



Supply Chain Management Division  
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23 March 2021

**REQUEST FOR QUOTATION (RFQ)**

**APPOINTMENT OF A PRINCIPAL CONTRACTOR (ARCHITECT) FOR LESEDI FM LIVE AND BACKUP STUDIO UPGRADE**

|  |  |
|--|--|
| <b>RFQ NO</b>  | <b>RFQ/ENG/2021/41</b>   |
| <b>RFQ ISSUE DATE</b>  | <b>23<sup>rd</sup> March 2021</b>  |
| <b>Non Compulsory Briefing Session &amp; Site Visit Date &amp; Time</b><br><i>The Bid Specification Committee (BSC) to make use of virtual Briefing sessions where Briefing Session is deemed necessary and cannot be avoided.</i><br><i>See Annexure A (Guideline for Briefing Session) that the bidder needs to take note of</i> | <b>Virtual Briefing session on Microsoft Teams</b><br><br>30 <sup>th</sup> March 2021                          |
| <b>Venue / Link for virtual Briefing Session</b>   | <a href="#">Click here to join the meeting</a>   |
| <b>Non Compulsory Site Visit</b>   | <b>31<sup>ST</sup> March 2021</b>  |
| <b>RFQ DESCRIPTION</b>   | <b>APPOINTMENT OF A PRINCIPAL CONTRACTOR (ARCHITECT) FOR LESEDI FM LIVE AND BACK UP STUDIO IN BLOEMFONTEIN</b> |
| <b>CLOSING DATE &amp; TIME</b>   | <b>06<sup>th</sup> April 2021 @ 12:00 (2 WEEKS)</b>  |

**PLEASE NOTE THAT AS FROM 01 JULY 2016 COMPANIES THAT ARE NOT REGISTERED WITH CSD SHALL NOT BE CONSIDERED**

Submissions must be delivered electronically to [RFQsubmissions@sabc.co.za](mailto:RFQsubmissions@sabc.co.za) on or before the closing date of this RFQ. **Refer to Section 13 of the RFQ Document for Conditions to be observed when bidding.**

For queries, please contact Pamela Penze on email [penzep@sabc.co.za](mailto:penzep@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.



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

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO. : \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

## **DETAILED TECHNICAL SPECIFICATION: APPOINTMENT OF A PRINCIPAL CONTRACTOR (ARCHITECT) FM LIVE AND BACKUP STUDIO UPGRADE**

### **1. BACKGROUND**

The South African Broadcasting Corporation (SABC) office in Bloemfontein, Free State (FS) broadcast centre houses among others Lesedi FM. Bloemfontein is also the capital city of Free State and administration hub for the province. Among other offices Bloemfontein houses Free State Legislature. The Bloemfontein broadcast centre comprises of two prime buildings in the upmarket part of the city at the suburb called Westdene. The two buildings are administration block and radio sales block. The administration block houses among others, radio studios, workshop and main control area. The SABC in Free State Province would like to refurbish/upgrade the existing Live Studio, Back up Studio and Green Room for Lesedi FM, ie. (Carpeting, acoustic cladding, light fitting, electrical works and demolition of a wall).

Therefore, the SABC requires a suitably qualified service provider/s to submit proposals for the **Appointment of a Principal Contractor (Architect) that will assist in/with refurbishing/upgrade the existing Live Studio, Back up Studio and Green Room for Lesedi FM.**

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

The SABC requires a suitably qualified Architect to serve as Principal Contractor.

In order to fulfil the above-mentioned alterations, the SABC seeks to secure the services of a registered Architect (who will serve as principal contractor) to do the design work and where necessary obtain approval from the local authority.

**The architectural service to be rendered will include the following:**

- 2.1** Structural design work
- 2.2** Quantity surveyor
- 2.3** Architectural acoustic design
- 2.4** Carry out necessary inspections at the appropriate PHASEs to verify that the construction of the relevant structure is carried out in accordance with the design.
- 2.5** The following service will be provided in-house by the SABC: electrical, electronics and OHS

