

Good day

Attached herewith are submission forms on how to submit a **Pre-Sale** proposition to the SABC TV Division.

Please fill in all areas and attach supporting documents such as a detailed finance plan, supporting letters from other funders and any other relevant information.

Ensure you submit the following:

- Five hard copies of correctly completed proposal submission forms completed preferably on your PC. If handwritten please ensure it is legible.
- Five copies of company profile and should include creatives' biographies, SARS Tax Clearance Certificates, B-BBBE profile. TV Licences of company owners and directors will be required if we will get into any contract.
- Five hard copies of the concept & treatment including the production budget, production/delivery schedule, finance model, funder's Letter Of Intent (if applicable)

The above sets of documents should be grouped and stapled together attaching the submission forms on each of the five proposals. Ensure you stick the "identification label" outside of your package.

Submissions should be hand delivered or couriered to Prince Ndlovu, Themba Xaba or Lizel George on the following address or your nearest SABC Provincial office marked to the attention of the abovenamed officials. **No electronic submissions are allowed:**

Submission Address:

**Commissioning Unit  
SABC TV Block Entrance 7  
1<sup>st</sup> Floor  
Corner Henley & Artillery Roads  
Auckland Park, 2006**

For telephonic enquiries call: 0117145609, 0117144532 or 0117147523. Once your submission is accepted you will issued with a reference number that you can use to trace progress on your submission.



Vuka Sizwe!

**PROPOSAL SUBMISSION FORM**

<b>PRE-SALE:</b>		<b>Genre:</b>		<b>Channel:</b>	
<b>Working Title:</b>					
<b>Company Name:</b>					
<b>Contact Name:</b>		<b>Position:</b>			
<b>Telephone :</b>		<b>Cell:</b>			
<b>E-mail:</b>		<b>Fax:</b>			
<b>Postal Address:</b>					
<b>PROPOSAL SYNOPSIS:</b>					
<b>No. of Episodes:</b>		<b>Minutes per Episode:</b>		<b>Total Minutes:</b>	
<b>Cost per Episode:</b>				<b>Total Budget:</b>	
<b>Production/Delivery Timeline:</b>					
<b>Pre-Sale Finance Model</b>					
<b>Funding Requested from the SABC</b>					
<b>SYNOPSIS OF COMPANY PROFILE:</b>					
<b>(A) Number of Permanent Employees</b>					
<b>(B) Number of Permanent Black (African, Indian, Coloured) Male Employees</b>					
<b>(C) Number of Permanent Black (African, Indian, Coloured) Female Employees</b>					
<b>(D) % of Shareholders Equity owned by Black Males (African, Indian, Coloured)</b>					
<b>(E) % of Shareholders Equity owned by Black Females (African, Indian, Coloured)</b>					
<b>(F) % of Shareholders Equity owned by White Male</b>					
<b>(G) % of Shareholders Equity owned by White Female</b>					
<b>(H) Number of Black Creatives (African, Indian, Coloured)</b>					
<b>(I) Number of disabled employees</b>					
<b>Company Registration Number:</b>					
<b>VAT Registration Number:</b>					
<b>Name:</b>				<b>Date:</b>	
<b>Signature:</b>				<b>Receipt Number:</b>	

## **PROPOSAL SUBMISSION AGREEMENT**

### **1. OWNER OF NEW IDEA**

SABC will receive only submitted material that is embodied in written form in hard copy. Couriered, mailed, facsimiles and e-mail submissions will not be considered. SABC will consider your submission only at your request and only with your assurance that to the best of your knowledge you are the sole originator of the idea and that you have the legal right to submit it to SABC for evaluation.

### **2. CONCEPTION BY SABC**

SABC and its employees have many ideas of their own for the development of programs, some of which may be similar to yours. An idea that is new to you may be old to SABC, or similar, or identical ideas may be conceived independently. Accordingly, you hereby waive any claim that SABC misappropriated any ideas or portions of your submission in any activities in which SABC may engage in the future.

### **3. DISCLOSURE NOT CONFIDENTIAL**

You acknowledge that SABC may disclose the idea to its employees, including freelance readers, to determine the value of the idea to the channel. It is understood that no confidential relationship is entered into by any reason of the consideration of your submission to SABC or by reason of any oral discussions between the SABC and yourself. The SABC however undertakes not to share your proposals with other independent producers.

### **4. MODIFICATION**

The foregoing conditions may not be modified or waived except in writing signed by an officer of SABC.

### **5. LITIGATION**

The SABC will not consider proposals from companies or individuals who are litigants against the corporation until those matters are finalized. It will still remain the SABC's right to determine whether or not to do business with such entities in future.

### **6. TERM**

This release shall be valid for a period of five (5) years from the date of signature and shall apply to any further ideas submitted by you to SABC during such Term.

**I HAVE READ THE SUBMISSION AGREEMENT, AND I AGREE TO THE CONDITIONS CONTAINED THEREIN:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

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

# Pre-Sale Proposal Checklist

PROJECT NAME: \_\_\_\_\_

PRODUCTION COMPANY: \_\_\_\_\_

Check List	Y/N
<p><b>HOW TO SUBMIT YOUR PROPOSAL</b></p> <ul style="list-style-type: none"> <li>• Complete the above submission forms above (the last form is to stick on the outside of your envelop)</li> <li>• Make five (5) copies of your proposal and submission forms and deliver to:               <ul style="list-style-type: none"> <li>➤ Prince Ndlovu - Themba Xaba - Lizel George SABC TV Commissioning 1<sup>ST</sup> Floor, TV Block, SABC, Auckland Park</li> </ul> </li> </ul>	
<p><b>Company Compliance Documents:</b></p> <ul style="list-style-type: none"> <li>- Tax Clearance Certificate and PIN</li> <li>- TV License of all directors of the Company</li> <li>- BBBEE certificate</li> <li>- CSD registration number</li> </ul>	
<p><b>Programme Synopsis:</b></p> <ul style="list-style-type: none"> <li>- Include number of episodes &amp; duration</li> </ul>	
<p><b>Detailed Concept:</b></p> <ul style="list-style-type: none"> <li>- Include programme structure/format</li> </ul>	
<p><b>Production Budget:</b></p> <ul style="list-style-type: none"> <li>- Include Total Development and Production budget</li> </ul>	
<p><b>Production/Delivery Schedule:</b></p> <ul style="list-style-type: none"> <li>- Script Development Schedule</li> <li>- Production and Delivery Schedule</li> </ul>	
<p><b>Pre-sale Finance Model:</b></p> <ul style="list-style-type: none"> <li>- Include Finance Plan with all Co-Financing Partners</li> <li>- Include the funding requested from the SABC</li> <li>- Include SABC return of investment for the funds requested</li> </ul>	
<p><b>Funder's Letter Of Intent (if applicable):</b></p> <ul style="list-style-type: none"> <li>- Include Total Amount committed by other funders</li> <li>- Include what the funders expect in return for their contribution</li> </ul>	
<p><b>Screeener/Pilot (if available):</b></p> <ul style="list-style-type: none"> <li>- 5 minutes promo to be presented during the pitch</li> </ul>	

# IDENTIFICATION LABEL

(TO BE STUCK ON OUTSIDE OF ENVELOPE)

<i>Pre-Sale:</i>		<i>Genre:</i>		<i>Channel:</i>	
<i>Receipt no:</i>					
<i>Working title:</i>					
<i>Company name:</i>					
<i>Co Funders</i>					
<i>Contact name:</i>			<i>Position:</i>		
<i>Telephone:</i>			<i>Cell:</i>		
<i>e-mail:</i>			<i>Fax:</i>		
<i>Postal address:</i>					