



**SOUTH AFRICAN BROADCASTING CORPORATION LIMITED**

**TENDERERS ARE REQUIRED TO TREAT THE DETAILS OF THIS  
PROPOSAL AS CONFIDENTIAL**

**REQUEST FOR PROPOSAL (RFP) - SGE/08/04**

**RFP TITLE: SET- TOP BOX (STB) CONTROL SOFTWARE**

**C O N T E N T S**

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(ATTACHED SEPARATELY)**



RFP Number: SGE/08/04  
 RFP Title: STB Control Software  
 Mandatory Documents



## **TENDER TITLE: SET-TOP BOX (STB) CONTROL SOFTWARE**

### **EXPECTED TIMEFRAME**

<b>TENDER PROCESS</b>	<b>EXPECTED DATES</b>
Tender Issue Date	<b>24 June 2008</b>
Tender Closing Date	<b>9 July 2008</b>

The Corporation retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

### **MANDATORY DOCUMENTS**

- 1) Valid Tax Clearance Certificate
- 2) Valid TV Licence (Company's and all Directors) (If Applicable)
- 3) BBBEE Certificate (If Applicable)
- 4) Signed Declaration of Interest Form (Document D)
- 5) Signed Tender Form (Document E)
- 6) Last Three Years Audited Financial Statements



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## DOCUMENT A

### CONDITIONS TO BE OBSERVED WHEN TENDERING

#### 1.0 LODGING OF PROPOSALS

- 1.1 Tenderers are required to complete and sign the Tender Form and initial all pages (including brochures).
- 1.2 Tenders must be submitted in triplicate, one (1) original, one (1) copy of the original and 1 (one) electronic copy (CD), by hand and be enclosed in a sealed envelope marked distinctly with the tender number. This envelope must not bear the name of, or any reference to the Tenderer. Tenders must be lodged in the South African Broadcasting Corporation's Tender Box, Main Entrance, Radio Park Office Block, Henley Road, Auckland Park, Johannesburg, by not later than 12-noon on the closing date as specified. Tenders not received by the specified time and date as set out on front page of the Tender Enquiry, will be liable to rejection.

**Please note that electronic submission will also be accepted but the South African based suppliers are encouraged to submit their tenders to SABC Tender Office.**

- 1.3 No refund will be made for tender documents sold, irrespective of whether a tender is submitted or awarded or not.

#### 2.0 COMPLIANCE WITH GENERAL CONDITIONS OF PROPOSAL

- 2.1 No alteration, amendment or variation of the General Conditions of Contract shall be permitted unless otherwise agreed in writing. Should the Tenderer desire in case of non-compliance, to make any amendments to the General Conditions of Contract, he shall stipulate his tender clearly, in which case and where possible also stating any increase or decrease in cost involved by such tenders. The Corporation reserves the right to reject such a tender.

#### 3.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

- 3.1 All Tenderers are required to submit tenders in accordance with stipulated technical specification as indicated on this tender. Failure to comply with the required technical specification will result in disqualification.



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#### 4.0 SCHEDULE OF QUANTITIES

- 4.1 Tenderers are required to submit a detailed Schedule of Quantities indicating how the tender amount is composed. This schedule shall contain itemised descriptions, quantities and unit prices.

#### 5.0 TENDER PRICES

- 5.1 No change in the submitted tender prices shall be amended after receipt and before award of a contract.
- 5.2 In the case of equipment manufactured outside the Republic of South Africa, prices must be quoted "free on board" (f.o.b.) in the currency of the country of origin, and if possible, in US dollars, or a fixed price in Rand stating exchange rate used, with clarification of import charges included. Value Added Tax should be a separate item. Any hedging calculations must be transparent.
- 5.3 In the case of equipment manufactured in the Republic of South Africa, prices are to be quoted in Rand with VAT as a separate item.
- 5.4 In case of equipment partially manufactured in the Republic of South Africa and partially elsewhere, the total price must be broken up into its relevant proportions and quoted as above in 5.2.
- 5.5 Fixed tender prices and delivery periods are preferred. Consequently Tenderers shall clearly state whether prices and delivery periods will remain fixed or flexible for the duration of the contract.
- 5.6 Tender prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs on a basis of delivered on site as specified.
- 5.7 Tender prices shall, where necessary, include packing. If desired, packing material may be returned to the Tenderer provided the amount of credit that will be allowed for the returnable packing, forwarded railage to pay, is shown against each item concerned.

#### 6.0 SOURCE OF SERVICE AND MATERIAL

- 6.1 In the case of equipment/goods which are partially or completely designed and/or manufactured in the Republic of South Africa, Tenderers shall state the local content percentage.
- 6.2 Documentation certifying the local content percentage shall be submitted.



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## 7.0 ACCEPTANCE OF PROPOSALS

- 7.1 The Corporation applies a policy of Broad Based Black Economic Empowerment (BBBEE) in all its employment, programmes, practices and business relationships.

Information submitted will be taken into consideration during the tender adjudication process. The BBBEE certificate from an Association of Black Verification Agencies (ABVA) affiliated Agency should be submitted.

- 7.2 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.

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

- 7.4 The Corporation reserves the right, should it deem it necessary, to monitor every stage of the contract to ensure:

- that the directors who were awarded the tender are in control of the company and/or that changes in directors does not affect delivery of the contract adversely;
- that, if there are changes in the control of the company , these should be brought to the attention of the Corporation;
- that in the event that the tender or any part thereof is to be subcontracted to another company or organisation after the tender was awarded, the Tenderer must immediately advise the Corporation and the Corporation shall approve as it deems fit.
- successful delivery of the contract, or timeous termination of the contract should such action be in the best interest of the Corporation.

- 7.5 Tenders shall remain open for acceptance by the Corporation for a period of 120 days from the closing date of the Tender Enquiry.

- 7.6 Audit the successful Tenderer's contract from time to time

## 8.0 DEFAULT BY TENDERERS

- 8.1 If Tenderers purport to withdraw their tender(s) within the period for which they have agreed that their tender shall remain open for acceptance, or fails to enter into a written contract when called upon to do so, or fails to accept an order in terms of the tender, the Corporation may, without prejudice to any other legal



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remedy which it may have, accept their tender(s) notwithstanding the purported withdrawal, or proceed to accept any other less favourable tender or call for tenders afresh and may recover from the defaulting Tenderers any additional expense to which it has been put by reason of the calling for new tenders or the acceptance of any less favourable tender.

