with the old existing system to avoid any on-air disruptions.</p> <p>Bidder to commit to these requirements.</p>		5	5	
<p>10. CHANGE MANAGEMENT</p>					
<p>Although the final details regarding the roll-out will be considered with the final design and project plan it is necessary to determine possible skill sets for differing disciplines and requirements prior to training.</p> <p>Bidder to include the following in the “change management plan”:</p>					
10.1	<p>Initial System Overview training for both technical (20x) and super users to understand the system.</p> <p>(Bidder to include in plan)</p>		10	10	

NO.	A “partially complies” statement, non-response, or response without detail will be seen as “non-compliant”. Share proof of compliance in the last column i.e. page number or document number of proposal. See e.g. 11.1 Technical Response Format	Bidders to indicate compliance	Max points	Min points	Compliance response with Vendor commitment and or page reference for provided supporting information
10.2	Both technical (20x) and super users assist in developing workflows . (Bidder to include in plan)		10	10	
10.3	Technical implementation will include setting up the system after the above processes are completed. (Bidder to include in plan)		10	10	
10.4	Completion of the improved workflows will give rise to detailed super user and technical training. (Bidder to include in plan)		10	10	
10.5	The migration of the end user will require: The number of end and super-users: +/-1200				
10.5.1	<ul style="list-style-type: none"> • Marketing and creating awareness of the user changes and migrations (Bidder to include in plan) 		8	8	
10.5.2	<ul style="list-style-type: none"> • Operational training (Bidder to include in plan) 		10	10	
10.5.3	<ul style="list-style-type: none"> • Operational training will identify the champions that will require additional train the trainer course (10x) (Bidder to include in plan) 		10	10	
10.5.4	<ul style="list-style-type: none"> • Adaptation to the new workflows and setting up of Standard Operating Procedures (SOPs) (Bidder to include in plan) 		10	10	
10.5.5	<ul style="list-style-type: none"> • Handholding The systematic assistance provided by the 		10	10	

NO.	A “partially complies” statement, non-response, or response without detail will be seen as “non-compliant”. Share proof of compliance in the last column i.e. page number or document number of proposal. See e.g. 11.1 Technical Response Format	Bidders to indicate compliance	Max points	Min points	Compliance response with Vendor commitment and or page reference for provided supporting information
	implementation team to establish confident operational usage of the system, including dry-runs and functional workflows. (Bidder to include in plan)				
10.5.6	<ul style="list-style-type: none"> • Go live 28 consecutive days (7 days per studio) of fault free system on-air usage to establish the full system functionality and workflows. (Bidder to include in plan)		10	10	
10.6	<p>Levels of training required</p> <p>Although the final details regarding the roll-out will be considered with the final design and project plan, it is necessary to determine possible skill sets for differing disciplines and requirements prior to training; i.e. the experience of previous system roll-outs and staff migrations to explore and adjust effective workflows and system design modifications for implementation will be core.</p> <p>Operational and technical training needs to be provided for each product/function.</p> <ul style="list-style-type: none"> • Operational training needs to be included with the relevant budget costings • Technical training needs to be included with the relevant budget costings. <p>Technical staff must be sufficiently trained in order to be able to support all users, troubleshoot and solve technical queries.</p> <p>Provide relevant costing for training of the number of staff below:</p>				
10.6.1	<ul style="list-style-type: none"> • Technical and systems administration expertise and support of the system (News Tech 20x) 		10	10	
10.6.2	<ul style="list-style-type: none"> • Super user technical trainers (Radio Tech x6) 		10	10	
10.6.3	<ul style="list-style-type: none"> • Super user training i.e. User support (Operational Support) (x35). This team will train users nationally they 		10	10	

