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24 JUNE 2021

**REQUEST FOR QUOTATION (RFQ)**

RFQ	RFQ/FIN/2021/72
RFQ ISSUE DATE	24 JUNE 2021
RFQ DESCRIPTION	IMPLEMENTATION OF SAP SUCCESSFACTORS SUCCESSION & DEVELOPMENT MODULE
RFQ BRIEFING SESSION DATE	n/a
CLOSING DATE & TIME	09 JULY 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.

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

For queries, please contact **Tender office on email** [Tenderenquiries@sabc.co.za](mailto:Tenderenquiries@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: \_\_\_\_\_

## **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.

<b>MANDATORY REQUIREMENT</b>		<b>COMPLY/ NOT COMPLY</b>
<b>1.</b>	Submit proof CSD registration (Bidder must be registered with CSD in order to do business with the SABC)	
<b>2.</b>	Approved SAP SuccessFactors Implementation Partner (attach SAP accreditation to response)	
<b>3.</b>	Service Provider to have a local business office for support. Please provide physical address.	

## 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 Submit Proof of Public Indemnity Cover for minimum of R10 000 000
  - 1.8 Certified copy of ID documents of the Directors or Members.

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

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

## 1. BACKGROUND AND TECHNICAL SPECIFICATION

The SABC is currently using SAP as its Enterprise Resource Planning (ERP) solution. The system supports various key business processes including Finance, Human Resources, Sales, and Governance etc. The SABC also implemented the SAP SuccessFactors (SF) Recruiting module during 2017 and is currently in the process of implementing the SF Performance and Goals module. Implementation of the SF Succession & Development and Learning modules are planned for the current financial period.

### 1.2 REQUIREMENTS & TECHNICAL SPECIFICATION

The SABC requires the services of an accredited SAP SuccessFactors implementation partner to implement the SAP SuccessFactors Succession & Development functionality. **The subscription licences have already been procured** and this RFQ is specifically for implementation of the functionality in line with the SABC's specific business requirements.

The service provider will be required to:

- document business & technical requirements and configuration rationale;
- design, configure, test and implement the solution (all functionality included in the SF Succession & Development module, aligned to the SABC's requirements);
- provide training material and train-the-trainer training;
- ensure knowledge transfer to the SABC's internal support team.

	REQUIREMENTS	Points	Comply / Non-Comply	Details or reference
1.	Implementation of <b>all</b> standard SAP SF Succession & Development Functionality. Including the following: <ul style="list-style-type: none"> <li>• Succession Management</li> <li>• Career and Development Planning</li> <li>• Calibration</li> <li>• Presentations</li> <li>• Assessment of Employee Potential</li> </ul>	20		
2.	Functionality to manage: workflows, notifications, approvals (including escalations), authorisations	10		
3.	Integration with on premise SAP ECC/HR, updating of employee information from SAP ECC: 5 points Integration to other SAP SF modules (Recruiting, Performance & Goals and Learning): 5 points	10		
4.	Activation of all standard reports and allowance for development of 5 custom reports.	10		
	<b>TOTAL</b>	<b>50</b>		

## 2. 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.

## 3. COSTING

The price quoted (incl. VAT) must be for implementation of the full functionality of the SAP SuccessFactors Succession & Development module and should include all costs associated with the requirements above.

## 4. DURATION OF THE CONTRACT

Once-off

## 5. EVALUATION CRITERIA

### a. BBEE and Price

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

### b. Technical Evaluation

- i. The tender submission will be technically evaluated out of 100 points.
- ii. All bidders achieving less than the set threshold of 75 points out of 100 points will be declared non-responsive and therefore will not continue to be evaluated for BBEE & Price Preference.

### SECOND PHASE: PAPER BASED EVALUATION

Evaluation Area	Evaluation Criteria	Min Points	Max Points
Compliance with the given requirement	<ul style="list-style-type: none"> <li>Provide full details of the proposed SAP Success Factors Succession &amp; Development implementation (Refer to Section 5 above) 50 points</li> </ul>	50	50
Company previous experience	<ul style="list-style-type: none"> <li>Bidders must have specific experience in SAP Success Factors Succession &amp; Development implementation</li> <li>Submit recent (not older than 3 years) references in respect of similar work undertaken. The reference must include the company name as well as relevant contact person (with designation), contact number</li> </ul>	5	15

	<p>and email address. Reference letters on a company letterhead would be preferred but are not compulsory.</p> <ul style="list-style-type: none"> <li>- Submission of three (3) or more verifiable references: 15 points</li> <li>- Submission between one (1) and three (3) verifiable references: 5 points</li> <li>- No references or references older than three years: 0 points</li> </ul>		
Project Implementation and Commissioning	<p>The SABC expects key resources on the project implementation to have SAP SuccessFactors Succession &amp; Development certification. Please provide details of proposed project implementation plan.</p> <ul style="list-style-type: none"> <li>• Provide a project plan detailing the approach in delivering the solution as per the requirements. 5 points</li> <li>• Include anticipated timelines and project duration (from time of contract approval) <ul style="list-style-type: none"> <li>- 1 - 6 months (up to go-live): 10 points</li> <li>- More than 6 months (up to go-live): 0 points</li> </ul> </li> </ul>	5	15
Support	<p>Post Implementation Support:</p> <ul style="list-style-type: none"> <li>• A minimum of one month post-implementation support: 10 points</li> <li>• No post-implementation support included in proposal and/or not agreeing to SLA Terms in Section : 0 points</li> </ul>	10	10
Training	<ul style="list-style-type: none"> <li>• Proposal includes training and development of training material (train-the-trainer, 10 employees): 5 points</li> <li>• Proposal includes knowledge transfer to SABC support staff, 5 employees: 5 points</li> </ul>	5	10
<b>TOTAL</b>		<b>75</b>	<b>100</b>

## 6. ADJUDICATION USING A POINT SYSTEM

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

## 7. 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

- 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.



- b. 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.
- c. 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
- d. 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.
- e. 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.
- f. 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 30% 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.
- g. A tenderer awarded a contract may not sub-contract more than 30% 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.

## **8. 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.

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

- a. 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.

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

- i. Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
- ii. 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.
- iii. Award a contract to one or more bidder(s).
- iv. Accept any tender in part or full at its own discretion.
- v. Cancel this RFQ or any part thereof at any time.
- vi. 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.

#### **10. 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 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 SF Succession & Development Implementation projects** *(preferably provide a detailed company profile, detailed the below mentioned information)*

Project Descriptions	Client	Contact no	Contact person (incl. designation)	Email address	Period of projects	Value of projects	Project Commence date	Completed date

**Current SF Succession & Development Implementation projects** *(preferably provide a detailed company profile, detailed the below mentioned information)*

Project Descriptions	Client	Contact no	Contact person (incl. designation)	Email address	Period of projects	Value of projects	Project Commence date	Completion date