## 9.0 AMPLIFICATION OF PROPOSALS

- 9.1 The Corporation may, after the opening of tenders, call on the Tenderer to amplify in writing any matter which is not clear in the Tenderer's tender and such amplification shall form part of the original tender.
- 9.2 In the event of the Tenderers failing to supply such information within the specified timeframe, the tender will be liable to rejection.
- 9.3 The Corporation reserves the right to:
- 9.3.1 not evaluate and award tenders that do not comply strictly with this tender document.
  - 9.3.2 make a selection solely on the information received in the tenders and enter into negotiations with any one or more of preferred Tenderer(s) based on the criteria specified in the evaluation of this tender.
  - 9.3.3 contact any Tenderer during the evaluation process, in order to clarify any information, without informing any other Tenderers. During the evaluation process, no change in the content of the tender shall be sought, offered or permitted.
  - 9.3.4 award a contract to one or more Tenderer(s).
  - 9.3.5 accept any tender in part or full at its own discretion.
  - 9.3.6 cancel this tender or any part thereof at any time.

Should Tenderer(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.

## 10.0 IMPORT/EXPORT PERMITS

- 10.1 Tenderers are required to include complete information on equipment and/or components requiring export/import permits.

## 11.0 COST OF BIDDING

- 11.1 The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender, 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.



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 Document A: Conditions To Be Observed When Tendering



## 12.0 QUERIES FROM TENDERERS

- 12.1 The SABC has provided a single point of entry for any questions or queries that the Tenderer may have. All queries must be submitted in writing and directed to Mr Mpumelelo Chiliza - Tender Office. Unauthorised communication with any other personnel or member of staff, of the SABC, with regard to this tender is strongly discouraged and will result in disqualification of the respective Tenderer's tender submission.
- 12.2 Should there be a difference of interpretation between the Tenderer and SABC; SABC reserves the right to make a final ruling on such interpretation.
- 12.3 The closing time for clarification of queries is **3 (three)** days before the deadline for tender submission. The question and response will be sent to all Tenderers, please bear this in mind when asking the question. All Tenderers will receive a copy of all the questions received together with the answers.

**Authorised contact's details are as follows:**

[mpumelelocm@sabc.co.za](mailto:mpumelelocm@sabc.co.za)

## 13.0 BRIEFING SESSION N/A

**END OF DOCUMENT A**



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## DOCUMENT B

### GENERAL CONDITIONS OF PROPOSAL

#### 1.0 COMPLIANCE WITH COMPLETION OF PROPOSAL

- 1.1 The tender forms should not be retyped or redrafted but photocopies may be prepared and used.
- 1.2 Tender forms must be signed in the original; that is in ink - forms with photocopied signatures or other such reproduction of signature will be rejected.
- 1.3 Should tender forms not be filled in by means of mechanical devices, for example typewriters, ink, preferably black, must be used to fill in tenders.
- 1.4 Tenderers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated. Incomplete tenders will result in disqualification.

#### 2.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

- 4.1 Unless a departure is clearly stated by the Tenderer at the time of tendering, the works shall be taken as complying in detail with the Technical Specifications, and the Tenderer shall be held liable on all the terms and conditions of the contract as if this tender contained no departures. Technical specifications contained in any brochures or any other descriptions submitted shall apply for acceptance test purposes.
- 4.2 Where items are specified in detail, the specifications form an integral part of the tender document and Tenderers shall indicate in the space provided whether the items are to specification or not.
- 4.3 In respect of the paragraphs where the items offered are strictly to specification, Tenderers shall insert the words "as specified".
- 4.4 In cases where the items are not to specification, the deviations from the specifications shall be indicated.

#### 3.0 WARRANTY

- 5.1 If there are any defects arising from failure of goods to meet the specifications within the period specified in the contract, the Tenderer shall replace the defective items at his expense or shall refund the Corporation such costs as the Corporation may incur in replacing such defective item. The Tenderer shall also bear the cost of transporting replaced/repared items to the place of destination.



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#### 4.0 INSPECTION

- 6.1 The Tenderer shall permit and assist the Corporation's representatives in carrying out any inspections that are called for in the contract or specifications.

#### 5.0 PACKAGING

- 7.1 Goods purchased on this tender must be adequately protected and securely packaged during shipment and until delivery at the destination. Goods purchased on this tender must be adequately protected and securely packaged during storage at the SABC for a period of six months under anticipated temperature and humidity conditions.
- 7.2 Goods must be clearly marked with the Tenderer's name, description of contents and the Corporation's order number and delivery address.

#### 6.0 RISK

- 8.1 The Tenderer shall bear the risk of damage to or loss of goods bought in accordance with this contract until the goods are delivered to SABC Stores in Auckland Park.

#### 7.0 DELIVERY

- 9.1 Delivery will be to the Radio Park Stores and TV Stores of SABC Ltd situated in Auckland Park, Johannesburg, Republic of South Africa. The contractual delivery date must be strictly complied with and each delivery must be preceded or accompanied by delivery note. If delivery does not take place within the period stipulated, the Corporation may cancel this contract without further notice to the Tenderer and with immediate effect without prejudice to any other course of action available to the Corporation to recover any damages out of such delay. Receipt of the goods by the Corporation will not be regarded as acceptance thereof until the goods have been acceptance tested in compliance with the Technical Specifications.

#### 8.0 PAYMENT

- 10.1 Payment, in currency other than South African Rand, will be made by means of a telegraphic or wired bank transfer.

The Tenderer must provide:

- Name and address of their bank.
- Company account number to be credited.
- Sort/swift code of bank.

- 10.2 The Corporation's standard payment terms are 30 days from date of statement.

#### 9.0 ASSIGNMENT OF CONTRACT



*Handwritten signature*

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**Document B: General Conditions Of Tender**



- 11.1 The Tenderer shall not have the right to cede any right or delegate any obligation in terms of this contract to any third party unless with the prior written approval of the Corporation.