NO.	A "partially complies" statement, non-response, or response without detail will be seen as "non-compliant". Share proof of compliance in the last column i.e. page number or document number of proposal. See e.g. 11.1 Technical Response Format	Bidders to indicate compliance	Max points	Min points	Compliance response with Vendor commitment and or page reference for provided supporting information
	are the operational Train-the-trainers .				
10.6.4	<ul style="list-style-type: none"> Operational training (x1100) Include 3x Visually-impaired users must be able to work on the system using their software to tools. 		10	10	
10.6.5	<ul style="list-style-type: none"> Bidder must commit to provide media clips and manuals (hardcopy and pdf copies) for technical and user training, including online references as part of their training delivery. 		10	10	
10.6.6	<ul style="list-style-type: none"> All proposed training needs defined in the BOM to include expenses (Travelling, accommodation and subsistence). <p>No Travelling, accommodation and subsistence = 0 Points</p>		20	0	
10.7	Ensuring the below functions are well-thought-out and carefully considered, Provide relevant costing for each service or function:				
10.7.1	Systems migrations with operational and technical workflow designs,		2	2	
10.7.2	Handholding and go-live;		2	2	
TOTAL			2586	2551	

11 PRE-REQUISITE

11.1 Technical Response Format

11.1.1 Vendors are requested to respond to the tender in the following format:

11.1.2 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. (Note that failure to provide a response to a specific requirement will result in a zero score for that requirement, which will negatively impact scoring of your proposal).

11.1.3 The response to the requirements must state “Comply” or “Non-Comply.” The vendor/bidder must specify how the system/product delivers or differs, for each aspect as stated below, including a commitment and references or supporting information where applicable to clarify the response, i.e. share proof of compliance i.e. page number on technical brochure or document number of proposal.

11.1.4 A “Partially Comply” statement, non-response, or response without detail will be seen as “Non-Compliant”.

The below table is an example to illustrate how the vendor is to respond and answer the Evaluation:

E.g. as demo ONLY	A “Partially Comply” statement, non-response, or response without detail will be seen as “Non-Compliant”. Share proof of compliance in the last column i.e. page number or document number of proposal	Bidders to indicate compliance	Max Points	Min Points	Compliance response with Vendor commitment and or page reference for provided supporting information
A.1	Technical Information - NOTE THIS IS AN EXAMPLE FOR VENDOR RESPONSE PURPOSES ONLY				
A.1.1	The UPS system will need to accommodate the current 200KVA load				
A.1.1.1	The UPS must also allow for headroom of 100KVA	Comply-	10	10	UPS including battery pack can accommodate 500KVA. Reference to the system information section 1 - p25
A.1.2	The UPS must be sourced within South Africa	Comply-	10	10	The UPS is manufactured in Port Elizabeth; support within all major cities within South Africa Reference Page 1.2 Tab 5

11.2 Pricing Breakdown

11.2.1 All hardware, software and licenses, 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 or CSV file format). The Bidder’s proposed costing must take into consideration the Total Cost of Ownership (TCO). Pricing to include support and maintenance for seven (7) years), which will kick in after warranty. Bidders to indicate that elements that are offered as part of the solution but at no additional cost is applicable.

11.3 Project Implementation and Management

- 11.3.1 An installation plan and schedule is required as part of the tender submission. Hard copy response to be in A3 and softcopy in MS Projects 2007 format.
- 11.3.2 During the launch on-air “handholding” support will be required from the service provider.
- 11.3.3 Upon the system tests and commissioning all concerns, problems, issues and configurations requires a tracked ticketing solution to prompt incident and problem resolutions.
- 11.3.4 The successful vendor will be responsible for all required cabling and system installation works at no additional cost to the SABC.
- 11.3.5 As per the proposal - the successful vendor shall be responsible for ALL system configuration, workflows analysis, data exchange protocol licensing, system integration of the proposed solution and the SABC’s current systems as stated in Document E. The vendor further accepts all responsibility of engagement with the existing systems/products agent/s to successfully deliver on the solution.
- 11.3.6 Prior to contracting - it is a requirement that the successful vendor conduct a detailed workflow analysis and workshop with the SABC based on the requirements as captured in Document E of this tender to produce a Solution Design Document.
- 11.3.7 The solution design document must include and not limited to technical design drawings of the proposed system, including where applicable the current systems’ components in both hard copies and soft copies (CAD) that will reflect the fully functional and operational solution (These drawings shall be reviewed and approved between the successful vendor and SABC technical representatives)
- 11.3.8 The SABC “Studio Technology Installation Standards Document” is the standard for all SABC installations. It will be the standard used for wiring and must be adhered to; failure to comply will prevent “Racking and Cabling” sign-off. As this is mandatory, the Installation Standards Document will be made available upon request to all interested bidders.
- 11.3.9 The successful vendor (local or international) shall be responsible and bear all costs associated with the shipping of equipment and material to the SABC Auckland Park, Henley Road entrance 8 TV stores.
- 11.3.10 The successful vendor shall make available a project manager to form part of the project management team and must be available during scheduled technical and project meetings. This role will ensure that the SABC and vendor are able to resolve any disputes and decisions required for the successful implementation.
- 11.3.11 Managing the Implementation Plan; upon contracting the successful vendor will provide and manage the project management plan including the management of quality, risk, time.

