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DATE: 19 February 2019

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/HC/2019/5
RFQ ISSUE DATE	19 February 2019
RFQ DESCRIPTION	PROVISION OF SPECIALISED ADOBE CREATIVE CLOUD TRAINING AS A ONCE-OFF PROJECT
CLOSING DATE & TIME	28 February 2019 @ 12h00 PM

Submissions must be delivered to: SABC Radio Park Reception, Auckland Park on or before the closing date of this RFQ. Please consult the receptionist before you drop the document so that you ensure that you sign a register.

For queries, please contact **Lerato Masango** at Tel +2711 714-2805 masangorl@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: _____

DETAILED TECHNICAL SPECIFICATION

SPECIALISED ADOBE CREATIVE CLOUD TRAINING

1. BACKGROUND

Learning and Development delivered phase 1 of Adobe CC course for Digital News staff members during 2015/16 and 2016/17 WSP; and continued with phase 2 which commenced during 2017/18. Phase 2 was supposed to be completed in 2018/19 fiscal years, instead, it was completed on the 20 July 2018, before 2019 as it was envisaged.

2. REQUIREMENTS AND SCOPE OF SERVICES

Training Specification

- The service provider is expected to be able to deliver training as a continuation of Phases 1 and 2, which was delivered early.
- The service provider is expected to be able to deliver a highly customised course that will fit the needs of both the individuals and the SABC's Digital Newsroom's production needs.
- The service provider is expected to deliver training on a practical format which will be mostly on-the-job.
- The service provider is expected to deliver training in both its premises and within SABC's premises (delegate's workstations).
- The service provider is expected to be able stick to the customisation of the training as per Digital News' needs.

Training Facilities

- Service provider is expected to provide all training requirements like manuals/learner guides, equipment and so forth, during training sessions.
- Digital News will provide workstations for on-the-job training. Digital News staff members who successfully completed Adobe CC phases 1 and 2 during 2015/16 - 2016/17 and 2017/18 - 2018/19 fiscal years, respectively. These individuals will be involved in specialised online and multimedia production for 2019 General Elections.

Number of Delegates

17

Number of Training Groups

NO. OF GROUPS	NO. OF DELEGATES	TRAINING OBJECTIVES	TRAINING OUTCOMES
4	Between 4/5	Multimedia	<ul style="list-style-type: none"> - Character Animate - Animate - Audition - Premiere Pro - After Effects - Fuse - Media Encoder - Adobe clip/voice - Photoshop
		Blogging	<ul style="list-style-type: none"> - Blogging tools - Wordpress add-ons - Adobe Spark/Post/Voice - Video Integration - Web tools
		Social Media	<ul style="list-style-type: none"> - Live-Streaming/Wirecast - Spark - Post - Hootsuite - Analytics
		Data Visualisation	<ul style="list-style-type: none"> - Infographics - Mapping - Illustrator - Excel - After Effects - Infogram - Chartbeat - Timeline JS

3. COSTING

3.1 The quotation must reflect a detailed cost breakdown, and any indirect costs associated with the provision of training.

3.2 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.

4. LOCATION OF SITE

4.1 The contract site and **delivery point** is at **SABC Radio Park**.

5. EVALUATION CRITERIA

5.1 BBBEE and Price

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

5.2 Technical Evaluation

5.2.1 The RFQ submission will be technically evaluated out of a maximum of **100**;

5.2.2 A threshold of 75, out of 100 has been set for paper base evaluation.

All bidders achieving less than the set threshold will be declared non-responsive and not taken to the next phase of evaluation.

5.3 Objective Criteria

5.3.1 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. Technical Criteria

Criteria	Reference	Experience	Max Points
Company Previous Experience in Provision of Adobe Training	Detailed Company Previous Experience and Reference	<u>Training Provider's Experience / Reference / CV / RPL / Endorsement</u> <ul style="list-style-type: none"> • Experience, 0 - 5 years = 4 • Experience, 5 - 10 years = 6 • Experience, 10 - 15 years = 8 • Experience, 15 - 20 years = 10 	<u>10</u>
Provider Accreditation Status	Provider Accreditation Status with Adobe Authorized Center and FP & M Seta	<u>Provider Accreditation Status</u> <ul style="list-style-type: none"> • Accredited with Adobe only = 9 • Accredited with FP & M only = 9 	<u>18</u>
Criteria	Reference & Allocated Points	Practical Evidence	

