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REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER:	RFQ/HC/2020/83
TENDER COLLECTION OR ISSUE DATE	30 OCTOBER 2020
BRIEFING SESSION	NONE
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT JOB EVALUATIONS FOR SABC FOR A PERIOD OF (SIX) 6 MONTHS
CLOSING DATE & TIME	09 NOVEMBER 2020 @ 12:00

Submissions must be electronically submitted to 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

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

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT JOB EVALUATIONS FOR SABC FOR A PERIOD OF (SIX) 6 MONTHS

1. BACKGROUND

The SABC is South Africa's national public broadcaster. Its objectives are to provide a comprehensive range of distinctive programmes and services with a view to inform, educate, entertain, support and develop culture in all 11 official languages. Its principal activities comprise of television and radio broadcasting utilising 18 radio stations and 5 television channels. The SABC strive to maintain a leading role in the broadcasting industry and as such keep abreast with the constantly changing media environment.

The SABC requires a suitably qualified service provider to conduct job evaluations for all Management level (scale code 300 to 120) positions.

2. PURPOSE

The purpose of the submission is to seek a Request for Quotation (RFQ), to source a service provider to conduct job evaluations at, General Manager, Middle Managerial and Junior Management level.

3. KEY DELIVERABLES ARE AS FOLLOWS:

- Validate job profiles
 - Understand the structure within which the profile operates
 - Discussion with SABC reps for clarification if required
 - Populating information on evaluation tool and conducting the job evaluation
 - Benchmark external grades comparative to SABC roles
 - Comparison with current SABC grades
 - Granting access to online results
 - Report on evaluation results for each evaluated role
 - Providing a hardcopy pack of job evaluation results (presentation of outcomes)
-
- Use an Online evaluation tool that is recognised in the industry
 - Dedicated point of contact for support

4. CONTRACT PERIOD

The contract is for a period of six (6) months.

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. COSTING

Please quote per position to be evaluated and or any indirect cost associated with the rendering of the required service.

7. EVALUATION CRITERIA

7.1 BBEE and Price

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

7.2 Technical Evaluation

- The RFQ submission will be technically evaluated out of a maximum of **100**;
- A threshold of **57 out of 100** has been set.
- Bidder who obtain less than **57** will not be considered for the next phase of evaluation.

7.3 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, BBEE, company financials, etc. will be eliminated from the bid process.

SECOND PHASE EVALUATION CRITERIA: PAPER BASED

Technical Evaluation Criteria	Proof of Document/s	Min Points	Max Points
1. Company Experience The company must have extensive experience in offering job evaluation services, using appropriate tools across all levels within a medium sized organisation within South Africa.	List of Job evaluation services provided in the past (indicating how long ago as well as size of the organisations service was provided to)	5	15
<ul style="list-style-type: none">10 Years		15/15	
<ul style="list-style-type: none">8 Years but < 10 years' experience		10/15	
<ul style="list-style-type: none">5 Years but < 8 years' experience 1		5/15	
<ul style="list-style-type: none">< 5 years' experience		0	
2. Project Managers and team members relevant experience in line with job evaluation functions:	Certification in use of Job Evaluation tools (Proof to be attached)	25	35
<ul style="list-style-type: none">CV attached		10/35	
<ul style="list-style-type: none">Extensive HR experience		10/35	
<ul style="list-style-type: none">Certified in use of JE tools		15/35	
3. Bidding company must have a licenced online job evaluation tool and database and attach confirmation that licence is valid.		5	10
4. The bidding company must attach proof of delivery at clients for the following: <ul style="list-style-type: none">Job evaluation for Junior Management to General Management levels Please provide reference letters as proof for all job evaluation services provided as per the above. Reference letters must be on client's letterhead	Reference Letters	5	20
<ul style="list-style-type: none">More than 3 reference letters		20/20	
<ul style="list-style-type: none">3 Reference letters		10/15	
<ul style="list-style-type: none">Less than 3 Reference letters		5/15	
6. Proposal and Project Methodology : including methodology, milestones, deliverables, and post-implementation support provided. The bidder must provide a proposal in accordance with the scope of work.	Methodology proposal	5	5
7. Lead time Clearly indicate the project delivery lead time :	Gantt Chart	2	15
<ul style="list-style-type: none">Less than 4 weeks		15/15	
<ul style="list-style-type: none">4- 6 Weeks		5/15	
<ul style="list-style-type: none">More than 6 Weeks		2/15	
TOTAL		57	100

8. ADJUDICATION USING A POINT SYSTEM

- 8.1. The bidder obtaining the highest number of total points will be awarded the contract
- 8.2. Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 8.3. 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.
- 8.4. 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
- 8.5. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

9. 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

- 10.1. 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.
- 10.2 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.
- 10.3. 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
- 10.4. 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.
- 10.5. 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.
- 10.6. 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.

- 10.7. 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.

11. 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.**

12. CONDITIONS TO BE OBSERVED WHEN TENDERING

- 12.1. 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.
- 12.2. No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- 12.3. The Corporation reserves the right to:
- 12.3.1 Not evaluate and award tenders that do not comply strictly with this tender document.
 - 12.3.2 Make a selection solely on the information received in the tenders and
 - 12.3.3 Enter into negotiations with any one or more of preferred Tenderer(s) based on the criteria specified in the evaluation of this tender.
 - 12.3.4 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.
 - 12.3.5 Award a contract to one or more Tenderer(s).

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

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

12.3.8 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.

13. 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