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08 JUNE 2021

**REQUEST FOR QUOTATION (RFQ)**

**PROVISION OF ARCHITECTURAL SERVICES FOR SABC GQEBERHA (PE) OFFICE**

RFQ	RFQ/ENG/2021/52
RFQ ISSUE DATE	08 JUNE 2021
BRIEFING SESSION	DATE: 11 JUNE 2021 TIME: 11 AM to 12H00 PLACE: TO BE CONDUCTED VIA SABC MICROSOFT TEAMS
WALK ABOUT SESSION OR SITE VIEWING	DATE: 14 JUNE 2021 TIME: 11H00 AM to 12h00 PLACE: GQEBERHA (PE) OFFICE
RFQ DESCRIPTION	PROVISION OF ARCHITECTURAL SERVICES FOR SABC GQEBERHA (PE) OFFICE
CLOSING DATE & TIME	23 JUNE 2021 AT 12H00

Submissions must be emailed to: SABC [RFQSubmissions@sabc.co.za](mailto:RFQSubmissions@sabc.co.za) on or before the closing date of this RFQ.

**OR**

Must be hand delivered at the SABC Port Elizabeth Reception, Conyngham Street, Parsons Hill, Gqeberha (PE), 6000, Eastern Cape (in the RFQ box) on or before the closing date of this RFQ. Please consult receptionist

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

For queries, please contact **Tando Oldjohn on email [oldjohnn@sabc.co.za](mailto:oldjohnn@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 B Muthien; 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. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
3. All electronic submissions should be prominently marked with the full details of the tender in the email subject line.
4. 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
5. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
6. 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 advice of their interest to participate in the online briefing session by sending an email to [OldjohnN@sabc.co.za](mailto:OldjohnN@sabc.co.za) on or before the 10<sup>th</sup> June 2021.
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.

## **DETAILED TECHNICAL SPECIFICATION**

### **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 the 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 strives to maintain a leading role in the broadcasting industry and as such keep abreast with the constantly changing technology.

The services that are required are to be carried out at 51 Conyngham Road, Parsons Hill, Gqeberha (Port Elizabeth) on the ground level.

### **2. REQUIREMENTS AND SCOPE OF SERVICE – TO APPOINT AN ARCHITECT FOR SABC GQEBERHA (PE) OFFICE**

**2.1.** The detailed scope of work is as per **Annexure E**

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

- All stages of consultant work stage 1 to 6
- Structural design work
- Quantity surveyor
- Mechanical design work
- Acoustic Engineer/designer
- Architectural design
- 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
- The OHS service will be provided by the Contractor and required to submit the OHS file. The in house OHS Supervisor will play a monitoring role

**2.3.** In order to fulfil the above mentioned upgrade, the SABC seeks to secure the services of a registered architect to serve as a principal agent and to oversee on all other professionals.

The services to be rendered will include but not limited to the scope of services as following:

Stage 1: Inception

Stage 2: Concept and viability (concept design)

Stage 3: Design development

Stage 4: Documentation and procurement

Complete construction documentation and proceed to call for tenders

Stage 5: Administration of JBCC contract

Stage 6: Close out

- Concept design and ensure sign off by the client
- Quality specifications, assessment and control of all building works
- Acoustic treatment to be tested against broadcast standards and indicate outcome
- Act as principal agent in the execution of the building works
- Design and drafting of specifications and assist in SCM processes
- To assist on the selection of a building contractor
- Architect to appoint services of a registered (with SACAP)
- Quantity Surveyors to appoint of a registered (with SAQSP)
- Mechanical to appoint a registered (with ECSA)
- Structural design to appoint a registered (with ECSA)

**2.4.** Below is the scope of service work that needs to be rendered on this contract:

- Carpeting
- Tile flooring
- Acoustical Doors
- Electrical Installation
- Acoustic Ceiling Panels
- Paint work
- Electrical/Lighting
- Mechanical Work
- Rehabilitation of the building
- Concept design and ensure sign off by the client
- Quality specifications, assessment and control of all building works
- Acoustic treatment to be tested against broadcast standards and indicate outcome
- Act as principal agent in the execution of the building works
- Draft specifications to assist on the selection of a building contractor
- Compile a bill of material for services to be rendered with quantities
- Architect must be able to attend meetings and conduct site inspections for the duration of the project
- Supervise and administrate the JBCC building contract.

