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### REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER:	RFQ/LOG/2020/85
TENDER COLLECTION OR ISSUE DATE	30 OCTOBER 2020
BRIEFING SESSION (NON – COMPULSORY)	04 NOVEMBER 2020 AT 10H00 VIA MICROSOFT MEETING
RFQ DESCRIPTION	APPOINTMENT OF AN AUCTIONEER FOR DISPOSAL OF SABC NON – CORE PROPERTIES
CLOSING DATE & TIME	10 NOVEMBER 2020 @ 12:00

**Submissions must be electronically submitted to** [tenderqueries@sabc.co.za](mailto:tenderqueries@sabc.co.za) on or before the closing date of this RFQ,

For queries, please contact **Mandla Sikhonde** via email: [Sikhondemt@sabc.co.za](mailto:Sikhondemt@sabc.co.za)

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.

## **NOTES ON BRIEFING SESSION**

1. The briefing session meeting will be arranged by means of an online session using the Microsoft TEAMS, the date and time of which will be published on the SABC Website.
2. 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.
3. On the date and time of the briefing session, bidders will be invited via Microsoft Teams to attend the online briefing session meeting.
4. Bidders who are unable to connect via Microsoft TEAMS are requested to submit their queries related to the bid via email. Bidders who are unable to connect via Microsoft TEAMS are requested to submit their queries related to the bid via email.

## **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.**

<b>MANDATORY REQUIREMENT</b>		<b>COMPLY/ NOT COMPLY</b>
<b>1.</b>	Submit proof CSD registration (Bidder must be registered with CSD in order to do business with the SABC)	
<b>2.</b>	Valid Estate Agency Affairs Board Certificate	

**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 BBEE 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 Submit Proof of Public Indemnity Cover for minimum of R10 000 000
- 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**

### **PROVISION FOR DISPOSING OF SABC OWNED NON-CORE PROPERTIES THROUGH OPEN AUCTION PROCESS**

#### **1. INTRODUCTION**

The South African Broadcasting Corporation Limited (SABC) requires services of competent service providers for the marketing, listing of the properties on property Sale websites and undertake the actual open auction process of its non-core properties in the Northwest Province, Western Cape, Limpopo and Gauteng

#### **2. BACKGROUND**

The SABC property portfolio is split into two segments and these are SABC owned properties and leased-in properties. The SABC owned portfolio is further classified into core properties and non-core properties. The non-core properties are normally referred as surplus to business requirements. The residential property portfolio forms a larger segment of the non-core assets. These assets are located in the Northwest, Western Cape, Limpopo and Gauteng Provinces.

#### **3. SCOPE OF REQUIRED SERVICE**

The expectation is that appointed service provider should be competent and familiar with property markets in the areas where the properties are located in the Northwest, Western Cape, Limpopo and Gauteng Provinces be appointed. The service providers will be required to market the properties, list the properties in the property sale websites and facilitate and undertake the auction event on set dates. The auction event will further be advertised on SABC tender portal.

##### **3.1 PROPERTIES DETAILS**

- Northwest – 26 Residential Properties
- Gauteng – 2 Residential Properties
- Limpopo – 1 Farm
- Western Cape – 5 Properties

#### **The Competent Auctioneer will be required to undertake the following services:**

- Market the properties in for sale purpose including various forms of advertising
- List the property in property sales websites
- Invite potential buyers for viewing of the property and facilitate through the SABC
- Facilitate and conduct auction event on agreed dates
- Facilitate transfer of properties to buyers
- Transfer proceeds received from sale to SABC

### 3.2 EXPECTED DELIVERABLES

#### **Corporate profile**

- Bidders are required to submit a company profile reflecting previous execution of similar services.
- Submitted company profiles must also include the bidder's management team for the auction to be undertaken with a CV of their own auction experience and project management.

#### **Administration and services**

- Auctioneer has to administrate and control the entire auctioning process.
- Auctioneer should provide an adequate time for interested parties to view items on offer before the event

#### **Advertising and marketing**

- The auctioneer needs to specify the media to be used.
- The names of newspapers need to be mentioned before publishing.
- Submit advertisement draft for approval before publishing.

### 4. CONTRACT PERIOD

Once off project.