#### **10.0 COMMISSION**

- 12.1 The Corporation shall not in any way be responsible or liable for payment of the commission due on this contract in so far as the total contract amount would be exceeded by any addition of such commission. The payment of commission shall be the exclusive liability of the Tenderer, which indemnifies the Corporation hereby against agent's claims for commission of any nature.

#### **11.0 PUBLICATIONS**

- 13.1 The Tenderer shall not permit or allow any information regarding the contract works to be published in any scientific, engineering or other newspaper, periodical or publication without first obtaining the consent of the Corporation thereto.

#### **12.0 LAW APPLICABLE**

- 14.1 Irrespective of where this contract happens to be finally concluded, it shall be consistently deemed to have been entered into in the Republic of South Africa whose law and courts' jurisdiction shall prevail throughout, in this connection.

#### **13.0 PROPOSALS ARE CONSIDERED TO BE BINDING ON THE TENDERERS**

- 15.1 Representations made in the tender, including claims made in respect of commitments to dates of delivery, shall be considered binding on the Tenderer at the time of contract negotiation, unless specifically noted by the Tenderer in the tender;

#### **14.0 FAILURE TO COMPLY WITH THESE CONDITIONS**

- 16.1 These conditions form part of the tender and failure to comply therewith may invalidate a tender.

**END OF DOCUMENT B**



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Document C: Questionnaire To Be Completed When Tendering

## DOCUMENT C

### QUESTIONNAIRE TO BE COMPLETED WHEN TENDERING

If the information required in respect of each item cannot be inserted in the space provided, additional information may be provided on a separate sheet of paper with a suitable reference to the questionnaire number concerned.

1.	What is the tender number?	
2.	What is/are the item tendering for? [Please List]	
3.	Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?	
4.	If so, state your VAT registration number and original current tax clearance certificate to be submitted	
5.	Are the prices quoted fixed for the full period of contract?	
6.	Is the delivery period stated in the tender firm?	
7.	What is the address in the Republic of South Africa where an item of the type offered by you may be inspected preferably under working conditions? (Where Applicable)	
8.	What is the approximate value of stock in the Republic of South Africa for this particular item? (If required).	
9.	Where are the stock held?	
10.	What facilities exist for servicing the items offered?	
11.	Where are these facilities available?	
12.	What are the names and addresses of the factories/suppliers where the supplies will be manufactured and may be inspected, if required?	



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Document C: Questionnaire To Be Completed When Tendering

<b>13. Turnover (R): Kindly indicate your company's annual turnover for the past three years? (Rands)</b> Please provide Financial Statements or Audited Letter	
<b>14. Has your company been accredited for BBBEE?</b> Please provide a BEE certificate from ABVA affiliated agency	

\* ALSO INDICATE WHICHEVER IS NOT APPLICABLE

**END OF DOCUMENT C**



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**DOCUMENT D**  
**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



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## DOCUMENT E

### GENERAL SPECIFICATION FOR BROADCASTING EQUIPMENT

#### 1.0 INTRODUCTION

This specification establishes the documentation and general performance requirements for equipment and systems to be used by the Corporation. Specific performance requirements for this tender request are detailed in Document F.

The schedule of compliance at the end of this document must be duly completed and signed.

It is the intent of the Corporation to utilize standard equipment and software wherever possible. Further, it is recognized that not all manufacturers' equipment and software provides identical design features. Therefore, tenders will be considered which are in minor variance with these specifications, provided that the tender explicitly indicates these variations.

#### 2.0 TELEVISION TRANSMISSION STANDARDS

The analogue Television Standard (PAL-I) which is used in the Republic of South Africa, is detailed in the publication: "Specification of Television Standards for 625 Line System I Transmission in the Republic of South Africa". (Revised edition February 1976).

For DTT the solution will conform to the DVB suite of standards and other standards indicated under 3.0 below. The video standard shall be MPEG4 AVC (H.264) Broadcast quality Standard Definition @ L3 and High Definition @ L4. Audio standard will be AAC and HE AAC for efficient use of bit rate.

#### 3.0 APPLICABLE STANDARDS

DVB suite of standards.  
 ISO/IEC 1318-1, ISO/IEC 1318-2, ISO/IEC 1318-3  
 EN 300 468, EN 300 292  
 TR 101 211  
 TS 101 154  
 ITU-R BT.1119-2, ITU-R.775

#### 4.0 GENERAL REQUIREMENTS



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**Document E: General Specifications**

All items of electronic equipment, if proposed by tenderers, shall comply with the following:

#### 4.1 Power Input

The power input shall be 220V 50Hz. The equipment tendered shall meet the performance specification when the input voltage changes plus minus 10% and the frequency by plus minus 4%.

#### 4.2 Operating Conditions

4.2.1 Unless otherwise specified in this tender document, the reference ambient temperature will be 23°C and the rated temperature and humidity ranges of use, within which the equipment specifications are valid, must be:

- TEMPERATURE +5°C TO +40°C
- HUMIDITY 20% to 80% without condensation.

4.2.2 The Tenderer must also indicate the temperature and humidity limits within which satisfactory operation of the equipment is possible. A clear distinction between the two sets of operating conditions must, however, be made.

#### 4.3 Connectors

All connectors shall comply with generally accepted, professional broadcast standards.

Power connectors shall be of the IEC 10A type fitted with retaining clips.

All mating connectors other than BNC and XLR must be supplied with the equipment.

All connectors, unless otherwise specified in Document E, shall be mounted at the rear of the equipment and shall be clearly identified as to their function.



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#### 4.4 Earthing

All metal work shall be connected to mains earth on the mains connector. Internal audio earth (0 Volts) shall be connected to pin 1 on all XLR connectors and bridged to mains earth.