### **3. CONTRACT DOCUMENTATION**

**3.1** The contract will be executed in terms of the **Professional Consultants Services Agreement Committee (PROSCA): with amendments as determined by SABC Legal Department.**

**3.2 Duration of the Contract** - The duration of the contract is based on a fixed price.

**3.3 Costing** - The quotation must reflect a detailed cost breakdown, and any indirect costs associated with the delivery of the service as per current SACAP, ECSA, and SAQSP tariff as published in the Government Gazette.

### **4. LOCATION OF SITE**

**4.1** The Contract site is at SABC Gqeberha Office former Port Elizabeth

### **5. CONTRACT WORKS AREA**

**5.1** The Contractor shall confine his activities to the Contract Works site and the access route to this site.

**5.2** A list of names of working staff and ID proof will be submitted to the SABC. Workers will wear clothing clearly identifying the identity of the supplier.

**5.3** The site area is inside a broadcasting environment, therefore care should be taken to reduce noise and dust when executing the work.

### **6. WORKMEN AND SUPERVISION ON SITE**

**6.1** The Contractor shall be held responsible for the conduct of his employees and the conduct of his sub-contractor's employees for the full duration of the Contract Works.

**6.2** The contractor shall be appointed in terms of the **SABC H&S** requirements and the supervisor will be responsible for the enforcement of the H&S provisions.

## **7. HEALTH AND SAFETY ACT**

**7.1** The work will be strictly executed in accordance with OHS ACT requirements, H&S regulations applicable to the Construction Industry and SABC H&S requirements and specification.

The contractor will, inter alia be required to:

**7.1.1** Appoint an independent Professional Health and Safety Consultant to oversee the H&S matters on the contract.

**7.1.2** Provide proof of Letter of Good Standing with the Workman's Compensation requirements.

**7.1.3** Submit a safety plan (including COVID-19 plan) to SABC in accordance with SABC safety representative minimum requirements. A safety file will be submitted compiled by the independent safety consultant to be appointed by the contractor. A safety file will be approved by the SABC H&S department prior to handing over of the site.

**7.1.4** Appoint a safety officer on site for the monitoring and supervision of safety and health matters on site. A certified First Aider must be represented on site.

**7.1.5** Sign the SABC Health and Safety Indemnity form and all workers to attend SABC H&S induction course of 1 hour prior to handing over of site.

**7.1.6** Obtain Hot Work permit or similar permits from SABC safety representatives when executing risk work on site.

**7.1.7** Proper risk assessments to be executed by the consulting Safety Specialist that must be appointed by the Contractor. The cost thereof to be clearly reflected in the quotation.

**7.1.8** Liaise with SABC Health and Safety representatives such as welding, plumbing disconnections, etc. when executed.

**7.1.9** The tender amount must allow for all the H&S requirements to be fulfilled by the contractor. Where the Contractor does not comply with the SABC H & S standards, the work will be stopped on site at the cost of the defaulting Contractor. All sub-contractors, working on the site will have to comply with the Principal Contractor's H & S standards. It will be the Principal Contractor's responsibility to ensure that sub-contractors comply.

## **8. 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.

## 9. COSTING

The quotation must reflect a detailed cost breakdown, and any indirect costs associated with the delivery of the required service. The architect is expected to provide estimated cost of the building works including professional fees. Any indirect costs associated with the delivery of the service as per current SACAP tariff as published in the Government Gazette.

## 10. DURATION OF THE CONTRACT

Duration period of this contract will be four (4) years

## 11. EVALUATION CRITERIA

### 11.1 BBBEE and Price

As the tender price is estimated to be below R50m, the tender responses will be evaluated on the **80/20** point system

### 11.2 Technical Evaluation

11.2.1 The tender submission will be technically evaluated out of a maximum of **120**

11.2.2 A threshold of **85** out of the **120** has been set

11.2.3 All bidders achieving less than the set threshold will be declared non-responsive

## 12. Objective Criteria

12.1 The SABC reserves the right not award a tender to any bidder whose financial health, based on its submitted audited financial statements, is not sound

12.2 The SABC further reserve the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.

### Phase 1

#### Mandatory Technical Requirement:

Indicate compliance / non-compliance to the requirement by ticking on the appropriate column.

The Professional Services should adhere to the following bodies;	Compliant	Non Compliant -
The bidder must provide proof to confirm that the architect is registered with The South African Council Architectural Professional (SACAP). The SACAP, valid registration is compulsory; failure to submit this document, proposal will be disqualified.		
The bidder must provide proof to confirm that the Mechanical Engineer is registered with The Engineering Council of South African Professional (ECSA). The, ECSA, valid registration is compulsory; failure to submit this document, RFQ proposal will be disqualified.		
The bidder must provide proof to confirm that the structural Engineer is registered with The		

Engineering Council of South African Professional (ECSA). The, ECSA, valid registration is compulsory; failure to submit this document, RFQ proposal will be disqualified.		
The bidder must provide proof to confirm that the Quantity Surveyor is registered with The South African Quantity Surveyors Professional (SAQSP). The SAQSP valid registration is compulsory; failure to submit this document, RFQ proposal will be disqualified.		

