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REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER:	RFQ/LOG/2020/76
RFQ ISSUE DATE	16 OCTOBER 2020
BRIEFING SESSION	NONE
RFQ DESCRIPTION	PANEL OF SUPPLIERS FOR SUPPLY AND DELIVERY OF COVID 19 PPE, CONSUMABLES AND HYGIENE RELATED SUPPLIES ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS.
CLOSING DATE & TIME	29 OCTOBER 2020 AT 12H00

Submissions must be electronically submitted to tenderqueries@sabc.co.za on or before the closing date of this RFQ,

For queries, please contact **Azwinaki Munyai** via email: Munyaia@sabc.co.za
Visit www.sabc.co.za for Tender documents

The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME : _____

POSTAL ADDRESS : _____

TELEPHONE NO : _____

FAX. NO. : _____

E MAIL ADDRESS : _____

CONTACT PERSON : _____

CELL NO : _____

SIGNATURE OF BIDDER: _____

South African Broadcasting Corporation SOC Limited: Registration Number: 2003/023915/30

Non-Executive Directors: Mr B E Makhathini (Chairperson); Ms M Mohlala-Mulaudzi (Deputy Chairperson); Prof S Cooper; Adv M B B Lekalakala; Mr D M Maimela; Mr M G Markovitz; Mr D K Mohuba; Ms J Patel; Mr J H Phalane; Ms M B Papayya; Dr M Socikwa

Executive Directors: Mr M T Mxakwe (Group Chief Executive Officer); Mr I C Plaatjes (Chief Operations Officer); Ms Y van Biljon (Chief Financial Officer);

Company Secretary: Ms L V Bayi

NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

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

FIRST PHASE – PREQUALIFICATION CRITERIA: MANDATORY DOCUMENTS

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

MANDATORY REQUIREMENT		COMPLY/ NOT COMPLY
1.	Submit proof CSD registration (Bidder must be registered with CSD in order to do business with the SABC)	

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

REQUIRED DOCUMENTS

- 1.1 Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses.
(Verification will also be done by the SABC internally).
- 1.2 Valid Tax Clearance Certificate or SARS “Pin” to validate supplier’s tax matters
- 1.3 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 1.4 All EME’s and 51% black Owned QSE’s are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
 - 1.4.1 Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - 1.4.2 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.

- 1.5 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.6 Certified copy of Shareholders’ certificates.
- 1.7 Proof of Public Indemnity Cover for minimum of R1000 000
- 1.8 Certified copy of ID documents of the Directors or Members.

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO’S TAX MATTERS ARE NOT IN ORDER.

NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO’S TV LICENCE STATEMENT ACCOUNT IS NOT VALID.

DETAILED TECHNICAL SPECIFICATION

SUPPLY AND DELIVERY OF COVID 19 MATERIALS

1. BACKGROUND

The SABC is a public broadcaster and wholly state-owned. The SABC's head office is situated in Auckland Park with provincial offices in all the provinces across the country.

The Corona Virus outbreak was declared a pandemic by the World Health Organization, WHO, and a national emergency by the president; thus the SABC needs to be pro-active in its approach in dealing with this matter in order to curtail its spread in the country, and more especially in the workplace. With the business continuity, together with the legal obligations that are placed on the employers in terms of the Occupational Health and Safety Act in mind.

2. OBJECTIVE

The objective is to appoint panel of suppliers for **COVID 19 PPE, CONSUMABLES AND HYGIENE RELATED SUPPLIES**, as and when the need arises – for a period of three years, to supply SABC Head Office and its 9 Provincial offices.

3. SCOPE OF SERVICE

Supply shall include but not limited to the following:

- 3.1. Cloth Mask
- 3.2. Sanitizers
- 3.3. Surface disinfectant
- 3.4. Protective or surgical gloves
- 3.5. Face shield
- 3.6. Disposable protective suits
- 3.7. 25 liter(s) of hand sanitizer, (with at least 70% alcohol content);
- 3.8. 1 liter(s) hand sanitizer spray bottles, (with 70% alcohol sanitizer);
- 3.9. 100 Per pack wet wipes;
- 3.10. Digital Thermometers
- 3.11. 10 liters Disinfectant Fogger/Spray Machine

4. SPECIFICATION ON THE REQUIREMENTS

Cloth Masks:

- Three layers, selecting a non-woven (or similar) fabric with strong filtering capability (barrier efficiency) as the middle layer (with the accompanying inner and outer layers providing comfort, structure, and some additional protection).
- Clear markings or design options must be used to distinguish between the outside of

the mask and the inside of the mask.