#### 4.1 COSTING

Refer to Annexure D

### 5. 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.

### 6. EVALUATION CRITERIA

#### **6.1 BBBEE and Price**

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

#### **6.2 Technical Evaluation**

- The RFQ submission will be technically evaluated out of a maximum of **100**;
- A threshold of **70 out of 100** has been set.
- Bidder who obtains less **70** that will not be considered for the next phase of evaluation.

### 6.3 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
Service providers relevant experience	<p>Company's minimum experience of <b>5 years</b> in selling properties through public auctioning process.</p> <p>Bidders must provide references letters for property auction events undertaken previously.</p> <p>Letters <b>MUST</b> meet the following:</p> <ul style="list-style-type: none"> <li>➤ on a <b>client's business letterhead</b></li> <li>➤ <b>date of auction events</b></li> <li>➤ <b>number of properties sold</b></li> <li>➤ <b>Value</b></li> <li>➤ <b>type of properties sold</b></li> <li>➤ <b>duly signed by authorised person with contact details</b></li> </ul> <p>Company's Experience in selling / auctioning properties</p> <p><b>Number of years in service</b></p> <ul style="list-style-type: none"> <li>• greater than 8 years = <b>(15 points)</b></li> <li>• 5 - 7 years = <b>(10 points)</b></li> <li>• Less than 5 years = <b>(0 points)</b></li> </ul> <p><b>Number of Letters</b></p> <ul style="list-style-type: none"> <li>• greater than 5 references letters = <b>(20 points)</b></li> <li>• 3 - 4 reference letters = <b>(15 points)</b></li> <li>• Less than 3 reference letters = <b>(0 points)</b></li> </ul>	<b>25</b>	<b>35</b>
<b>Expertise</b>	<p><b>EXPERTISE</b></p> <p><b>Provide CV and proof of valid registration with The South African Institute of Auctioneers for the following resources:</b></p> <ul style="list-style-type: none"> <li>• Team leader – Certified Auctioneer with valid proof of registration with The South African</li> </ul>	<b>15</b>	<b>25</b>

	<p>Institute of Auctioneers plus CV <b>(10 points)</b></p> <ul style="list-style-type: none"> <li>Substitute team leader/ Certified Auctioneer with valid proof of registration with The South African Institute of Auctioneers plus CV <b>(10 points)</b></li> </ul> <p>Company registration with the South African Institute of Auctioneers <b>(5 points)</b></p>		
<b>Footprint</b>	<p><b>FOOTPRINT</b></p> <ul style="list-style-type: none"> <li>Representation at Provinces where Auction has to be undertaken (5 points per Province)</li> </ul> <p>Provide supporting documentation and proof</p>	<b>10</b>	<b>20</b>
<b>Methodology</b>	<p>Auctioneer to demonstrate the methodology to be undertaken to execute the public auctioning process by covering the following:</p> <ul style="list-style-type: none"> <li>Timelines / Project Plan</li> <li>Advertising Platforms</li> <li>Risk &amp; Mitigation Factors</li> </ul>	<b>20</b>	<b>20</b>
<b>Total</b>		<b>70</b>	<b>100</b>

## 7. ADJUDICATION USING A POINT SYSTEM

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

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

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

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

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

## 8. 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

8.1. 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.

8.2. 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.

- 8.3. 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
- 8.4. 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.
- 8.5. 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.
- 8.6. 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.
- 8.7. 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.

## **9. 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.**

## **10. CONDITIONS TO BE OBSERVED WHEN TENDERING**

- 10.1. 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.

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

10.3. The Corporation reserves the right to:

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

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

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

10.3.4 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.

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

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

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

10.3.8 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.

10.4 SABC shall not liable for any loss or injuries or damages or death of the bidder representative while travelling for SABC auction business

## **11. 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

_____	_____	_____
<b>SIGNATURE OF DECLARANT</b>	<b>TENDER NUMBER</b>	<b>DATE</b>
_____	_____	
<b>POSITION OF DECLARANT</b>	<b>NAME OF COMPANY OR TENDERER</b>	

## 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.

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**SIGNATURE OF DECLARANT**

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**TENDER NUMBER**

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**DATE**

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**POSITION OF DECLARANT**

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**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



**SCHEDULE OF RATES**

	<b><u>Indicative Percentage Rate / Charge</u></b>
Disposal of property	
	<b><u>Price per Item</u></b>
Transfer Costs	
Travelling	
Accommodation	
Other costs (specify)	