#### 4.5 Impedances

Unless otherwise specified in the tender document, all equipment impedances shall be:

AES/EBU in/out	: Balanced, 110 ohms (nominal)
	: Unbalanced 75 ohms
Analogue Audio Input	: Balanced, 10K ohms minimum
Analogue Audio Output	: Balanced, Less than 150 ohms
Video	: 75 ohms (nominal)
Pulse	: 75 ohms (nominal)

#### 4.6 Operating Levels

Unless otherwise specified in the tender document the normal operating levels of equipment shall be:

	Audio Input:	0 dBu nominal (0 dBu = 0,775V R.M.S. = -4 VU) + 6 dBu peak
	Max. Headroom:	+ 20 dBu
Audio Output	Gain:	Adjustable to + 20 dB
	Freq. Response:	20 Hz – 20 kHz $\pm$ 0,5 dB
	Dynamic Range:	> 80 dB, 20 Hz – 20 kHz
	Signal to Noise:	> 80 dB
	Total Harmonic Distortion:	0.1% (-4dB at 1 kHz)
Digital Audio	AES/EBU – IEC 958	200 mV to 10 V p-p
	Max Headroom:	+18 dBFS
	Test Level:	-18 (IEC 60268-18)
Video		1 V p-p composite
Pulse		2 V p-p



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#### 4.7 TV Production Standards

All **standard definition equipment** shall comply with, MPEG4 H.264 and DVB suite of standards, ITU-R BT601-5 which describes studio encoding parameters of digital television for standard 4:3 and wide-screen 16:9 aspect ratios.

#### 4.8 Current Corporate Software Environment

The SABC strives for open data architecture solutions. Tenderers shall demonstrate their approach to third party integration and open solutions.

Operating Systems  
 Linux Redhat  
 Microsoft Windows

Enterprise Software  
 SAP R3

Database Software  
 Oracle 9i  
 Oracle 10G  
 SQL

#### 4.9 Software Maintenance

Tenderers shall indicate whether software is sold outright or licensed.

All licensing costs, inclusive of third party license costs shall be quoted.

All software support and maintenance options shall be fully specified and priced.

#### 4.10 Special Equipment Maintenance Facilities

The Tenderer shall provide a list and quote for the cost of any specialized items required to maintain the equipment.

The Tenderer shall specify whether any assemblies or units which form part of the equipment, or the equipment as a whole, require special repair and/or alignment facilities not normally available. Details of service facilities available for these units and assemblies must be given.

#### 4.11 Extender Boards

Extender Boards required for equipment maintenance or alignment shall be supplied as part of the equipment. Tenderer to specify the type and quantity offered.

#### 4.12 Rack Mounting Equipment



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**Document E: General Specifications**

Unless otherwise specified in Document E, all equipment shall be rack mountable in standard 482,6mm (19 inch) racks and shall be in multiples of 44,5mm (1,75 inches) high.

#### 4.13 Colour and Finish

The colour and finish of all items shall be specified in the tender.

## 5.0 SPECIAL REQUIREMENTS

### 5.1 System Design Information

The Tenderer shall deliver no later than the date specified in Clause 7: Submittal Requirements, all necessary information to allow the Corporation to complete system designs and wiring diagrams, in order to incorporate the equipment to be supplied into associated equipment and systems.

The information supplied shall, where applicable include, but not be limited to the following:

- Weight of each unit and sub-system offered.
- External mechanical dimensions of control panels, stand alone or desk top units, and rack equipment to enable control desk, floor and rack space to be allocated.
- Accurate mounting details for all panels designed to be mounted into control desks. These must include cut out hole sizes, recess and fixing information, depth and cable entry clearance requirements, etc.
- Mating connector types, "pin outs" and recommended cables for all interconnecting and system cables not supplied with the equipment.
- The maximum distance that units of a system may be removed from each other e.g. maximum distance between remote control panels and central electronic chassis.
- Air flow and cooling requirements.

### 5.2 Quality Assurance Provisions

#### 5.2.1 Quality Control

The Contractor shall provide adequate and effective quality standards while manufacturing the equipment as per this specification. All equipment shall be verified for correct identification, proper use of materials, finishes and records, in accordance with the following:-

- Identification



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**Document E: General Specifications**

A positive means for signifying identification of the end item equipment and each major portion of sub-equipment functioning as a separate entity shall be established. Such identification shall include the nomenclature description, along with Contractor's part, type or model number permanently and prominently displayed. Accountability by serial numbers or reference designators shall be used.

– Records

Complete manufacturing and test documentation essential to productive effort shall be released and maintained. This data shall be available for review at any time by representatives of the Corporation.

5.2.2 Reliability and Maintainability

The equipment supplied shall be of the best professional broadcast quality. It shall have good reliability and shall be designed and constructed for ease of maintenance.

These requirements may be subject to demonstration and shall be considered in the design approach relative to quality of materials and workmanship required. Discrepant materials and equipment shall be comprehensively analyzed to determine the need for remedial action. An effective follow-up shall be administered to ensure that the discrepancies are corrected at the earliest possible date.

5.3 Test Activity

5.3.1 Test Plan Submittal

The Contractor shall submit, at a date not later than that specified in paragraph 7: Submittal Requirements, two (2) copies of a recommended acceptance test plan for review and approval by the Corporation.

5.3.2 Test Plan Content

The acceptance test plan shall be comprehensive and include detailed test procedures and test data recording sheets. A list of all required test equipment and necessary equipment set-up diagrams shall be included. The test plan shall ensure that the testing shall demonstrate satisfactory system, equipment and software compliance with the functional, mechanical, electrical and electronic requirements of this specification.

5.3.3 Acceptance Testing

Performance specification measurements shall be conducted using the procedures as specified in 5.3.1 above as approved by the Corporation.

5.3.4 Witnessing of Tests



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**Document E: General Specifications**

The Corporation reserves the right to witness any or all tests conducted in accordance with the approved acceptance test plan (refer clause 5.3.2) at the Contractor's facility. Notice of such testing shall be given to the Corporation at least twenty (20) days prior to actual test performance stating the anticipated time necessary to conduct such acceptance.

#### 5.3.5 Test Data Sheets

All equipment and software purchased to this specification's requirements shall be completely tested and test data shall be accurately recorded. Tolerances and limits corresponding to those of the test procedures shall be designated on the data sheets. One legible copy shall accompany each equipment shipment. The copy shall be reproducible (photocopy). Electronic copies of test data shall be provided to the nominated SABC representative on completion of tests.

#### 5.3.6 Factory Test Equipment

Calibrated standard or special test equipment shall be used at the Contractor's facility to perform the tests comprised in the acceptance test plan. Any test cables and adaptors used to configure equipment for factory acceptance shall be provided by the Contractor.

#### 5.3.7 Certificate of Compliance

A certificate of compliance shall accompany each shipment of equipment, certifying full conformity to the requirements of this specification.