- Masks must be designed to fit properly and be comfortable to wear.
- Mask style and design features will contribute to user fit which should follow closely the contours of the face especially around the nose bridge and under the chin to reduce leakage out and into the mask.
- Cleaning and disinfection of all the components should be easy to carry out at home.
- All masks should be accompanied by instructions clearly explaining how it should be worn and cared for what the limitations of a mask are and when the mask or its components must be replaced.

Inner Layer (next to face)

- The main purpose of this layer is to provide a smooth, soft, pleasant feel against the Skin;
- Avoid water repellent fabric that inhibits the absorption of droplets. It must not wet Easily or accumulate excessive moisture with breathing;
- The fabric should have very high air permeability and should not restrict normal Breathing;
- Synthetic fibers are recommended for quick drying properties.

Middle Layer

- The primary function of this layer is to trap or stop particles 5 micron and larger.
- It should have a barrier efficiency of at least 75%.
- Filter fabric should not restrict air permeability or impede on the air permeability of the completed mask.
- It is suggested that the filter fabric should not block > 25 % of airflow through the fabric.
- Filter fabric should not shed fibres or disintegrate with use in any way, causing potential of fibre inhalation or failure to filter.

Outer Layer (faces outwards)

- This layer can be woven, warp- knitted or made from a suitable nonwoven fabric
- Fabrics should not allow liquids to move through them
- Hydrophobic or water repellent properties are recommended to prevent wetting from External sources and improve soil repellence.
- Fabrics should not restrict normal breathing.
- Care should be taken that this layer does not ruin the breathability of the mask
- Fabric choice should be suitable for the design of the mask - some designs may Require a firmer fabric while others may require fabrics with more drape.
- A firm finish will prevent the mask from collapsing with breathing.
- Outer and inner layers can potentially be of the same fabric.

General

- Fabrics should not contain any toxic chemicals or excessive lint (especially the inner layer).
- Fabrics should be able to resist washing in hot water – not easily damaged.
- Components that are not removable should be resistant to at least 100 wash cycles
- It must be ensured that proper airflow is achieved when all the layers are combined
- Masks must have SABC Logo and colours
- Must have straps
- A prototype must be brought for testing
- A new prototype should be easily tested for comfort by wearing it for at least 30 Minutes

Wet Wipes

- 70% Alcohol
- SANS 490 and SANS 1853

Sanitizers

- Hand Sanitizer (gel)
- 70% Alcohol content
- Gel type
- Non-flammable
- SANS 490 and SANS 1853

Hand Sanitizer (liquid)

- 70% Alcohol content
- SANS 490 and SANS 1853
- Fast drying
- Non-stick

Surface Sanitizer

- Liquid Spray
- SANS 490 and SANS 1853
- Usable in Electrical fogging machine

Aerosol Sanitizer Spray

- Compressed Surface Sanitizer

- SANS 1853
- 80% Alcohol content

Examination gloves – nonsterile

- EU MDD Directive 93/42/EEC Category III
- EU PPE regulation 2016/425 Category III
- EN 455
- EN 374
- ANSI/ISEA 105
- ASTM D6319 or equivalent

Face shields

- 400 mic clear face shield
- Approximately 210mm x 300mm
- 3mm high impact frame
- One size fits all
- Velcro band strap for easy adjustment
- Headband including a 20mm foam forehead protector.
- Face and shield spacing that allows for better non-fogging of the visor.

Protective Suits

- Must be capable of protecting against fiber, dust and bacteria. Garment to ensure optimal fit with better freedom of movement
- Disposable coveralls
- Protection against lethal hazards and irreversible damage to health
- Type 5B (ISO 13982-1), type 6B (EN 13034)
- Polypropylene non-woven laminated with polyethylene film
- Colour: White/Grey

Fogger

- Electric Sprayer/Fogger
- Cold fogger
- Minimum 220V
- 10 litre Container

Note to Bidders

- Bidders will be required to submit documentation confirming compliance to the specification
- SABC reserves the right to seek samples from any bidder at any stage of the process.

- SABC reserves the right to request details of the origin of the items on the pricing schedule
- Orders must be delivered on-time and in full as per the quantity and delivery period specified in the purchase order.

5. CONTRACT PERIOD

The contract is for a period of three (3) years.

6. RFQ Response Information

Effective Date of Bid

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

7. DELIVERY POINT

Delivery points will be at Various SABC Offices located throughout the country.

8. COSTING MODEL TO BE USED

Pricing Template enclosed on the RFQ to be used. “Annexure D”

9. EVALUATION CRITERIA

9.1 *BBBEE and Price*

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

9.2 *Technical Evaluation*

- The RFQ submission will be technically evaluated out of a maximum of **50**;
- A threshold of **30 out** of the **50** has been set.
- Bidder who obtain less than **30** will not be considered for the next phase of evaluation.

