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URL [www.sabc.co.za](http://www.sabc.co.za)

**REQUEST FOR OFFER (RFO)**

RFO	REQUEST FOR OFFER/NW/MARCH/2024/IT
RFO ISSUE `DATE	22 MARCH 2024
RFO DESCRIPTION	APPOINTMENT OF A RECYCLING SERVICE PROVIDER TO DISPOSE REDUNDANT ELECTRONIC ASSETS FOR SABC POLOKWANE (ONCE OFF PROJECT)
NON-COMPULSORY SITE VISIT	Not Applicable
CLOSING DATE & TIME	29 MARCH 2024 @ 12H00PM

Submissions must be emailed to: SABC [RFQSubmissions@sabc.co.za](mailto:RFQSubmissions@sabc.co.za) :on or before the closing date of this RFO.

For queries, please contact **Azwinaki Munyai** on email [Munyaia@sabc.co.za](mailto:Munyaia@sabc.co.za)

The SABC requests your offer on the services listed above. Please furnish us with all the information as requested and return your offer on the date and time stipulated above. Late and incomplete submissions will invalidate the offer 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 submissions should be prominently marked with the following details in the email subject line:
  - **RFO Number and bidders' name.**
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.

**□ NB: THE BIDDER SHOULD ENSURE THAT LINKS FOR WETRANSFER AND GOOGLE DROP BOX EXPIRE AFTER 30 DAYS OF THEIR SUBMISSIONS INSTEAD OF SEVEN DAYS.**

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

**Non-Executive Directors:** Mr K M Ramukumba (Chairperson); Ms N A Batyi (Deputy Chairperson); Dr R K C Horne; Ms P Kadi; Ms P P Magopeni; Mr D M Maimela; Ms A C Makhwanya; Mr D K Mohuba; Ms M Moonsamy; Ms R M S Motaung; Adv T S Thipanyane; Mr M Tsedu  
**Executive Directors:** Ms N L Chabeli (Group Chief Executive Officer); Mr L Binza (Acting Chief Operations Officer); Ms Y van Biljon (Chief Financial Officer); **Company Secretary:** Adv T Moshakga

## 1. REQUIRED DOCUMENTS

- 2.1 Submit proof of CSD Registration (**Bidder must be registered with CSD to do business with the SABC**)
- 2.2 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).
- 2.3 Valid SARS Tax Compliance Status Pin Issued to validate supplier's tax matters.
- 2.4 **Certified** copy of Valid BBBEE Certificate/Affidavit (from SANAS accredited Verification Agency)  
**Note: All section of BBBEE sworn affidavits must be completed in full. Please see guideline for validating BBBEE sworn affidavits.**
- 2.5 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 2.6 Certified copy of Shareholders' certificates.
- 2.7 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.**

**NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHO IS NOT REGISTERED ON THE CSD**

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## **DETAILED TECHNICAL SPECIFICATION**

### **1. COMPANY OVERVIEW**

South African Broadcasting Corporation (SABC) is a Public Entity founded in August 1936 and listed in terms of Schedule 2 of the Public Finance Management Act, Act No. 1 of 1999, as a public broadcaster in South Africa, and provides 19 radio stations as well as five television broadcasts to the general public.

### **2. BACKGROUND**

A number of information technology (IT) assets at the SABC's Polokwane need to be retired because their useful lives have come to an end. These assets are being replaced every year and include, among other things, laptops, desktop computers, and monitors. The full list of detailed inventories is available in the **attached spreadsheets**.

### **3. REQUIREMENTS**

**The Successful bidders will be responsible for the above-mentioned scope of works but not limited to:**

- a) Provide collection and transportation service of assets at SABC.
- b) **The service provider is required to give SABC an offer on the assets.**
- c) The appointed service provider must provide the SABC with a destruction certificate or a simple guarantee that the data will be formatted.
- d) The appointed service provider will work with SABC staff to compile a register of assets removed from the in order for SABC to remove the assets from the asset register.
- e) Business may be awarded to the service provider that will give a competitive offer to SABC.
- f) **Transaction should be at no cost to SABC.**
- g) Preference will be given to the service provider that will take the whole lot.

**List of Items on Offer is attached here to as Excel Spreadsheet.**

## **END OF RFQ DOCUMENT**

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