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08 August 2019

**REQUEST FOR QUOTATION (RFQ)**

|                                       |  |
|---------------------------------------|--|
| RFQ                                   | RFQ/LOG/2019/84  |
| RFQ ISSUE DATE                        | 08 August 2019   |
| BRIEFING SESSION /<br>SITE INSPECTION | N / A  |
| RFQ DESCRIPTION                       | PROVISION OF CLEANING, GARDENING SERVICES AND SUPPLY OF<br>HYGIENE PRODUCTS FOR SABC NW FOR PERIOD OF 6 MONTHS |
| CLOSING DATE & TIME                   | 16 August 2019 at 12H00  |

Submissions must be delivered to: SABC North West, Reception, Corner Dr Albert Luthuli Drive and James Moroka Drive, Mmabatho 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 **Namhla Siko** at Tel +2718389 7258 [sikonp@sabc.co.za](mailto:sikonp@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**

### **PROVISION OF CLEANING SERVICES, GARDEN AND SUPPLY OF HYGIENE PRODUCTS FOR SABC NW FOR A PERIOD OF 6 MONTHS**

#### **1. BACKGROUND**

The South African Broadcasting Corporation Limited (SABC) requires services of a cleaning service provider, garden and supply of hygiene products, the services will be rendered at its North West provincial offices and residential flats (only garden services). Potential service provider

#### ***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.

Service providers are therefore invited to participate in this Request for Quotation.

#### **2. SCOPE OF SERVICES**

The rendering of cleaning services will take place at SABC NW and the following areas will form part of the scope of services.

##### **CLEANING REQUIREMENT FOR SABC NORTH WEST PROVINCE**

- Administration office blocks, technical block and phase three block.
- Office block and related areas, foyers, reception area, public areas, entrances, stairs and passages.
- Technical block and related areas, TV and radio studios, video library, newsroom, drama and music studios edit suites and workshops.
- Toilets, bathrooms and rest rooms.
- Lifts
- Balconies.
- Windows
- Paved areas.
- Corridors
- Kitchens
- Ventilation ducts
- Washing of crockery after functions and daily washing of office cups.

**South African Broadcasting Corporation SOC Limited:** Registration Number: 2003/023915/30

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**Company Secretary:** Ms L V Bayi

- Refilling of water coolers.
- Parkade
- Compacting areas
- Pipes and drains
- Vinyl tile floors – strip & seal
- General

## 2.1 **Daily Cleaning will include but not limited to:**

- Dustbins/waste paper baskets must be cleaned and emptied
- Furniture must be dusted
- Carpets in busy areas must be deep cleaned with industrial vacuum cleaners
- Any other floor covering in busy areas must be maintained as prescribed by the manufacturers
- Walls/doors must be dusted
- Window sills and skirting boards must be dusted
- Refuse/rubbish must be removed
- Heaters and fire fighting equipment must be dusted
- The washing of crockery after functions, meetings and daily washing of office crockery (e.g. cups, mugs, dishes, spoons, etc)
- In addition, the filling up of water bottles on the coolers.

## 2.2 **Weekly Cleaning**

- Telephones must be wiped with a damp cloth
- All the surfaces not given in 2.1 must be dusted/wiped/cleaned
- Fire fighting equipment must be wiped with a damp cloth
- Furniture must be polished. This also applies to all steel, vinyl, glass and other surfaces

## 2.3 **Monthly Cleaning**

- Picture frames must be dusted carefully
- Upholstered furniture/surfaces must be vacuumed with industrial vacuum cleaners
- Curtains and blinds must be vacuumed
- Windows (inside and outside) and window frames must be washed/cleaned
- Ventilation ducts/air-ducts in the ceilings must be cleaned
- The Archives and the Video Library must be swept and dusted as now and then, probably every fortnight at the most.

## **2.4 Toilets, Bathrooms, Rest Rooms**

- Mopping the floors
- Clean window sills, basin and mirrors
- Check and replenish toilet rolls and paper towels

## **2.5 Daily Cleaning**

- Floors must be washed and disinfected
- Toilet bowls, urinals, wash basins, urinal walls and floors have to be washed and disinfected
- Toilet walls must be washed/disinfected
- Taps, all other chrome items and mirrors must be polished
- Dustbins must be emptied out and cleaned/disinfected
- Toilet paper, paper towels and soap dishes must be checked and supplied regularly  
Replenished if necessary.
- The bidder must also supply polish, disinfectant and cleaning materials.

## **2.6 Weekly Cleaning**

- Staff must be available at weekends to keep the toilets in busy areas (e.g. in the foyer, Studios, lifts, etc.) and other areas clean and hygienic.