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#### 5.4 Spare Parts

- 5.4.1 The Contractor shall at a date not later than that specified in Clause 7: Submittal Requirements, submit a list of spare parts recommended to ensure prompt equipment repair in event of failure.
- 5.4.2 At the same time, a comprehensive list of spares and expendable maintenance items necessary to ensure satisfactory equipment operation for two (2) years shall be submitted. The list shall include the component manufacturer's name, part description and complete type/model number. Unit prices shall be established to allow purchase of any item or group of items.
- 5.4.3 Mechanical and Electrical items shall be listed separately.
- 5.4.4 The Contractor shall give an indication as to the extent of the spares holdings in the Republic of South Africa for the equipment offered.
- 5.4.5 The Contractor shall state estimated delivery times for spare parts, both for the normal spares holding of the Corporation and for emergency items which may be required in the event of equipment failure.
- 5.4.6 Any spare parts kits offered by the Contractor shall be readily identifiable by means of a reference number in order to permit re-ordering, if required, at some future date.
- 5.4.7 Spare parts kits must be accompanied by a complete listing of the contents. All parts contained therein shall be marked so as to allow easy identification by non- technical personnel.
- 5.4.8 In the case of more than one kit being ordered, either of the same or differing types, each shall be separately packed and clearly marked with the equipment type, kit reference number and the Corporation's order number.
- 5.4.9 Any spare parts kits ordered as a result of the Contract shall be delivered complete according to the contents listing supplied by the Contractor. Delivery of incomplete kits is not acceptable.
- 5.4.10 All parts lists for the equipment offered must be available on CD or PC compatible format.



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## 5.5 Maintenance Instruction Handbooks

The Contractor shall deliver equipment and system handbooks in the English language in sufficient depth to allow for proper installation, operation, maintenance and repair of the equipment. Handbooks shall include, but not be limited to the following:

- General description.
- Theory of operation.
- Operating procedure.
- Maintenance instructions.
- Schematic, logic and wiring diagrams.
- Parts list and locations (preferably with exploded view breakdown).
- Test equipment.
- Pictorial views (locations of all controls, connectors, indicators and replaceable parts).

The maintenance instruction handbooks shall be prepared to good commercial standards in the English language.

The Tenderer should indicate whether equipment handbooks for broadcasting equipment have been designed in conformity with the EBU code of practice described in document TECH 3239-E "THE DESIGN OF HANDBOOKS FOR BROADCASTING EQUIPMENT".

## 5.6 System Integration and Turnkey Solutions

### 5.6.1 Design Review

The Contractor/Integrator shall submit to the Corporation a complete design package at a date no later than that specified in clause 7: Submittal Requirements. This design package shall consist of, but not be limited to, equipment list, design concept, signal flows and proposed workflows.

The design will be reviewed by the Corporation and after discussion with the Contractor a final concept will be approved. The Corporation review will be completed within three (3) weeks after receipt of the design package. After the design approval it shall be necessary for the Contractor to obtain approval from the Corporation for any deviations from the approved design. Please refer to document E for further detail.

### 5.6.2 Drawings and Documentation

Drawings and documentation shall include:

- Detailed mechanical designs of technical furniture, technical panels and equipment required for manufacture.



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- All relevant floor plans, rack and equipment layouts and cable route drawings.
- For each facility/area as appropriate:
  - Digital and analogue audio flows
  - Video flows
  - Talkback System Flows
  - Control flows
  - Pulse flows
  - Power and earthing flows
  - Computer network drawings
- Patch bay, connector panel and terminal block drawings.
- Cable and connector termination sheets.
- Labelling for all cabling, patch bays and terminal blocks.
- Labelling of all equipment, racks and facilities.
- A detailed inventory of each facility, complete with location and serial numbers.
- Operational and technical handbooks for each system and item of equipment being supplied by the Integrator.
- Following final acceptance the Integrator will provide a number of copies of the documentation, updated to contain final changes and to reflect accurately the delivered equipment and system installed, presented in loose leaf binders (exact number to be agreed). In addition to hard copies of the information, drawings shall be supplied on computer disks in AutoCAD format and complying with SABC drawing conventions. Wiring schedules will be supplied on a Microsoft compatible spreadsheet.

### 5.6.3 Installation

The Systems Integrator shall carry out the installation of all equipment, technical furniture and systems as detailed in this document. It shall be required of the Systems Integrator to manufacture any remote panels, connector panels and mounting equipment.

All types of hardware used for plugs, sockets interface frames, etc., and choice of cabling to be used shall be agreed with the SABC before installation commences.

The Systems Integrator shall be responsible for the following:



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- Supply and administration of the installation team to carry out this work and ensure adherence to any Safety and Health regulations. (SABC reserves the right to request use of its own installation team, subject to workload).
- Supply of all cabling, connectors and installation materials.
- The supply of all tools and installation equipment.
- The security of all equipment and materials during the installation period or until such facilities are accepted as complete by the SABC or its appointee.

#### 5.6.4 Mechanical Installation

##### 5.6.4.1 Layout

Rack layouts will be decided and agreed with the nominated SABC representative prior to installation with due consideration to operational aspects, ventilation (allowing 1RU between equipment known to generate heat) and air flow (deeper items located towards the bottom of the rack).

##### 5.6.4.2 Supports

Where practical and appropriate, equipment supports will be fitted to the bays to reduce the risk of accidents during equipment removal.

##### 5.6.4.3 Equipment Fixings

Equipment will be fixed in bays and desks using chrome finish Posidrive screws, plain washers and black plastic cup washers.

##### 5.6.4.4 Bay Fixings

Normally a wooden plinth shall be provided for the bays fixed to the floor. The bays will be fixed directly to this. Desks are normally left free-standing.

#### 5.6.5 Technical Wiring

##### 5.6.5.1 General Standard

In general the contractor shall follow good engineering practice and standards for wiring and installations.

##### 5.6.5.2 Looming

All cables will be loomed to cable trays in racks, desks and monitor stands. High quality plastic tie wraps or lacing twine shall



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be used and cut using an appropriate tool to ensure no sharp edges remain.

#### 5.6.5.3 Cable Separation

Wherever practical video, audio, data, control and power wiring looms will be kept separate.

#### 5.6.5.4 Maintenance

All cables shall be left long enough such that equipment and jackfields can be withdrawn forward for maintenance purposes.