<p><u>COURSE OUTLINE</u></p> <p>Module 1: Please provide practical examples of online news content formats which can be created by using individual or combinations of these tools?</p>	<p><u>MULTIMEDIA</u></p> <ul style="list-style-type: none"> • Character Animate = 2 • Animate = 2 • Audition = 2 • Premiere Pro = 2 • After Effects = 2 • Fuse = 2 • Media Encoder = 2 • Adobe Voice = 2 • Adobe Clip = 2 • Photoshop = 2 <p>Minimum Score = 16</p>	<ul style="list-style-type: none"> • Sample of work done, not older than 12 months. • Minimum of 2 letters from previous client stating:- <ul style="list-style-type: none"> - Latest date of course delivered. - Breakdown of previously delivered modules which reflect our requirements. - Attendance registers (minimum 2) and feedback forms from the previous delegates. 	<p style="text-align: center;"><u>20</u></p>
<p><u>COURSE OUTLINE</u></p> <p>Module 2: Please list mobile, blogging and online tools suitable for use in conjunction with Adobe CC for on-deadline and live news coverage</p>	<p><u>BLOGGING</u></p> <ul style="list-style-type: none"> • Blogging Tools = 2 • Wordpress Add-ons = 2 • Adobe Spark/Post/Voice = 2 • Video Integration = 2 • Web Tools = 2 <p>Minimum Score = 6</p>	<ul style="list-style-type: none"> • Sample of work done, not older than 12 months. • Minimum of 2 letters from previous client stating:- <ul style="list-style-type: none"> - Latest date of course delivered. - Breakdown of previously delivered modules which reflect our requirements. - Attendance registers (minimum 2) and feedback forms from the previous delegates. 	<p style="text-align: center;"><u>10</u></p>
<p><u>COURSE OUTLINE</u></p> <p>Module 3: Please provide examples of online newsroom social media production workflows that the tools listed can be incorporated in</p>	<p><u>SOCIAL MEDIA</u></p> <ul style="list-style-type: none"> • Live-Streaming/Wirecast = 2 • Spark = 2 • Post = 2 • Hootsuite = 2 • Analytics = 2 <p>Minimum Score = 6</p>	<ul style="list-style-type: none"> • Example of work done, not older than 12 months. • Minimum of 2 letters from previous client stating:- <ul style="list-style-type: none"> - Latest date of course delivered. - Breakdown of previously delivered modules which reflect our requirements. - Attendance registers (minimum 2) and feedback forms from the previous delegates. 	<p style="text-align: center;"><u>10</u></p>

<p><u>COURSE OUTLINE</u></p> <p>Module 4: Please explain how Adobe CC and other tools listed can be utilised in conjunction for data journalism projects?</p>	<p><u>DATA VISUALISATION</u></p> <ul style="list-style-type: none"> • Infographics = 2 • Mapping = 2 • Illustrator = 2 • Excel = 2 • After Effects = 2 • Infogram = 2 • Chartbeat = 2 • Timeline JS = 2 <p>Minimum Score = 12</p>	<ul style="list-style-type: none"> • Sample of work done, not older than 12 months. • Minimum of 2 letters from previous client stating:- <ul style="list-style-type: none"> - Latest date of course delivered. - Breakdown of previously delivered modules which reflect our requirements. <p>Attendance registers (minimum 2) and feedback forms from the previous delegates.</p>	<u>16</u>
<p>Certification / Training / Programme / Course Delivery</p>	<p>Relevance and Proven Efficiency of Delivery Tools/Methodologies to Learning Objectives and Business Requirements</p>	<ul style="list-style-type: none"> • Relevance & Proven Efficiency, 0 - 5 years = 4 • Relevance & Proven Efficiency, 5 - 10 years = 6 • Relevance & Proven Efficiency, 10 - 15 years = 8 • Relevance & Proven Efficiency, 15 - 20 years = 10 <p>Bring The Following:-</p> <ul style="list-style-type: none"> - Minimum of 2 letters of award from previous clients which will entail the date(s) issued. - Training Agenda (Breakdown of content) 	<u>10</u>
	<p>Providing Certificates for Delegates & Training Manuals for Items for Modules</p>	<p>Bring The Following Examples:-</p> <ul style="list-style-type: none"> • Certificates = 3 • Training Manuals = 3 	<u>6</u>
	<p>TOTAL TECHNICAL RATING</p>		<u>100</u>

Functionality Threshold for Paper based Evaluation:

The points obtained for the paper based evaluation must be at least 60 points out of a maximum of 100 points. Bidders who do not achieve the threshold will not be taken to the next phase of evaluations.

7. ADJUDICATION USING A POINT SYSTEM

- 7.1 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.
- 7.2 In the event that two or more bids have scored equal pints, 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 respect, 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-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

- a. 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.
- b. Bidders other than EMEs must submit their original and valid B-BBEE status 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.
- 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 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.
- g. 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. MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- **CSD report (Bidder must be registered with CSD in order to do business with the SABC)**

11. REQUIRED DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- Valid Tax Clearance and PIN (verification will be done with SARS).
- Valid TV Licence (Company's and all Directors').
- Original Valid Original BBEE 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.

- Any EME or QSE is only required to obtain a sworn affidavit on an annual basis, confirming the following:
 - Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE,
 - Level of Black Ownership,
 - All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
 - Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - ANY MISREPRESENTATION IN TERMS OF THE ABOVE CONSTITUTES A CRIMINAL OFFENCE as set out in the BBBEE Act as amended.
- Signed Declaration of Interest Form.
- Certified ID Copies of all directors.

12. 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.

- a. No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- b. The Corporation reserves the right to:

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

- 13.1.1 Make a selection solely on the information received in the submissions and
- 13.1.2 Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
- 13.1.3 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.
- 13.1.4 Award a contract to one or more bidder(s).
- 13.1.5 Accept any tender in part or full at its own discretion.
- 13.1.6 Cancel this RFQ or any part thereof at any time.
- 13.1.7 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.

14. 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 projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

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

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date