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01 October 2019

**REQUEST FOR QUOTATION (RFQ)**

**PROVISION OF COAST TO COAST EVENT MANAGEMENT**

RFQ	RFQ/TV/2019/109
RFQ ISSUE DATE	01 October 2019
BRIEFING SESSION / SITE INSPECTION	N / A
RFQ DESCRIPTION	PROVISION OF COAST TO COAST EVENT MANAGEMENT
CLOSING DATE & TIME	<b>11 October 2019 AT 12H00</b>

Submissions must be delivered to: SABC Radio Park, Reception. Auckland Park on or before the closing date of this RFQ. **PLEASE MAKE SURE THAT YOU SIGN ON THE RECEPTION REGISTER.**

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

For queries, please contact **Livhuwani Ramushweu** at Tel +2711 714-2150 [ramushweuls@sabc.co.za](mailto:ramushweuls@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

### 1. BACKGROUND OF THE REQUEST

Coast to Coast activation is part of the channel's strategy to promote channels latest offerings during the summer season activating at the South African coastal areas. Coast to coast is the brain child of the channel allowing SABC 1 to connect with its viewers, thank them for their loyal support throughout the year and celebrating summer with them whilst promoting the channel's summer schedule. The Coast to Coast activations will be in Durban, Cape Town, East London and Port Elizabeth. We will integrate our programming in our activations through the live broadcast of Live Amp in Durban and another in Cape Town.

Proposed cities and dates are:

City	Date of Depart	Date of Return
East London	22 November	25 November
Durban	29 <sup>th</sup> November	2 <sup>nd</sup> December
Port Elizabeth	6 <sup>th</sup> December	9 <sup>th</sup> December
Cape Town	13 <sup>th</sup> December	16 <sup>th</sup> December

### Logistics

SABC1 staff and talent will spend x4 days at the above mentioned cities interacting with the general public through various planned activations comprising of the following elements:

- a) Beach
- b) Mall activations
- c) Pre and after parties and
- d) The explorations.

### 2. SCOPE OF WORK

#### Weekend Rollout:

**Day 1 Fridays:** The working team and talent will travel to the identified cities. We will start with a PR drive doing interviews on radio, print and digital with local media, followed by the Beach activations and later we will be hosted at the local hot venue for a pre-party for the day. The Durban leg will be different from the rest as Live Amp will have a live broadcast at an identified venue where we will host our sponsors, talent and the competition winners.

- **Beach Activations** will take place at an identified beach at the above mentioned cities. The beach area will be cordoned off with a crowd control fence, crowd and MIB security, tables with table cloths and chairs will be set up for the talent, PA

system for the MC to sound clearly, refreshments for the teams, clients and working staff. We will host various beach games which will consist of 4 teams competing in beach soccer, rugby or volleyball. The competing teams will consist of the SABC1 talent, radio DJs team and a team consisting of general public. The public team will enter via the partnering radio station in that city. The games are open to boys and girls. The winning team wins an SABC1 hamper.

- **The Pre-party:** To round up the day, SABC1 talent, radio partner, sponsor and clients will be hosted at the local favourite hangout night venue. The idea is to partner with the owners of the night venue to host us for the night. Winners will have an exclusive meet & greet with the stars.
- **Live Amp OB** will be in Durban and another in Cape Town. Live AMP will this year broadcast live from Durban. The identified venue will be set up by the production house for the live broadcast. SABC1 will bring the talent, clients, radio partner, working staff and competition winners. The second live broadcast will happen in Cape Town only if we get a sponsor to cover the production and costs.

**Day 2 Saturdays:** The day will be for mall activations at the township malls/shopping centres where we will interact with the general public and later have a pre party at a selected venue.