### 3. REQUIREMENTS ALLOCATED TO EACH PHASE

| ITEM NO. | PHASE NUMBER | PHASE DESCRIPTION   | Min Points | Max Points | Comply/ Non Comply |
|----------|--------------|---|------------|------------|--------------------|
| 3.1      | 1            | <b>PROJECT INITIATION AND BRIEFING</b> <ul style="list-style-type: none"> <li>Assist in developing a clear project brief = <b>1 (c)</b></li> <li>Attend the project initiation meetings</li> <li>Conclude the terms of the agreement with the SABC= <b>1 (c)</b></li> <li>Advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for PHASE 2 = <b>1</b></li> <li>Provide necessary information within the agreed scope of the project to the other building contractors= <b>1</b></li> <li>Define the contractors scope of work and services, and also participate in the SABC SCM processes= <b>1(c)</b></li> </ul>   | 3          | 5          |                    |
| 3.2.     | 2            | <b>CONCEPT AND FEASABILITY</b> <ul style="list-style-type: none"> <li>Agree on the documentation programme = <b>1 (c)</b></li> <li>Attend design and consultants' meetings = <b>1</b></li> <li>Review and evaluate design concepts and advise on OHS in conjunction with the SABC= <b>1</b></li> <li>Determine and agree the project OHS complexity profile and prepare the file according to the SABC OHS Policy= <b>1</b></li> <li>Prepare draft baseline risk assessment = <b>2 points (c)</b></li> <li>Assist the SABC in the procurement of the necessary and appropriate specialist/s, including a clear definition of their roles, responsibilities and liabilities= <b>2 points (c)</b></li> <li>Liaise, co-operate and provide necessary information to the SABC and the other consultants= <b>2 points</b></li> </ul> | 5          | 10         |                    |

|     |   |  |    |    |  |
|-----|---|--|----|----|--|
| 3.3 | 3 | <b>DESIGN DEVELOPMENT</b> <ul style="list-style-type: none"> <li>• Develop detailed design and methodology = <b>1(c)</b></li> <li>• Manage, co-ordinate, integrate and record the design of all the required disciplines = <b>1 (c)</b></li> <li>• Review the documentation programme with the contractors= <b>1 (c)</b></li> <li>• Attend design and contractors' meetings= <b>1 (c )</b></li> <li>• Manage, co-ordinate, integrate and record the design risk management process with the contractors in a sequence to suit the documentation programme = <b>2 points (c)</b></li> <li>• Monitor the integration of the OHS aspects during the design process and finalize baseline risk assessment ,Identify and implement precautions necessary for OHS control and update OHS specification = <b>2 points (c)</b></li> <li>• Assist the contractors with detailed information for cost estimates and or budgets = <b>1 point (c)</b></li> <li>• Liaise, co-operate and provide necessary information to the SABC and the contractors= <b>1 point ( c )</b></li> </ul> | 10 | 10 |  |
| 3.4 | 4 | <b>RFQ DOCUMENTATION AND PROCUREMENT</b> <ul style="list-style-type: none"> <li>• Prepare procurement documentation in accordance with SABC SCM regulations= <b>5 points (c)</b></li> <li>• Participate in the SABC supply chain management processes i.e. BSC and negotiations with recommended contractors= <b>5points (c)</b></li> <li>• Prepare documentation for submission to local authorities for approval= <b>5 points</b></li> <li>• Assist with the preparation of contract documentation for signature= <b>5 points</b></li> <li>• Supervise and administrate the JBCC building contract= <b>5 points (c)</b></li> </ul>   | 15 | 25 |  |
| 3.5 | 5 | <b>CONSTRUCTION DOCUMENTATION AND MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Coordinate the submission of contractors OHS plans for approval by SABC= <b>5 points</b></li> <li>• Assess samples, mock-ups and products for compliance= <b>5 points (c)</b></li> <li>• Submit necessary documentation to authorities and facilitate permits that may be required to commence the works= <b>1</b></li> <li>• Attend the site handover= <b>2 points (c)</b></li> <li>• Attend regular site, technical and progress meetings = <b>5 points (c)</b></li> </ul>   | 17 | 25 |  |

|                     |   |  |           |           |  |
|---------------------|---|--|-----------|-----------|--|
|                     |   | <ul style="list-style-type: none"> <li>• Monitor design risk management = <b>5 (c)</b></li> <li>• Management of the contractors activities on site for the duration of the project as per the contract = <b>2 points</b></li> </ul>  |           |           |  |
| 3.6                 | 6 | <b>PROJECT CLOSE-OUT</b> <ul style="list-style-type: none"> <li>• Manage project close out = <b>1 point (c)</b></li> <li>• Issue the built documentation manuals = <b>1 point (c)</b></li> <li>• Issuing of occupation and compliance certificate = <b>1 point (c)</b></li> <li>• Issue final payment certificate = <b>1 point (c)</b></li> <li>• Determine start and end for defects period = <b>1 point (c)</b></li> </ul> | 5         | 5         |  |
| <b>TOTAL POINTS</b> |   |  | <b>55</b> | <b>75</b> |  |