#### 5.6.5.5 Cable Numbers

All cables will be uniquely identified at each end by a cable number and/or a letter, which will allow cross-referencing to the wiring schedules and drawings. Cable numbers used will be the plastic coloured type or computer generated wrap around labels e.g. Brady Laser Tab Markers.

Allocation of numbers shall be agreed upon before commencement of the project.

#### 5.6.5.6 Cable Identification

Where equipment is likely to be regularly removed for maintenance, etc., cables will be given a label describing where it is plugged in. These labels will be created using the "Brady Marker System" and will be in addition to the number described above.

#### 5.6.5.7 Jackfield Normalling

Generally, unless specifically requested, jackfield normalling is done on the rear of the jackfield rather than on the interface frame.

Analogue audio jackfields are usually half normalled, i.e. the hot and cold of the upper row outers are wired to the hot and cold of the lower row inners. The sleeves of the jacks are bussed and connected by a single earth wire per row to the rack earthing point.

Microphone circuits are not usually taken through jackfields, however, if this is required, they will be normalled, hot and cold of the upper row inners to hot and cold of the lower row inners. This prevents the microphone circuits being paralleled. The jack sleeves are also normalled from the upper row but not connected to earth.

Balanced digital audio circuits are normalled in the same way as specified above for microphone circuits. Unbalanced digital audio



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circuits shall be routed through co-axial video patchfields and shall be normalised in the same way as for video circuits.

#### 5.6.6 On-Site Working

##### 5.6.6.1 Safety

The Systems Integrator and its sub-contractors shall be expected to fully comply with the local safety specifications.

All work on site shall be executed within the confines of the "OCCUPATIONAL HEALTH AND SAFETY ACT – ACT NO. 85 OF 1993, THE COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT – ACT NO. 130 OF 1993" as well as the SABC Safety and Security Requirements and all statutory laws and by-laws applicable to the installation.

##### 5.6.6.2 Cleaning and Waste Disposal

The Systems Integrator will ensure that their working area is kept clean and tidy. The SABC shall advise what facilities are available for waste disposal.

##### 5.6.6.3 Working Hours

On-site working hours shall be agreed, however, normal working hours shall be deemed to be between 7am and 7pm. Weekends shall be worked if deemed necessary

##### 5.6.6.4 Security Passes

The Systems Integrator shall provide a list of all on-site staff on request so that any appropriate security passes may be issued. These passes shall be visibly worn at all times.



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## 6.0 TRAINING, INSTALLATION AND COMMISSIONING SUPPORT

### 6.1 Training

The Contractor will be required to provide, in Johannesburg, technical instruction of an agreed standard in the set-up, operation and maintenance of the equipment covered by this specification.

The Corporation will provide lecture room accommodation and the necessary access to the equipment and specified facilities, but the Contractor must provide all travel, transport, accommodation and subsistence for their staff. All lecture notes, diagrams, manuals, etc., and other instructional material other than the technical literature normally supplied with the equipment, shall be provided by the Contractor.

### 6.2 Installation Support

The Contractor may also be required to provide, in Johannesburg, the services of a skilled field engineer to assist in the installation, set-up and check-out of the equipment covered by this specification. Prices for such support shall be quoted as follows:

### 6.3 Commissioning Support

The Contractor may be required to provide, in Johannesburg, the services of a field service engineer to assist in the commissioning of the equipment covered by this contract.



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## 7.0 SUBMITTAL REQUIREMENTS

### Refer Clause

5.1	System Design Information	2 Sets	Within 30 days after order.
5.3.1	Test Plan Submittal	2 Copies	Within 30 days after order.
5.3.5	Test Data Sheets	2 Copy	Within each item of equipment.
5.3.7	Certificate of Compliance	1 Copy	With equipment delivery.
5.4.1	Spare Parts Lists	2 Copies	Within 30 days after order.
5.4.2	2 Year Maintenance Items List	2 Copies	Within 30 days after order.
5.5	Maintenance Instruction Handbooks	2 Sets 2 Sets	On receipt of order. With each piece of equipment delivered.
5.6.1	Design Review		Within 30 days after order



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**GENERAL SPECIFICATION FOR BROADCASTING EQUIPMENT**

**CERTIFICATE OF COMPLIANCE**

CLAUSE	COMPLY: YES/NO	REMARKS
1.0		
2.0		
3.0		
4.0		
4.1		
4.2		
4.3		
4.4		
4.5		
4.6		
4.7		
4.8		
4.8		
4.9		
4.10		
4.11		
4.12		
4.13		
5.0		
5.1		
5.2		
5.3		



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CLAUSE	COMPLY: YES/NO	REMARKS
5.4		
5.5		
5.6		
6.0		
6.1		
6.2		
6.3		
7.0		

**SIGNATURE OF CONTRACTOR:** .....

**END OF DOCUMENT E**



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*RFP Title: STB Control Software*  
*Document F: Technical Specifications*

## DOCUMENT F

### TECHNICAL SPECIFICATION FOR: SET-TOP BOX (STB) CONTROL SOFTWARE

#### 1 Introduction

This document is an official request for proposal whereby the South African Broadcasting Corporation (SABC) will appoint a Vendor to supply a STB control software system for the forthcoming DTT launch. It is envisaged that the market launch will happen in the 2nd quarter of 2009 and that this will be preceded by a pilot in November 2008. Vendors should advise their ability to meet the above deadlines.

In preparation for the launch of Digital Terrestrial Television ('DTT') services, SABC is taking a leading role in assisting the authorities with the preparations for an efficient and effective launch. The Government's objectives for the DTT platform are that, apart from releasing spectrum for other services, it should bring new services to the whole population. The DTT STBs will initially be sold through retail outlets. Later in their deployment they may be subsidised. Major events such as the FIFA Soccer World Cup are part of the Government's focus, thus being able to present and promote these events in innovative ways is considered important.

Achieving a low-cost design is also considered to be a primary objective may be subsidised, however the total cost of operation also has to be considered together with the value of services that can be supported.

Vendors are required to respond to this RFP demonstrating that their proposed approach and methodologies are a probable fit to SABC's requirements.

All information contained in this RFP or given by management or staff of SABC is solely for the purpose of providing Vendors with relevant information with which to complete and submit their proposals.