## **2.7 Lifts**

### **2.7.1 Daily cleaning**

- Lift door tracks must be cleaned
- The inside of the lift must be cleaned, the mirrors polished, the walls cleaned,
- the control panel polished and the numbers cleaned
- Lift floor must be cleaned and polished where necessary

### **2.7.2 Weekly cleaning**

- Oil stains must be treated/removed
- Garages

### **2.7.3 Monthly cleaning**

- The whole area must be swept/washed out with water

## **2.8 Compacting Area**

### **2.8.1 Daily cleaning**

- Refuse must be sorted and compacted

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- Waste paper must be sorted out to be recycled
- The compacting area must be cleaned/disinfected
- The refuse collection area on technical and office blocks must be cleaned/ disinfected, from Monday to Friday a cleaner must manage this area full time, eight hours a day.

## **2.9 Parkade**

### **2.9.1 Daily cleaning**

- Rubbish must be removed

### **2.9.2 Weekly cleaning**

- Oil stains must be treated/removed

### **2.9.3 Monthly cleaning**

- The whole area must be swept/washed out with water

## **2.10 Fleet Vehicle Depot**

- Offices and rest rooms at depot must always be kept clean.
- Cleaning of SABC transport fleet during week days (minimum of 4 cars a day)

## **2.11 Pipes**

- All the visible pipes (e.g. ducting at Reception and pipes at TV OB Building) must be cleaned at least once a month, and provision must be made for the erecting of scaffolding, if necessary.

## **2.12 Windows**

- All the windows in the building must always be kept clean
- This means that they must be washed on the inside and outside as often as necessary and that whenever necessary to help the cleaners to clean high glazing areas.

## **2.13 Balconies**

- All balconies must be cleaned when the windows are washed.
- All bird droppings removed as often as necessary to prevent an accumulation of droppings on the balconies.

## **2.14 General**

- Air-conditioning levels, panels and pipes must be cleaned with a damp cloth every two months.
- The studios suites, edit facilities and the must be cleaned every day.
- The Reception areas must be cleaned, and the refuse must be removed and the mirrors polished.

### **3. ADDITIONAL REQUIREMENTS WHICH WILL FORM PART OF THE CONTRACT**

#### **3.1 Special ad-hoc duties**

The contractor shall, as part of its duties contained in the contract, perform additional duties such as cleaning any venue within the premises of SABC after big functions.

#### **3.2 Supervision**

The contractor shall do all inspections and ad-hoc inspections by senior staff shall be expected.

#### **3.3 Number of Labourers**

Requires ten (10) cleaners, from Monday to Friday and one (1) Supervisor, 7 gardeners (5 for office complex and 2 for the flats)

#### **3.4 Statutory Wage Increases**

The Wage increase must be in line with the Labour Act for Labourers and CPIX for materials.

#### **3.5 Insurance**

The contractor shall take out an insurance policy in order to indemnify the SABC against any claims instituted in respect of death, injuries and/or losses suffered by any third party as a result of activities conducted during his/her exercising of duties set out in the contract between the SABC and the Tenderer.

#### **3.6 Cost of Consumables**

The SABC shall provide water and electricity, and the cost of the chemicals, detergents and disinfectants shall be for the account of the contractor. The contractor will also be responsible for supplying hand towels and toilet papers in all the bathrooms.

#### **3.7 Equipment**

The contractor shall provide and maintain its industrial cleaning equipment throughout the duration of the contract.

#### **3.8 Storage of Equipment**

The SABC shall provide storage for the contractor's equipment, however the storage shall be at the contractors own risk. Loss in respect of equipment shall not constitute an acceptable reason for the contractor not to comply with the conditions and obligations of its contract with the SABC.

### **3.9 Access to Building for Cleaning**

The contractor shall have access to the buildings to be cleaned in terms of its contract during normal office hours and for workers after normal office hours as prescribed by the SABC.

### **3.10 Staff Uniform & Equipment**

The service provider will be responsible to provide staff uniform to all the employees. The service provider will be responsible for providing equipment in good working condition

### **3.11 Payments**

Payment by the SABC to the contractor shall be made 30 days in arrears after an invoice from the contractor is received by the SABC.

## **4. GARDEN SERVICES REQUIREMENTS**

### **4.1 Regular weekly duties**

- The mowing of lawns.
- Trimming of edges of flower beds, ground cover patches and paved areas
- Weeding of all areas
- Watering of all plants where required including those in containers.
- Removal of cuttings and refuse of any sort from gardens especially the dry leaves
- Sweeping of paved areas and parking in order to keep them from leaves and debris at all times.
- Maintenance of lawns at SABC outside, in the court yards and pavements.