9.3 *Objective Criteria*

- The SABC further reserve the right not to award this RFQ to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- Bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g. tax compliance, BBBEE, company financials, etc. will be eliminated from the bid process.

SECOND PHASE EVALUATION CRITERIA: PAPER BASED

Evaluation area	Evaluation Criteria	Min. Points	Max. Points
Company Previous Experience	<p>Past and recent performance in supplying PPE / Hygiene products Provide written proof on clients company's letterhead from duly authorized person with contact details (email address and telephone number). State type of service provided. The letters must stipulate the experience in years, represented by contract period. Appointment or award letters will not be accepted as reference letters. Signature date of the letter should not be older than five (5) years from closing of the RFQ.</p> <ul style="list-style-type: none"> - 3 signed reference letters - 10 Points - 2 signed reference letters - 5 Points <p>Non-compliance with the required information on the reference letters as per the Evaluation Area will be = 0</p> <p>Number of years required from the letters</p> <ul style="list-style-type: none"> - Over 5 years- 10 points - 3-4 years – 5 points - Less than 3 – 0 points <p>Non-compliance with the above = 0</p>	15	20
Delivery lead time	<p>Delivery lead time from the Order placement to delivery :</p> <ul style="list-style-type: none"> - 2 - 3 Days – 20 points - 4 – 5 days =15 Points - 6 – 8 days =10 Points - More than 8 days =5 Points 	10	20
National Footprint	<p>Ability of a service provider to supply SABC offices Nationwide</p> <ul style="list-style-type: none"> - 6 - 9 provinces representation = 10 - 3 - 5 provinces representation = 5 - Less than 3 provinces representation = 0 	5	10
TOTAL		30	50

10. ADJUDICATION USING A POINT SYSTEM

10.1. The bidder obtaining the highest number of total points will be awarded the contract

10.2. Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.

10.3. In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

10.4. However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality

10.5. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

11. POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 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

BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

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

- 11.1. Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by a verification Agency accredited by SANAS for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates or DTI Affidavit.
- 11.2. Bidders other than EMEs must submit their original and valid B-BBEE status levels verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a verification agency accredited by SANAS.
- 11.3. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate
- 11.4. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 11.5. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 11.6. A tenderer will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 11.7. A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

12. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a RFQ, between the closing date and the date of the award of the business. **All enquiries relating to this RFQ should be emailed two days before the closing date.**

13. CONDITIONS TO BE OBSERVED WHEN TENDERING

13.1. The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.

13.2. No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

13.3. The Corporation reserves the right to:

13.3.1 Not evaluate and award tenders that do not comply strictly with this tender document.

13.3.2 Make a selection solely on the information received in the tenders and

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

13.3.4 Contact any Tenderer during the evaluation process, in order to clarify any information, without informing any other Tenderers. During the evaluation process, no change in the content of the tender shall be sought, offered or permitted.

13.3.5 Award a contract to one or more Tenderer(s).

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

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

13.3.8 Should Tenderer(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

14. COST OF BIDDING

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

END OF RFQ DOCUMENT

ANNEXURE A

CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

1 CONSORTIUMS AND JOINT VENTURES

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

2 SUB-CONTRACTING

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

3 DECLARATION OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:

- 3.2.1 The percentage of the contract will be sub-contracted
.....%
- 3.2.2 The name of the sub-contractor
.....
- 3.2.3 The B-BBEE status level of the sub-contractor
- 3.2.4 whether the sub-contractor is an EME YES / NO

_____ SIGNATURE OF DECLARANT	_____ TENDER NUMBER	_____ DATE
_____ POSITION OF DECLARANT	_____ NAME OF COMPANY OR TENDERER	

ANNEXURE B

DECLARATION OF INTEREST

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

it is required that:

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

Does such a relationship exist? [YES/NO]

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

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

2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.

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

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

ANNEXURE “C”

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

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

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

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

Annexure D

Costing Model

REQUIREMENTS	Unit price Vat excl.
Cloth Mask	
Sanitizers	
Surface disinfectant	
Protective or surgical gloves	
Face shield	
Disposable protective suits	
25 liter(s) of hand sanitizer, (with at least 70% alcohol content);	
1 liter(s) hand sanitizer spray bottles, (with 70% alcohol sanitizer);	
100 Per pack wet wipes;	
10 liters Disinfectant Fogger/Spray Machine	
VAT @15%	
TOTAL Price	