12 MAINTENANCE, SUPPORT AND SPARES HOLDING

12.1 WARRANTY & SERVICE AGREEMENTS

The requirements of a national news organisation will mean that the New Newsroom Computer System will need to operate continuously for a minimum of 7 years. To make this possible, a comprehensive support structure must be provided for equipment maintenance, imaging of hard drive, software updates and fault resolution provisions. A comprehensive pricing structure for support and maintenance for seven (7) years to be included in the costing model.

While equipment maintenance and software updates can usually be planned for a convenient time, fault resolution will need to be based on a series of support levels available on a 24 hour x 365 day basis.

The necessary hardware devices warranty and product support life needs to be clearly indicated from date of implementation.

Equipment supplied needs to be supported for a minimum of 7 years from after expiry of warranty.

- The first year's support, SLA and equipment warranty must be embedded as part of the projects deliverable.

The OEM Bidder will need to provide local support for the solution for:

- Critical local spares holdings
- Spares exchange within 24 hours turnaround time.
- An on-site at SABC "Spares Kit" for the core equipment hardware as part of the system's BOM will be required for quick exchanges of core cards **allowing for reduced shipping delays.**
- All system upgrades within the first calendar year will not be at a cost to the SABC and this need is to be provided by the supplier.
- Warranty period for all hardware, software and integrations done must be specified and a warranty of 1 year will be the minimum requirement
- Should a vendor offer a product that belongs to another local vendors portfolio, a letter of agreement from the official authorised local agent must be provided in which the official local agent undertake to provide the after sales service and configuration of product on offer.

12.2 SERVICE LEVEL AGREEMENT (SLA)

- The requirements of a national news organisation will mean that the Newsroom Computer System will need to operate continuously for at least 8 years.
- To make this possible, a comprehensive support structure must be set up to provide equipment maintenance, imaging of hard drive, software updates and fault resolution.
- While equipment maintenance and software updates can usually be planned for a convenient time, fault resolution will need to be based on a series of support levels available on a 24 hour x 365 day basis.
- No mandatory SLA will be entered into by the SABC. Mandatory SLA will not be accommodated by SABC, as the SABC cannot be held ransom to have a system without

support; Bidder to indicate manufacturer (OEM) time and material support if the SABC chooses not to contract an SLA.

- The SABC requires the possibility to contract directly with the OEM for support, with the OEM stipulating their preferred local support representative.
- Service Level Agreement (SLA) for technical and operational support with the OEM will need to accommodate a minimum of the following:

12.2.1 The SLA needs to provide all operational and technical support with refresher orientation for any new updates.

12.2.2 The first- and second-line support will be provided by well-trained SABC technical support staff with problem escalation to the manufacturer and or local vendor.

12.2.3 The first year's support, SLA and equipment warranty must be embedded as part of the projects deliverable.

12.2.4 Future system upgrades within the first calendar year will not be at a cost to the SABC and this need is to be provided by the supplier.

12.2.5 SLA to include annual software upgrades.

12.2.6 A procedure for upgradeability for future installations; software or hardware is required, i.e. allowing the SABC access to the technical information to keep the system upgraded and on the latest versions of software.

12.2.7 Recommended procedures or test platforms with new software or Windows patch rollouts to be supported.

12.2.8 Documented fault tracking (email) and ticketing system; the service provider must have a ticketing system, allow technicians to log incidents.