### **4.2 Special duties**

The following shall be performed by the service provide when necessary, in the opinion of the SABC NW and shall include-:

- Application of top soil
- The pruning of trees and shrubs.
- The cropping and ventilation of lawns.
- Exercising pest and weed control monthly with registered pesticides.
- Maintaining and replacing colourful seasonal plants and shrubbery from the main entrance.
- Applying fertilizer or composts when necessary to beds, shrubs and trees, and KAN to lawn.
- Replanting of ground cover.

## 5. HYGIENE REQUIREMENTS

Tenderers will also be required to provide hygiene Products for the following:-

- Sanitary bins for ladies bathrooms – bins will be serviced twice a month and weekly in busy areas
- Seat wipes for ladies bathrooms – refill of the wipes will be done once a month and weekly in busy areas
- Deep cleaning of all bathrooms – cleaning will be required on a quarterly basis
- Paper towel dispenser and bin – monthly service of the unit and hand towel to be maintained daily
- Air fresheners for all bathrooms
- Toilet paper holder – monthly service of the unit and toilet paper to be replenished daily
- Soap dispensers

### UNITS THAT REQUIRE HYGIENE SERVICES

| ITEM                           | SERVICE FREQUENCY | UNITS |
|--------------------------------|-------------------|-------|
| Hygiene                        |                   |       |
| Sanitizers                     | Monthly           | 9     |
| Hot air hand dryers            | Maintenance       | 30    |
| Wall bins                      | Maintenance       | 30    |
| Soap dispensers                | Weekly            | 45    |
| Air Freshener dispensers       | Monthly           | 30    |
| Sanitary bins                  | 2 Weekly          | 7     |
| Seat wipes                     | Monthly           | 36    |
| Anti-theft toilet paper holder |                   | 70    |
| Deep cleaning                  |                   |       |
| Wash basins                    | Quarterly         | 70    |
| Water closets                  |                   | 9     |
| Urinals                        |                   | 30    |

- To supply and maintain She bins in all ladies toilets.(44)
- To supply monthly required number of first grade single ply toilet papers.(28 packs of 48 rolls monthly)
- To supply and maintain air towels (30)
- To supply and maintain soap dispenser
- To supply anti-theft brackets toilet paper holder(70)
- Anti-bacteria hand soap
- Air freshener and dispensers
- Seat wipe dispenser
- Water coolers and disposable cups (11)
- Deo pellets



**Annexed to Document****Costing Model – to be completed by all bidders*****COSTING MODEL FOR HYGIENE PRODUCTS TO BE USED.***

| <b>HYGIENE</b>                     | <b>FREQUENCY</b> | <b>UNIT</b> | <b>OTHER</b> | <b>Price Excl. VAT</b> |
|------------------------------------|------------------|-------------|--------------|------------------------|
| Product                            |                  |             |              |                        |
| Sanitisers                         |                  |             |              |                        |
| Sani-bins                          |                  |             |              |                        |
| D/Cleaning                         |                  |             |              |                        |
| P/Towel Dispenser                  |                  |             |              |                        |
| Air Fresheners                     |                  |             |              |                        |
| Soap Dispensers                    |                  |             |              |                        |
| Seat wipes                         |                  |             |              |                        |
| Towel Tronic seat Sanitiser        |                  |             |              |                        |
| Lever cut towel dispenser and bins |                  |             |              |                        |
| Hand Soap                          |                  |             |              |                        |
| Water coolers                      |                  |             |              |                        |
| Toilet Paper                       |                  |             |              |                        |
| <b>TOTAL</b>                       |                  |             |              |                        |

- **Toilet Paper - Total Monthly cost of toilet paper supplies**
- **Hand Towel - Reflect paper cost**
- **Hand Soap - Reflect monthly cost**

**COSTING MODEL CLEANING SERVICES**

| Item Description   | Quantity | Unit Price (excl. VAT) | Total Price (Excl. VAT) |
|--|----------|------------------------|-------------------------|
| Cleaning Services  |          |                        |                         |
| Number of Staff  |          |                        |                         |
| Gardening Services   |          |                        |                         |
| Number of Staff  |          |                        |                         |
|  |          |                        |                         |
| <b>Please insert including the price offered, and any indirect costs associated with the service delivery per month.</b> |          |                        |                         |

**Notes:**

- Cleaning Services - Please Provide price for cleaning, which includes labour, consumables and equipment
- Number of Cleaning Staff - Stipulate number of cleaning and supervisory staff only
- Garden Services - Please Provide price for gardening service, which will include labour, consumables and equipment
- Number of Gardening Staff - Stipulate number of gardening personnel
- Hygiene - Monthly cost of all Hygiene Services including equipment and consumables

**5. 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.

**6. EVALUATION CRITERIA****6.1 BBBEE and Price**

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

**6.2 Technical Evaluation**

- The RFQ submission will be technically evaluated out of a maximum of **70**;
- A threshold of **47 out** of the **70** has been set.
- Bidder who obtain less than **47** will not be considered for the next phase of evaluation.