**All points with (c) are critical for above Phase**

#### 4. CONTRACT DOCUMENTATION

4.1 The contract will be executed in terms of the South African Institute of Architects: **Client-Architect agreement with amendments as determined by SABC Legal.**

4.2 **Contract type** - Fixed-price contract

#### 5. COSTING

5.1 The quotation must reflect a detailed cost breakdown(per phase) including all direct and indirect costs associated with the delivery of the service as per the current **SACAP (South African Council for the Architectural Profession)**

5.2 It is also a requirement that the successful architect issue the SABC with 4 copies of the Standard Architect Agreement.

5.3 Bid price should include Indemnity Insurance.

5.4 Proof must be included in the RFQ submission such as policy number, name of Broker and limit of indemnity. **(see mandatory criteria)**

#### 6. EVALUATION CRITERIA

##### 6.4 BBBEE and Price

As the RFQ price is estimated to be **less than R50M**, the RFQ responses will be evaluated on the **80/20** point system.

##### 6.2 Technical Evaluation

6.2.1 All bidders achieving less than the set threshold will be disqualified.

6.2.2 The RFQ submission will be evaluated out a **minimum points of 55 and a maximum points of 75 points(Phase 1)**, should the bidder/s not meet the required points, they will be disqualified and will **not** qualify for further evaluation.

**6.2.3** The RFQ submission **(Phase 2)** will be technically evaluated out of a **minimum points 45** and **maximum points of 55** - All bidders achieving less than the set threshold will be disqualified **will not** qualify for further evaluation on Price & BEE.**(Phase 3)**

### 6.3 Objective Criteria

**6.3.1** The SABC further reserve the right not to award this RFQ to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC

### 6.4 Functional Criteria

The evaluation is based on functionality, which will be evaluated using the following criteria and points:

#### Phase 1:

| Evaluation Area                             | Evaluation Criteria   | Min Points | Max       |
|---|---|------------|-----------|
| Compliance with specification of each phase | Bidder to provide methodology of compliance of each phase in section 3 and detailed confirmation of information as stipulated in section 2 and 4 of the RFQ document <ul style="list-style-type: none"> <li>• Phase 1</li> <li>• Phase 2</li> <li>• Phase 3</li> <li>• Phase 4</li> <li>• Phase 5</li> <li>• Phase 6</li> </ul> | 55         | 75        |
| <b>Total</b>                                |   | <b>55</b>  | <b>75</b> |

6.4.1 Bidders who do not meet the minimum threshold of **55** will be disqualified and will not qualify for Phase 2 evaluations.

## Phase 2

| Evaluation Area  | Functional Criteria   | Min Points | Max Points |
|--|---|------------|------------|
| <b>Evidence of Company's successful completion of similar projects</b> | <p>This criterion covers 1-5 successfully completed projects of a similar nature. NB: Bidders are required to demonstrate their experience in the delivery of works aligned to this document (Section3) by providing valid reference letters containing all the required information referenced in <b>Annexure D of the RFQ document( See referenced letter template as a guideline)</b> for successfully completed projects.</p> <p>The Reference Letter must meet the following:</p> <ul style="list-style-type: none"> <li>• Be on a client's business letterhead;</li> <li>• Must be signed by person issuing the reference letter;</li> <li>• with contactable and valid email address;</li> <li>• Describe the Contract / Project work and/or Service that the bidder provided to their organisation</li> </ul> <p>Reference letters for 1 - 2 Successfully Completed projects = <b>20 points</b><br/> Reference letters for – 2-4 Successfully Completed projects = <b>25 points</b><br/> Reference letters for 5 or more Successfully Completed projects = <b>30 points</b><br/> <b>( If the reference contact person does not confirm the projects completed by the bidder within a week after the due diligence email is sent by the SABC, the bidder will lose the points)</b></p> | <b>20</b>  | <b>30</b>  |
| <b>Human Resources</b>   | <p>The bidder to include the Human Resources available for this project. CV's <u>and</u> proof of registration with the relevant statutory body i.e. <b>SACAP</b></p> <ul style="list-style-type: none"> <li>• <i>CV of one team leader with proof of registration=10 points</i></li> <li>• <i>CV of a delegate with proof of registration that can cover in the event of unforeseen absences = 10 points</i></li> <li>• <i>CV of the delegate with acoustic experience and or qualification =5 points - (if Team Leader has acoustic experience – 5 points will be allocated to that Team Leaders CV submission)</i></li> <li>• <i>No delegate in event of unforeseen absences (0 points)</i></li> </ul> <p><b>Non-compliance with the above points = 0 points</b></p>   | <b>25</b>  | <b>25</b>  |
| <b>TOTAL</b>   |   | <b>45</b>  | <b>55</b>  |