12.2.9 An annual free response (visit) by the OEM engineer, costs (accommodation, subsistence and travelling) included in the SLA.

12.2.10 The SLA to specify the annual costing of all or any additional option/s for at least 7 years.

12.2.11 SLA needs direct OEM support (24/7/365) telephonic access with remote dial-in when required for operational and technical support.

12.2.12 The vendor is required to specify how technical support will be given without an SLA contract; i.e. as "parts, support service, time and material" for equipment failures or technical support. The Vendor will need to indicate the availability of a "parts, time and material only" support option outside a Service Level Agreement.

12.2.13 Support Levels: First line, second line and third line support must be provided to users. The first-line and second-line technical support will be provided by well-trained SABC operational and technical support staff with problem escalation to the manufacturer /vendor.

12.2.13.1 "First Line" Support

12.2.13.1.1 User support for operational helps or assistance needs to be accommodated with direct support on-line.

12.2.13.1.2 "Super users" support within the core operational structures will usually be

restricted to operational issues and simple workflow configuration tasks..

12.2.13.1.3 If this level of support cannot solve the problem, the “Super user” will escalate the fault to the second line support team.

12.2.13.2 “Second Line” Support

12.2.13.2.1.This will be provided by the specialist support team within the SABC but will usually be restricted to the more complex operational and technical issues, complex configuration issues and simple equipment faults.

12.2.13.2.2.If this level of support cannot solve the problem, the specialist support team will escalate the fault to the third line support team.

12.2.13.3 “Third Line” Support

12.2.13.3.1 This will be provided by the support team within the manufacturer or supplier, and will handle all the remaining issues, but particularly, serious system, integration and equipment faults, and system design problems.

12.2.13.3.2 The Third Line direct OEM support must be (24/7/365) telephonic access with remote dial-in when required for operational and technical support and repairs.

12.2.13.3.3 The proposal must include details of the “Third Line” support offered, including “call out” response times and the “time to resolve” any fault condition.

12.2.13.3.4 It should be stressed that the support required should cover serious problems on a “round the clock basis” as this is a live news operation. Third line support should be available telephonically 24/7/365 for any problems encountered.

12.2.13.3.5 Indicate in the response section below, how your solution will address the support requirements of the SABC.

13 EVALUATION CRITERIA

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.

13.1 TECHNICAL EVALUATION

13.1.1 The tender submission will be technically evaluated out of maximum of **2586 points** and a minimum of **2551** points for (phase 1), should the bidder/s not meets the minimum required points of **2551**, they will be disqualified and will not qualify for further evaluation.

13.1.2 The tender submission (phase 2) will be technically evaluated out of a minimum **85 points** and maximum of **120 points**- All bidders achieving less than the set threshold will not be evaluated further on BBBEE & Price Preference.

13.2 DETAILED TECHNICAL REQUIREMENTS

The evaluation is based on functionality, which will be evaluated using the following criteria and points: Bidders to provide a detailed response in accordance with the below mentioned requirements and the bidder must comply with all requirements presented below: (Please indicate the solution and the costing per product and value added options available

Phase 1 Evaluation:

Evaluation Area	Evaluation Criteria	Max Points	Min Points
Compliance to Technical Specification – section 4-10.	<ul style="list-style-type: none"> Full Compliance with the technical specifications on what the bidders are bidding on as detailed in the tender document: Maximum = 2586 points <p>Non-compliance with all the above = 0 points</p>	2586	2551
Total		2586	2551

13.3 Bidders who obtain less than the minimum threshold of 2551 points will be declared non-responsive and will be eliminated from further evaluation. **(Phase 2)**

Phase 2 Evaluation:

Evaluation Area	Functional Criteria	Max Points	Min Points
Previous working experience with references letters	Bidder/OEM to provide Portfolio of evidence describing similar work done, including contactable references <ul style="list-style-type: none"> • 5 and more clients = 30 points • Or 4 clients = 20 points • Or 3 clients = 10 points No previous working experience = 0 points	30	10
Maintenance, Support and Spares holding	Bidders/OEM will be evaluated on their ability to provide a meaningful technical support plan for the system offered: <ul style="list-style-type: none"> • Critical local spares holdings = 5 points • 365/24/7 Telephonic support from OEM = 5 points • Documented fault tracking (email) = 5 points • Spares exchange within 24 hours = 5 points • Locally trained technicians = 5 points • A number of free annual responses (visits) by an engineer = 5 points 	30	30
Service Level Agreement (SLA)	<ul style="list-style-type: none"> • The first year support, SLA and equipment warranty must be embedded as part of the project's deliverable = 10 points • Please provide the costing in the bill of materials for a 7 year SLA contract which will be effective after warranty = 10 points • Indicate the option to repair and support the system outside a SLA, i.e. time and material costing of work possibility = 10 points • Mandatory SLA = 0 points (SABC will not enter into mandatory SLA's) 	30	30
Delivery	Clearly indicate the expected equipment delivery to the SABC from date of purchase order: <ul style="list-style-type: none"> • 8 – 12 weeks delivery = 5 points • Or 8 weeks or less = 10 points 	10	5
Warranty	Standard warranty <ul style="list-style-type: none"> • <12 months = 0 points • Or 12 months = 5 points • or Standard warranty (12 months) with Extended warranty with no financial implication to the SABC = 10 points State the time from which the warranty will be effective i.e. once commissioned or delivered <ul style="list-style-type: none"> • Commissioning = 10 points • or Delivery = 5 points 	20	10
TOTAL		120	85

13.4 Bidders who obtain less than the minimum threshold of **85** points will be declared non-responsive and will be eliminated from further evaluation. **(BBBE & PRICE)**

14 PREFERENCE EVALUATION

14.1 BBBEE AND PRICE

14.1.1 The tender responses will be evaluated on either 80/20 or 90/10 preference point system, whichever one will be applicable once Total Cost of Ownership is assessed.

15 FINANCIAL STABILITY (WHERE APPLICABLE)

15.1 The financial stability evaluation is used to assess the financial risk of the shortlisted bidders. (Where applicable)

15.2 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)

END OF DOCUMENT E

Annexures to Document E:

Tender Price Summary – **Annexure A**

Briefing Session Guidelines – **Annexure B**

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 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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

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, 2017.

1.0 GENERAL CONDITIONS

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

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

1.2 The value of this bid is estimated to be less than R50 million(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) B-BBEE Status Level of Contribution.

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

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) together with the bid, will be

interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.5 The SABC reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the SABC.

12 DEFINITIONS

- 12.1 “all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 12.2 “B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 12.3 “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;
- 12.4 “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;
- 12.5 “Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 12.6 “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;
- 12.7 “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;
- 12.8 “contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 12.9 “EME”** means any enterprise with an annual total revenue of R10 million or less as per the Amended Codes of Good Practice (COGP).

- 12.10 **“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;
- 12.11 **“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;
- 12.12 **“non-firm prices”** means all prices other than “firm” prices;
- 12.13 **“person”** includes a juristic person;
- 12.14 **“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;
- 12.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 12.16 **“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;
- 12.17 **“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
- 12.18 **“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.

13 **ADJUDICATION USING A POINT SYSTEM**

- 13.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 13.2 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;.
- 13.3 Points scored must be rounded off to the nearest 2 decimal places.
- 13.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

- 13.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 13.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

14 AWARDED FOR PRICE

14.1 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

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

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

15 Points awarded for B-BBEE Status Level of Contribution

15.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

15.2

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant	0	0

contributor		
-------------	--	--

16 BID DECLARATION

16.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

17 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

17.1 B-BBEE Status Level of Contribution:..... =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE affidavit or certificate issued by a Verification Agency accredited by SANAS.

18 SUB-CONTRACTING

18.1 Will any portion of the contract be sub-contracted? **YES / NO** (delete which is not applicable)

18.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? **YES / NO** (delete which is not applicable)

19 DECLARATION WITH REGARD TO COMPANY/FIRM

19.1 Name of company/firm:

19.2 VAT registration number:

19.3 Company registration number

19.4 Type Of Company/ Firm - [Tick applicable box]

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation

Company

(Pty) Limited

19.5 Describe Principal Business Activities

.....