### 6.3 Objective Criteria

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.

## PAPER BASED EVALUATION

### Technical Criteria

| Evaluation area  | Evaluation Criteria   | Min. Points | Max. Points |
|--|---|-------------|-------------|
| Service providers relevant experience rendering Cleaning, Gardening and Hygiene services | <p>Company's minimum experience of <b>3 years</b> in cleaning services.</p> <p>Bidders must provide references letters which <b>MUST</b> meet the following:</p> <ul style="list-style-type: none"> <li>➤ on a <b>client's business letterhead</b></li> <li>➤ <b>contract duration</b></li> <li>➤ <b>duly signed by authorised person</b></li> </ul> <p>Company's Experience in Cleaning, Gardening and Hygiene services</p> <p><b>Number of years in service</b></p> <ul style="list-style-type: none"> <li>• greater than 5 years <b>=(total 15 points)</b> <ul style="list-style-type: none"> <li>Cleaning and Hygiene (10 points)</li> <li>Gardening (05 points)</li> </ul> </li> <li>• 3 - 5 years <b>=(total 12 points)</b> <ul style="list-style-type: none"> <li>Cleaning and Hygiene (8points)</li> <li>Gardening (04 points)</li> </ul> </li> <li>• less than 3 years =(0 points)</li> </ul> <p><b>Number of Letters</b></p> <ul style="list-style-type: none"> <li>• greater than 3 references letters <b>=(Total 15 points)</b> <ul style="list-style-type: none"> <li>Cleaning and Hygiene (10 points)</li> <li>Gardening (5 points)</li> </ul> </li> <li>• 2 - 3 reference letters <b>=(Total 12 points)</b> <ul style="list-style-type: none"> <li>Cleaning and Hygiene (8 points)</li> <li>Gardening (4 points)</li> </ul> </li> <li>• 1 reference letters = <b>( total 10 points)</b> <ul style="list-style-type: none"> <li>Cleaning and Hygiene (7 points)</li> <li>Gardening (3 points)</li> </ul> </li> <li>• less than 1 reference letters =(0 points)</li> </ul> | 22          | 30          |
| Manager/Supervisor experience  | <p><b>Provide a comprehensive CV for Manager/Supervisor with minimum of three (3) years' experience in managing or supervising similar contracts.</b></p> <p><b>The CV must have contactable references.</b></p> <ul style="list-style-type: none"> <li>• greater than 5 years' experience = (20 points)</li> <li>• 3 – 5 years' experience = (15 points)</li> <li>• less than 3 years' experience = ( 0 points)</li> </ul>   | 15          | 20          |
| Location   | <p>Service provider offices must be based within 50 km radius</p> <ul style="list-style-type: none"> <li>• Within and Less than 50km (20 points)</li> <li>• More than 50km (10 points)</li> </ul> <p>Provide proof in a form of registered address in a company letterhead eg. Municipal bill, lease agreement</p>  | 10          | 20          |
| <b>Total</b>   |   | <b>47</b>   | <b>70</b>   |

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## 7. 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.

## 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

## 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                |

- 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

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approval for the purpose of conducting a verification and issuing EMEs with B-BBEE Status Level Certificates.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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)

### 10.1 REQUIRED DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

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

- 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

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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**

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

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

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.

- Award a contract to one or more bidder(s).
- Accept any tender in part or full at your own discretion.
- Cancel this RFQ or any part thereof at any time.

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                |



## 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> |
|-----------------------------|---------------|-------------------|-----------------------|----------------------|---------------------------|--------------------------|------------------------------|-----------------------|
|                             |               |                   |                       |                      |                           |                          |                              |                       |
|                             |               |                   |                       |                      |                           |                          |                              |                       |
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|                             |               |                   |                       |                      |                           |                          |                              |                       |
|                             |               |                   |                       |                      |                           |                          |                              |                       |

**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> |
|-----------------------------|---------------|-------------------|-----------------------|----------------------|---------------------------|--------------------------|------------------------------|------------------------|
|                             |               |                   |                       |                      |                           |                          |                              |                        |
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**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); Dr C van Rooyen (Acting Chief Operations Officer); Ms Y van Biljon (Chief Financial Officer); **Company Secretary:** Ms L V Bayi