- 6.4.2 Bidders who meet the above mentioned minimum threshold of **45** points to maximum **55** will qualify for to be evaluated in terms of Price & BEE

## 6.5 Phase 3: Preference Evaluation

### 6.5.1 BBBEE and Price

As the RFQ price is estimated to **be less R50 million**, the RFQ responses will be evaluated on the **80/20** point system

## 6.6 Financial Stability

- 6.6.1 The financial stability evaluation is used to assess the financial risk of the shortlisted bidders. (where applicable)
- 6.6.2 ***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. <b>(where applicable)</b> |

## 7. ADJUDICATION USING A POINT SYSTEM

- 7.0 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 7.1 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 7.2 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 7.3 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 7.4 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

## 8. POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

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

Where:

Ps = Points scored for comparative price of bid under Consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

**9. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:**

**B-BBEE Status Level of Contributor Number of Points**

| <b>B-BBEE Status level of Contributor</b> | <b>Number of points</b> |
|---|-------------------------|
| <b>1</b>                                  | <b>20</b>               |
| <b>2</b>                                  | <b>18</b>               |
| <b>3</b>                                  | <b>16</b>               |
| <b>4</b>                                  | <b>12</b>               |
| <b>5</b>                                  | <b>8</b>                |
| <b>6</b>                                  | <b>6</b>                |
| <b>7</b>                                  | <b>4</b>                |
| <b>8</b>                                  | <b>2</b>                |
| <b>Non-compliant contributor</b>          | <b>0</b>                |

- 9.1 Original or Certified copy of Valid BBEE Certificate **(from SANAS accredited Verification Agency)**
- 9.2 All EME's and 51% black Owned QSE's are only required to obtain a sworn affidavit on an annual basis, confirming the following;
- 9.3 Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE Level of Black Ownership
- 9.4 Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by an accounting officer as contemplated in the CCA or a verification Agency accredited by SANAS or a registered auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 9.2 Bidders other than EMEs must submit their original and valid B-BBEE status
- 9.3 **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.**
- 9.4 Level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a registered auditor approved by IRBA or a verification agency accredited by SANAS.
- 9.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 9.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 9.7 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 9.8 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

#### 10.1 MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- Architect must be registered (**and provide current proof**) with South African Council Architectural Profession (SACAP)...

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

#### 11.1 REQUIRED DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- SARS "Pin" to validate supplier's tax matters (verification will be done with SARS) Original or Certified copy of Valid BBEE Certificate (from SANAS accredited Verification Agency) All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;

11.1.1 Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE

11.2.2 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.**

- 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.
- . Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- Certified ID Copies of all directors/ Shareholders Certificate
- Company registration documents
- Bidders to complete full on declaration
- Central Supplier database (CSD) **Proof registration (full CSD profile)**

#### 12.1 COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business.

**All enquiries relating to this RFQ should be emailed three days before the closing date.**

#### 13. CONDITIONS TO BE OBSERVED WHEN TENDERING

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

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

13.2 Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

13.3 The Corporation reserves the right to:

***Not evaluate and award submissions that do not comply strictly with this RFQ document.***

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

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

13.3.3 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.

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

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

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

13.3.7 Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BBBEE & Preference Point system.

13.4 Bidders are required to complete and sign the RFQ Document and initial all pages (Including proposal and brochures).