**Bidder's non-compliance to this mandatory requirement will be declared non-responsive**

## Phase 2 Technical Requirements

### Evaluation Criteria

Evaluation Area	Evaluation Criteria	Min Points	Max Points
Company Experience in Design Engineering Business	<b>Provide Company Profile illustrating experience with project of a similar nature.</b> Number of years in a company profile indicating multi-disciplinary related projects <ul style="list-style-type: none"> <li>5 years – 10 years = (10 points)</li> <li>More than 10 years = (15 points)</li> <li>No company profile provided – (0 points)</li> </ul>	10	15
Company Experience in Design Engineering Projects	<b>Supplier to provide Portfolio of Evidence (POE).</b> The Track Record of the company with written reference / proof on your clients company's letterhead from duly authorised person responsible for completed design projects with contact details <b>(email address and telephone number)</b> . The letters must stipulate contract period, contract values and scope of work undertaken. The reference letters should NOT be appointment or award letter/s <p>Experience in number of years with project of a similar nature</p> <ul style="list-style-type: none"> <li>Design experience with 10 or more completed projects of a similar nature including <b>POE (Attach reference letters for each completed project) – 40 points</b></li> <li>Design experience with 5 to 9 completed projects of a similar nature including <b>POE (Attach reference letters for each completed project) – 30 points</b></li> <li>Without any experience – <b>0 points</b></li> </ul>	30	40
Curriculum Vitae (CV) of identified delegate with relevant	Provide a comprehensive CV of the Principal Agent with seven (7) years and delegate with relevant architectural experience		

architectural experience that will be able to perform all duties in the absence of the Architect	<ul style="list-style-type: none"> <li>CV of the principal agent with 7 years relevant experience (10 points)</li> <li>CV of at least one (1) delegate with relevant architectural experience that can cover for the architect in the event of unforeseen absences (5 points)</li> <li>No delegate in event of unforeseen absence (0 points)</li> </ul>	10	15
Curriculum Vitae (CV) of identified delegate with relevant Mechanical engineer experience that will be able to perform all duties in the absence of the mechanical engineer	<p>Provide a comprehensive CV of the Mechanical Engineer with seven (7) years relevant experience</p> <ul style="list-style-type: none"> <li>CV of the mechanical engineer with 7 years relevant experience (10 points)</li> <li>CV of delegate with 2-3 years relevant experience (5 points)</li> <li>CV of delegate with &gt; 3 years relevant experience (5 points)</li> <li>No delegate in event of unforeseen absence (0 points)</li> </ul>	10	15
Curriculum Vitae (CV) of identified delegate with relevant structural engineer experience that will be able to perform all duties in the absence of the structural engineer	<p>Provide a comprehensive CV of the Structural Engineer with seven (7) years relevant experience</p> <ul style="list-style-type: none"> <li>CV of the structural engineer with 7 years relevant experience (10 points)</li> <li>CV of delegate with 2-3 years relevant experience (5 points)</li> <li>CV of delegate with &gt; 3 years relevant experience (5 points)</li> <li>No delegate in event of unforeseen absence (0 points)</li> </ul>	10	15
Curriculum Vitae (CV) of identified quantity surveyor	<p>Provide a comprehensive CV of the Quantity Surveyor with seven (7) years relevant architectural experience</p> <ul style="list-style-type: none"> <li>CV of the quantity surveyor with 7 years relevant experience (10 points)</li> <li>CV of quantity surveyor with 2-3 years relevant experience (5 points)</li> <li>CV of quantity surveyor with &gt; 3 years relevant experience (5 points)</li> <li>No quantity surveyor in event of unforeseen absence (0 points)</li> </ul>	10	15
Curriculum Vitae (CV) of a qualified Acoustic Engineer	<p>Provide a comprehensive CV of the Acoustic Engineer/ Acoustic Designer with minimum of five (5) years with relevant acoustic consulting experience</p> <ul style="list-style-type: none"> <li>No Acoustic Engineer (0 points)</li> </ul>	5	5
<b>Total</b>		<b>85</b>	<b>120</b>



### 13. ADJUDICATION USING A POINT SYSTEM

13.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder

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

13.3 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.