Recipients of this document will be expected to respect the confidentiality of the information contained therein or any other information obtained in the course of business. It is expected that Vendors will take all reasonable steps to ensure that their employees and associates are aware of the need for confidentiality.

#### 2 BACKGROUND

##### 2.1.1 Business

The SABC is the public broadcaster in South Africa, with a public service mandate which is defined in the country's Broadcasting Act. Currently, SABC is licensed to operate three terrestrial free-to-air television channels and eighteen radio stations.

Unlike some public broadcasters elsewhere, SABC enjoys a mixed funding model, 18% of which emanates from the TV licence fee and close to 80% from commercial revenues. The balance is made up from government grants.

The SABC mission is summarized as: "Broadcasting for Total Citizen Empowerment." This mission is to be:

- People-centered
- Content-driven
- Technologically-enabled
- Strategically-focused
- A sustainable public service broadcaster



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Further information about the SABC, its services and branding can be found at [www.sabc.co.za](http://www.sabc.co.za).

### 3 Other relevant broadcasters

Other terrestrial television broadcasters involved in the migration from analogue television to DTT include the free-to-air commercial player 'etv' and pay-terrestrial player M-Net (owned by MIH, which also controls the dominant satellite pay-TV platform, DSTv). New pay-services may be launched by any of the operators, though primarily this is a free-to-air environment similar to that of many other DTT platforms around the world.

Further information on MIH can be found at: <http://www.naspers.co.za/English/mih.asp> ;

While more information on etv can be located at: [www.etv.co.za/](http://www.etv.co.za/).

### 4 Possible Multiplex Allocation in DTT

The DTT multiplex allocations are not yet finalised. However, for the purposes of responding to this brief the following should be assumed:

- Two national multiplexes, one of which will be dedicated to public service broadcasting (PSB), the other to commercial services
- All of the SABC's public services will be on the PSB multiplex
- There are expected to be many time-shared channels on each multiplex.

SABC expects to have additional services on DTT over the next 2 to 3 years. Regional services are expected to be introduced on the DTT platform within the first three years. It is unclear at this stage as to whether all of these services will be available on the PBS multiplex or if some services will be made available on the commercial multiplex.

It is also expected that eTV will launch new services on the commercial multiplex.

In addition there will be one or two regional multiplexes, with services to be defined. However, it is possible that these multiplexes will be allocated to DVB-H.

Radio services will also be supported on non-DVB-H multiplexes.

### 5 Technical considerations

The DTT network, the services and the STBs have to be accessible to the whole population, which implies support for multiple languages. South Africa has 11 official languages.

DTT services will be broadcast using the advanced MPEG-4 suite of standards rather than MPEG-2, and it is assumed that there will be at least eight full-time equivalent video services per multiplex. However, time-sharing of channels will result in significantly more services being presented by the EPG. Meanwhile, there are expected to be many radio services. Radio will be a key element of the DTT proposition.

The MHEG-5 interactive environment will be used to support a wide range of interactive services, both service-bound and unbound, some of which may be allocated their own channel (e.g. games channels).

The STB specification has been chosen to allow for the optimum use of the limited bandwidth available. This has led to support for MPEG 4 with advanced audio compression and the need to support caching of applications and EPG data.



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## 6 OPPORTUNITY OVERVIEW

Envisaged services provided by the selected Vendor may include but are not limited to:

- Management of unique addresses
- Management of software signing process
- Specification or validation of secure download process
- Specification of secure boot process
- Provision of the STB software defined in this RFP

## 7 STATEMENT OF REQUIREMENTS

### Summary of Requirements

The high level requirements for the STB control software:

- Be low-cost
- Be low-maintenance
- Efficient addressing means
- Provide for a secure software download means
- Provide for a secure boot
- Specify an appropriate level of hardware security
- Approve chip sets against the stated requirements
- Encryption of services is not required



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### Statement of Requirements

Top Level Requirement	Extended Description and Requirements
The solution must be provided as embedded software	The solution shall not require the use of a smartcard or any other external security device
To prevent subsidised STBs leaving SA	The STB should operate only on the networks carrying the appropriate and necessary authentication data.
	The network authentication should not require secret data to be held in the STB. The use of Asymmetric cryptography is therefore considered as a requirement
	Discovery or modification of data in one STB should not compromise another STB
	It should not be possible to modify the data stored in one STB at a cost that is lower than building a new STB

Top Level Requirement	Extended Description and Requirements
To be able to turn off stolen STBs	The STB should be able to process messages that turn the STB on and off. As above, the STB must be able to validate the authenticity of these messages. An efficient means of addressing is also required
	In addition, as it can never be certain that the STB will receive a switch-off message, the system should require that the STB receives periodic addressed switch-on messages. The effective duration of these messages should be variable and may in typical operation be set to be around 1 – 3 months.
	The STB shall be manufactured with a unique address that cannot easily be modified
	An addressing scheme is required that can be implemented by all STB manufacturers
To target messages to	



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STBs and groups of STBs	It should be possible to target messages at individual STBs or groups of STBs and for these messages to trigger the display of embedded or broadcast MHEG applications
	It should be possible to store and modify group addresses or other means of allowing STBs to be identified according to criteria to be decided later
	Message addressing for each of the above needs to make the best use of the limited bandwidth available
To secure software download capability	To allow the software to be modified in a secure manner so that only properly approved software signed by the appropriate authorities will be accepted by the STB
To Secure STB start-up or "Boot-up"	To ensure that only the authorised software runs in the STB
A low cost solution appropriate for a free to air market	The solution cannot be funded from Pay TV revenues and has to be appropriate for the DTT market in South Africa

#### COSTING BREAKDOWN

The requirement is for a lightweight low cost system delivering the specification as set out in Statement of Requirements above.

Pricing options should be provided, taking into account the following options

- Licence costs
- Annual maintenance payments with and without upfront integration charges
- Support for new STB manufacturers (cost to manufacturer)
- Support for new STB models (cost to manufacturer)
- Expected headend hardware costs

Vendors should advise how these cost items may change in time and by volume.