.....

.....

.....

19.6 Company Classification - [Tick applicable box]

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

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

19.8 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

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	<p>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?</p> <p>(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 <i>audi alteram partem</i> rule was applied).</p> <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	If so, furnish particulars:		

Item	Question	Yes	No
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
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 <input type="checkbox"/>	No <input type="checkbox"/>
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

- 1.0 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2.0 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.0 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4.0 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5.0 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for SABCs who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid RFP **No. RFP/TVO/2020/33**

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 consortium³ 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

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.

SIGNED at _____ this _____ day of _____ 2020

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

ANNEXURE A

TENDER PRICE SUMMARY

BREAKDOWN OF AN ALL-INCLUSIVE TENDER PRICE

NB: All local suppliers quoting in foreign currency must convert the currency to Rands and indicate the exchange rate applicable. For the purpose of comparisons, the bidders must use the following exchange Rates to convert the original foreign currency into South African Rand:

Fixed Amount (Duration of Contract) R_____

Variable Amount (Exchange Rate dependent) R_____ @USD=R17.3122

_____ @EURO= R20.7837

_____ @GBP=R23.1179

SUB TOTAL R_____

Add 15% Vat R_____

TOTAL TENDER AMOUNT R_____

BIDDER DETAILS:

Name of Tenderer: _____

Address: _____

E-mail address: _____

Telephone: _____

Signature: _____

Date: _____

ANNEXURE B –

GUIDELINE FOR BRIEFING SESSION

Applicable where Briefing Sessions are not compulsory or mandatory:

Due to the Covid-19 pandemic, and in compliance with National Treasury Instruction Note 5, institutions are advised as far as possible to avoid convening briefing sessions. Therefore a briefing session **WILL NOT BE SCHEDULED** in cases where it is avoidable and the following will apply:

- 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
- The queries must 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.
- 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.

Tender issue date: 31 August 2020

Briefing session date: 11 September 2020 @ 10:00am

Email queries by COB: 18 September 2020

Bid submission Closing Date: 29 September 2020 @ 12:00pm

Applicable where Briefing Sessions are unavoidable:

Where a briefing session cannot be avoided and, to the extent permitted by the Disaster Management Act (DMA) Regulations, the following will apply:

- The briefing session meeting will be arranged by means of an online session using the Microsoft TEAMS or similar enablers, the date and time of which will be published on the E-Tender Portal and SABC Website.
- Bidders who have access to Microsoft Teams or similar enablers are kindly requested to advise of their interest to participate in the online briefing session by sending an email to tenderqueries@sabc.co.za 3 days before the briefing session so as to be invited.
- On the date and time of the briefing session, bidders will be invited via Microsoft Teams or similar enablers to attend the online briefing session meeting.

- Bidders who are unable to connect via Microsoft TEAMS or similar enablers are requested to submit their queries related to the bid via email. The aforementioned process will follow
- Site Inspection will not be made compulsory however the bidders should be advised that non-attendance of such will be to their disadvantage. Should the need arise for a site inspection to be part of a briefing session, the following will apply:
 - SABC seeks to apply stringent precautionary measures to ensure maximum adherence to COVID-19 protocols and ensure a safe work environment by enforcing social distancing in the workplace. Only a **maximum number of 15 people per session** will be permitted to attend the briefing session at a time. The SCM Practitioner will arrange multiple sessions to accommodate only the allowed maximum number. The first come first rule will apply. If the first session is full, Bidders will attend the next session.
 - The dates and times of the briefing sessions will be advertised on the National Treasury E-Tender Portal and the SABC Website.
 - Bidders are required to confirm attendance at least one day in advance of session date using the email tenderqueries@sabc.co.za.
 - Bidders must wear masks and practise social and physical distancing at all times.
 - Bidders must comply with SABC COVID 19 screening process. Should the bidder's entry be denied due to high temperature or related COVID 19 restriction, such bidder's attendance should be acknowledged, and alternative Site Inspection be arranged if needed for a different representative from the same company.
- All queries and responses from the various briefings sessions will be consolidated into a schedule of questions and answers and communicated to all Bidders who have attended the compulsory briefing sessions.