13.4 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

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

### 14. POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

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

$P_s$  = 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

#### B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

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

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

14.1 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.

14.2 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.

14.3 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

14.4 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.

14.5 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.

14.6 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.

14.7 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.

## 15. MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- **CSD report (Bidder must be registered with CSD in order to do business with the SABC)**
- **The South African Council Architectural Profession (SACAP).** - The bidder must provide proof to confirm that the architect is registered with The South African Council Architectural Professional (SACAP). The SACAP registration is compulsory;

## 16. REQUIRED DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- Provide TAX Compliance Status PIN (verification will be done with SARS)
- Valid TV Licence (Company's and all Directors)
- Original Valid Original BBBEE Certificate (from SANAS accredited Verification Agency) or from the Auditors approved by the Independent Regulatory Body of Auditors (IRBA)  
**NOTE: 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.**  
**Companies who have engaged their IRBA verification agency prior to 30 September will be able to receive their BEE Certificate after 30 September, but only until 31 December 2016.**
- For Exempted Micro Entrepreneurs (EME's), as per CODE 000 statement 000 (Framework for measuring BBBEE) sufficient evidence of qualification as an EME is an Auditor's certificate issued by an accounting officer or verification agency. An EME is any enterprise with an Annual Total Revenue of R5million or less.
- Certified ID Copies of all directors/ Shareholders Certificate
- Company registration documents

## **17. 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.

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

18.1 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.

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

18.3 The Corporation reserves the right to:

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

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

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

18.1.2 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.

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

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

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

18.1.6 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.

## **19. 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**

**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** - SBD 8 & 9
- Annexure E** - Detailed Scope of Work
- Annexure F** - SABC Gqeberha (PE) Floor Plans

**ANNEXURE A****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 person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract 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.
- 2.3 A person awarded a contract may not subcontract 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 of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

**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 "D"

## SBD 8

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b>  The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		



4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**SBD 8**

### CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM  
IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION  
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE  
FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js365bW

**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**SBD 9**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2

## Annexure E

## Detailed Scope of Work to Appoint An Architect for SABC Gqeberha (PE) Office

Description	Detailed description
Refurbish and expand Reception area	<ul style="list-style-type: none"> <li>- Ceiling to be expanded</li> <li>- Flooring to be replaced and re-look at the foundation as it is cracking</li> <li>- Ablution facilities in the reception to cater for disabled personnel</li> <li>- Expand the reception to start behind the TV license</li> <li>- Break wall with TV's behind – open plan to wards the courtyard</li> <li>- Courtyard to be turned into coffee shop/canteen</li> <li>- Lighting and air-con to be installed</li> <li>- Firearm safe facility to book fire arms</li> <li>- Installation of an x-ray machine – positioning to be determined by Architect</li> <li>- Create a facility to store parcels for courier services</li> <li>- Studio 1D replacement</li> </ul>
Replacement of Guardroom for Security Personnel	<ul style="list-style-type: none"> <li>- Build a brick structure with air-con</li> </ul>
Refurbish all ablution facilities	<ul style="list-style-type: none"> <li>- Plumbing</li> <li>- Re-design and refurbish existing ablution facility to include disabled access</li> </ul>
Demolish damaged prefabricated building structures (Legacy center and elbow joint)	<ul style="list-style-type: none"> <li>- Demolishing of legacy center and elbow joint</li> <li>- Remove rubble</li> <li>- Create boom gate with drive in and out access control system</li> <li>- Intercom to be installed in the boom gate in case boom does not open automatically - personnel can call security for assistance using the intercom</li> </ul>
Refurbish all walkways & common area floors, carpeting and ceilings	<ul style="list-style-type: none"> <li>- Flooring in the walkways inside the building with durable material that is long lasting</li> <li>- Replacement of Ceilings in the walkways</li> <li>- Replacement of light fittings</li> </ul>
Waterproofing building complexes roof and windows	<ul style="list-style-type: none"> <li>- All buildings within the complex must be waterproofed</li> </ul>
Studio doors upgrade & replacement of all	<ul style="list-style-type: none"> <li>- All studios used for editing and recordings, including continuity studios</li> </ul>

exterior doors	<ul style="list-style-type: none"><li>- Replace old studio doors with glass acoustic doors</li></ul> <p>Exterior doors must be weather-proof rated for coastal weather</p> <ul style="list-style-type: none"><li>- All doors leading from escape routes to be class B fire rated</li></ul>
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## Annexure F

## SABC PE FLOOR PLANS



SABC PE GROUND  
FLOOR.pdf