- **Mall Activations** will take place at an identified mall where we will set up a stage, crowd control fence, branding, security, PA system, table and chairs, pans and fan cards, refreshments and snacks for guests including the SABC1 talent, radio talent and the working staff. The activation will consist of public participation through singing, dancing, acting and free styling competitions on stage. The SABC1 or radio talent will be the MC on the stage, encouraging the public to participate on the above mentioned activities. They will sign autographs (SABC1 to provide the fan cards), take pictures with the participants and the general public. SABC1 merchandise to be given away as prizes to the winners.
- **The After Party:** This will be the last activity for the day where the channel will partner with a local night venue. The owner of the venue will host SABC1 talent, clients, radio partner, sponsors and the competition winners. The mall activations or radio winners will have an exclusive meet & greet with the SABC1 talent.

**Day 3 Sundays:** The day is dedicated for exploring the cities with a 'mini short left' experience visiting the city's historical landmarks and tourist attractions. The plan is to give the SABC1 talent a chance to see and learn about the places/areas they have not seen before.

**The exploration** to consist of and not limited to Horse riding, Safari, Shark Cage diving, Bungee jumping, visiting table mountain, historical landmarks, boat cruise, sky diving, and hiking. We will later wrap up the day with a visit to a local chisa nyama.

#### **Required from Events Company:**

We require a company to help us put together the below activations including the outlined plans above:

1. Beach Activations
2. Mall Activations
3. Chisa Nyama
4. Merchandise

In more detail, kindly see below logistics requirements:

- Coordinate and facilitate the mall and beach activations and the chisa nyama at each of the four cities.
- Clear all the JOC/permits, health certificate related matters for beach and mall activations which should include the booking of emergency/ambulance services for all the mall and beach activations.
- **Beach activations:** Duration of the activation is 3 hours  
Provide the following:  
Security: MIB x6 & Crowd Control x10  
Crowd control fencing 400 meters  
Sound and PA system with CDJ x2 hand held mics  
MC (R10 000.00) for both mall and beach activations per city  
DJ (R10 000.00) for both mall and beach activations per city  
Refreshments e.g. energy drinks, sweats, juice, soft drinks, biltong and water for x40 guests  
X20 Pens per city  
Buy/lease all the necessary activation equipment x2 soccer balls, x2 volley balls and x2 rugby balls, poles for volley, mini soccer and rugby goal poles.  
300 branded tags (Which will be used at pre and after parties as well as mall and beach activations)  
X3 tables with table clothes and 25 chairs at beach activations.  
Give-aways/ prizes consisting of SABC1 merchandise  
SABC1 to supply branded umbrella and gazebos
- **Mall activations:** The duration of the activation is 2 hours  
  
Sound and a PA system with a CDJ player and x3 hand held mics  
X4 led Screens on stands  
Photo booth  
Stage (size 2x4 to 4x4)  
400 meters crowd control fence to secure the guests, stage, sound and screens  
X3 tables with table clothes and 15 chairs  
Security: MIB x5 & x5 Crowd Control  
Refreshments e.g. energy drinks, sweats, juice, soft drinks and water for x20 guests  
Give-aways/ prizes consisting of SABC1 merchandise  
SABC1 to supply branded umbrella and gazebos
- **Chisa nyama**  
  
We would like the events companies to arrange a chisa nyama, VIP area for a late lunch on Sundays between 2 and 8pm at the four cities for 25 people at R15 000.00 per city for food and drinks.  
Security x6 MBI



- **Merchandise**

Marketing requires merchandise that will be specifically utilised for the beach activations/Mall activations and competition prizes. We would like the company to produce the following (they can be unisex)

- Branded Basketball vests and Baseball T-shirts (100 each = 200)
  - Black, Lime Green, Pink, White and Yellow ( 20 of each = 100)
  - Use black,White or original logo on merchandise depending on which logo will work.
    - Prior to printing, please supply mock-ups with logo for approval, thereafter we would require to see samples before printing.



- Branded Camping Hats ( 50)
  - Black, Lime Green, Pink, White and Yellow ( 10 of each = 50)
  - Use black, White or original logo on merchandise depending on which logo will work.
    - Prior to printing, please supply mock-ups with logo for approval, thereafter we would require to see samples before printing.



○ VISOR - Hats (50)

- Black, Lime Green, Pink, White and Yellow ( 10 of each = 50)
- Use black, White or original logo on merchandise depending on which logo will work. (i.e. see below images on the right side as a reference as to how the printing on the Visor should look like.)
  - Prior to printing, please supply mock-ups with logo for approval, thereafter we would require to see samples before printing.