13.5 During the COVID-19 pandemic, bidders may submit bids in the tender box or electronically until further notice as follows:

13.5.1. Tender box submission

Bids submitted in the tender box must adhere to the following:

- Bids must be submitted in one (1) original and 1 (one) soft copy (CD) or memory stick, by hand and be enclosed in a sealed envelope marked distinctly with the RFQ number. All soft copies should be in PDF format and must contain proposal, all completed forms, and attachments. This envelope must indicate the Bid number and the name and delivery address of the Bidder.

13.5.2. Electronic submission:

Bids submitted electronically must adhere to the following:

- The single point of entry is [RFQsubmissions@sabc.co.za](mailto:RFQsubmissions@sabc.co.za).

- Electronic submissions must be submitted in a PDF format that is protected from any modifications, deletions or additions.
- **Financial/pricing information must be presented in a separate attachment from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents** are included in the electronic submission.
- All electronic submissions must be prominently marked with the full details of the RFQ in the email subject line namely **Bidder's Name, RFQ No and RFQ Title**.
- 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
- Tender submission emails received after submission date and time will be declared late bid submissions and will not be accepted for consideration by SABC.

13.6 The 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 or receipt of the bid
- Failure of the Bidder to properly identify the bid
- Illegibility of the bid; or
- Security of the bid data.

13.7 Bidders must 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 RFQ document will be rejected. The bid box is generally open 24 hours a day, 7 days a week.

### 13.1 PAYMENT

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.

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

## 15 Cost of Bidding

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

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

|            |   |   |
|------------|---|---|
| Annexure A | - | Declaration of Interest                                     |
| Annexure B | - | Consortiums, Joint Ventures and Sub-Contracting Regulations |
| Annexure C | - | Previous completed projects/Current Projects                |
| Annexure D | - | Tender Summary  |
| Annexure E | - | Reference Letters Template                                  |
| Annexure F | - | Briefing session  |

**DECLARATION OF INTEREST**

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favouritism, should the resulting tender, or part thereof be awarded to-

- (a) any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
- (b) any person who acts on behalf of SABC; or
- (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
- (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

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

Does such a relationship exist? [YES/NO]

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

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

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

3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:

- recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
- Cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

\_\_\_\_\_  
SIGNATURE OF DECLARANT

\_\_\_\_\_  
TENDER NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
POSITION OF DECLARANT

\_\_\_\_\_  
NAME OF COMPANY OR TENDERER

**ANNEXURE B****CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS****1. CONSORTIUMS AND JOINT VENTURES**

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

## 2 SUB-CONTRACTING

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

## 3 DECLARATION OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:
- 3.2.1 The percentage of the contract will be sub-contracted .....%
- 3.2.2 The name of the sub-contractor .....
- 3.2.3 The B-BBEE status level of the sub-contractor.....
- 3.2.4 whether the sub-contractor is an EME YES / NO

\_\_\_\_\_  
SIGNATURE OF DECLARANT

\_\_\_\_\_  
TENDER NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
POSITION OF DECLARANT

\_\_\_\_\_  
NAME OF COMPANY OR TENDERER

**ANNEXURE “C”**

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

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

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

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



## **ANNEXURE F–**

### **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 [RFQsubmissions@sabc.co.za](mailto:RFQsubmissions@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: 23<sup>rd</sup> March 2021**

**Briefing session date: 30<sup>th</sup> March 2021 @ 10:00am**

**Email queries by COB: 03<sup>rd</sup> April 2021**

**Bid submission Closing Date: 06<sup>th</sup> April 2021 @ 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 [RFQsubmissions@sabc.co.za](mailto:RFQsubmissions@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 [RFQsubmissions@sabc.co.za](mailto:RFQsubmissions@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.

## ANNEXURE E

### TENDER SUMMARY

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

The prices shall be:

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

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

Variable Amount (Exchange Rate dependent) R\_\_\_\_\_ @

R/USD=  
R/EUR=  
R/GBP=

**SUB TOTAL**

=====

R\_\_\_\_\_

Add 15% Vat

R\_\_\_\_\_

=====

**TOTAL TENDER AMOUNT**

R\_\_\_\_\_

#### BIDDER'S DETAILS:

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

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

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

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

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

**END OF THE REQUEST FOR QUOTATION DOCUMENT**