○ Branded Shorts ( 200)

- Black, Lime Green, Pink, White and Yellow (20 of each = 100)
- Use black, White or original logo on merchandise depending on which logo will work. (i.e see below images as a reference as to how the printing on the shorts should look like.)
  - Prior to printing, please supply mock-ups with logo for approval, thereafter we would require to see samples before printing.



○ Branded Tights & Sports Bras (100 each = 200 )

- Black, Lime Green, Pink, White and Yellow (20 of each = 100)
- Use black, White or original logo on merchandise depending on which logo will work.
- Use black/White logo to brand to tights and sports bras (i.e see Calvin Klein underwear as a reference as to how the printing should look like.)
  - Prior to printing, please supply mock-ups with logo for approval, thereafter we would require to see samples before printing.



### 3. ***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. **COSTING**

The quotation must reflect a detailed cost breakdown, and any indirect costs associated with the delivery of consumables.

### 5. **DURATION OF THE CONTRACT**

Once off project.

### 6. **EVALUATION CRITERIA**

#### **6.1 BBBEE and Price**

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

## 6.2 Technical Evaluation

Evaluation Area	Evaluation Criteria	Max Points	Min Points
Previous Work Done	<ul style="list-style-type: none"> <li>• Contactable References of similar work done for other Clients. Two (x2 each) minimum examples of indoor and outdoor activations (10)</li> <li>• Visual presentation of previous work done(10)</li> <li>• Work to include broadcasters or entertainment type brands. (10)</li> </ul>	30	20
Proposed treatment	<ul style="list-style-type: none"> <li>• Proposed implementations of various activations               <ul style="list-style-type: none"> <li>- Demonstration of JOC &amp; security at Beach (10)</li> <li>- Demonstration of JOC &amp; security at malls (10)</li> <li>- Merchandise: Quality of proposed items, sample &amp; cost and demonstration to be able to deliver merchandise by the 25<sup>th</sup> October 2019 (10)</li> </ul> </li> <li>•</li> </ul>	30	20
Timing Plan/Production process	<ul style="list-style-type: none"> <li>• Detailed Project plan outlining what will be done, who is responsible, by when they will complete the task. Reporting weekly is required (20)</li> </ul>	20	20
Staff Compliment/Client Service and experience in activations	<ul style="list-style-type: none"> <li>• Staff Capacity               <ul style="list-style-type: none"> <li>○ Supply a detailed organisational structure outlining Project leader, Account Management &amp; Coordinators (10)</li> <li>○ Experience 5 years or more in activations (10)</li> </ul> </li> </ul>	20	10
<b>Total</b>		<b>100</b>	<b>70</b>

**6.2.1** The tender submission will be technically evaluated out of 100 points all bidders achieving less than the set threshold of 70 points out of 100 points will be declared non-responsive and therefore will not continue to be evaluated for BBEE & Price Preference.

### 6.3 Objective Criteria

**6.3.1** 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.

**6.3.2** SABC reserves the rights to appoint one supplier for all the regions or appoint one supplier per region.

### 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
- 7.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 7.3 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.
- 7.4 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
- 7.5 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:

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

$P_s$  = 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>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>14</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>

- 8.1 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.
- 8.2 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.
- 8.3 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.
- 8.4 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.
- 8.5 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.
- 8.6 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.
- 8.7 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.

## 9. MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

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

## 10. REQUIRED DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- Original Tax Clearance (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

## **11. COMMUNICATION**

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a 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.

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

- 12.1 The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.
- 12.2 No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- 12.3 The Corporation reserves the right to:

**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**

- 12.3.1 Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
- 12.3.2 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.
- 12.3.3 Award a contract to one or more bidder(s).
- 12.3.4 Accept any tender in part or full at its own discretion.
- 12.3.5 Cancel this RFQ or any part thereof at any time.

12.3.6 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.

**13. Cost of Bidding**

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

**END OF RFQ DOCUMENT**

**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

**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>