Consideration should be given to offering a single cost per annum to support the DTT network based on the following total STB volumes

1. 0-100,000 STBs
2. 100,000 – 500,000 STBs
3. 500,000 – 1 million STBs
4. 1 million to 2 million STBs



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RFP Title: STB Control Software  
Document F: Technical Specifications  
5. Greater than 2 million STBs

## 9 GENERAL INFORMATION

### 9.1 Contact Persons for Tenderer Queries

Enquiries in respect of this tender should be addressed to:

**Mpumelelo Chiliza – Tender Supervisor**  
Procurement Division  
Radio Park Office Block  
Henley Road  
Auckland Park  
Johannesburg  
South Africa  
E-mail: [mpumelelocm@sabc.co.za@sabc.co.za](mailto:mpumelelocm@sabc.co.za@sabc.co.za)  
Phone: 011 714 4938

### 9.2 Evaluation Criteria

Tenderers will be evaluated on the following criteria:

**B-BBEE – 20%**  
**Price – 30%**  
**Technical Compliance – 35%**  
**Customer Support – 15%**

The Corporation reserves the right to adjust these weightings as may be applicable.

### 9.3 Project Schedule

The project schedule will be discussed in detail with the successful Tenderer but should take cognisance of the need to have the appropriate solution available for the proposed trial/pilot on 1 November 2008.

**END OF DOCUMENT F**



**DOCUMENT G**  
**NOTICE TO TENDERERS**

**1.0 COLLECTION AND INSPECTION OF PROPOSALS**

- 1.1 RFP is awaited from invited Tenderers to supply the above-mentioned requirement to SABC, on or before the 9 July 2008, 12h00. The Tender documents may be inspected at, and are obtainable from

**Tender Advise Centre :**

**Address:** South African Broadcasting Corporation Limited  
 Tender Advice Centre (Floor 20)  
 Radio Park  
 Cnr Artillery and Henley Road  
 Auckland Park

**Contact Person:** Mpumelelo Chiliza  
**Telephone no:** (011) 714 4749  
**Email:** [mpumelelocm@sabc.co.za](mailto:mpumelelocm@sabc.co.za)

**2.0 QUERIES**

- 2.1 Any additional information or clarifications will be faxed or emailed to all potential Tenderers, if necessary.
- 2.2 Enquiries in respect of this RFP should be addressed to:  
 Mpumelelo Chiliza - --Tender Supervisor  
 E-mail: [mpumelelocm@sabc.co.za](mailto:mpumelelocm@sabc.co.za)  
 Phone: 011 714 4947

**3.0 SUBMISSION**

- 3.1 Final Proposals in **triplicate** must reach the Secretary, SABC Bid Adjudication Committee before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside: **The Tender number**

**Please note that electronic submission will also be accepted but the South African based suppliers are encouraged to submit their tenders to SABC Tender Office.**

- 3.2 The envelope is to be DELIVERED into the Tender Box at Radio Park Building which is located on Corner Artillery and Henley Road, Main Entrance, and should be addressed as follows:

**THE TENDER ADVICE CENTRE  
 SOUTH AFRICAN BROADCASTING CORPORATION  
 RADIOPARK BUILDING**



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RFP Number: SGE/08/04  
 RFP Title: STB Control Software  
 Document G: Evaluation and Selection Criteria



## AUCKLAND PARK

### 3.3. Late submissions will be disqualified

#### 3.3.1. **PLEASE NOTE THAT THIS TENDER CLOSURES PUNCTUALLY AT 12:00 ON THE 9 July 2008**

- 3.4. If responses are not delivered as stipulated herein, such responses will not be considered and will be considered as "UNRESPONSIVE".
- 3.5 NO E-MAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED
- 3.6 The responses to this RFP will be opened as soon as practicable after the expiry of the time advertised for receiving them.
- 3.7 SABC shall not at the opening of responses, disclose any confidential details pertaining to the tenders / information received to any other company, i.e. pricing, delivery, etc.
- 3.8 Envelopes must not contain documents relating to any TENDER other than that shown on the envelope.
- 3.9 No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. The Tenderer must not make alterations, additions or deletions to the actual TENDER documents.

### 4.0 COMMUNICATION

- 4.1 Tenderers are warned that a response will be liable to disqualification 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.
- 4.2 A Tenderer may, however, BEFORE THE CLOSING DATE AND TIME direct any enquiries relating to the TENDER to the SABC employee as indicated in (2.2).

### 5.0 RFP SCHEDULE

- 5.1 Tenderers will be contacted as soon as practicable with a status update. At this time, short-listed Tenderers may be asked to meet with SABC representatives. Tenderers to provide a list of persons and their contact details who are mandated to negotiate on behalf of their company.

### 6.0 INSTRUCTIONS FOR COMPLETING THE TENDER

- 6.1 Sign one set of documents, sign and date the bottom of each page. This set will serve as the legal and binding copy. The duplicate can be a Photostat copy of the original document.
- Both sets of documents to be submitted to the address specified above.
  - The following returnable documents must accompany all tenders:
    - The supplier's latest audited financial statements;
    - The supplier's valid Tax Clearance Certificate.



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- TV Licenses (applicable for South African companies)

## 7.0 COMPLIANCE

The Tenderer shall be in full and complete compliance with any and all applicable State and Local laws and regulations.

## 8.0 ADDITIONAL NOTES

- 8.1 All returnable documents as indicated in the tender form must be returned with the response
- 8.2 Tenderers are to note that tenders in which firm prices are quoted for the duration of any resulting contract may receive precedence over prices which are subject to adjustment.
- 8.3 Changes by the Tenderer to his/her submission will not be considered after the closing date.
- 8.4 The person or persons signing the tenders must be legally authorized by the Tenderer to do so. A list of the person(s) authorized to negotiate on your behalf must be submitted along with the tender.
- 8.5 All prices must be in Rands and cents. (Price per service item that SABC will be charged (note: this price should be the lowest possible and preferably be firm for at least a year)).
- 8.8 SABC reserves the right to undertake post-tender negotiations with the preferred Tenderer or any number of short-listed Tenderers.

**FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS MAY RESULT IN THE TENDER BEING OVERLOOKED.**

## 9.0 DISCLAIMERS

- 9.1 Tenderers are hereby advised that SABC is not committed to any course of action as a result of its issuance of this TENDER and/or its receipt of a tender in response to it. In particular, please note that SABC may:
  - 9.1.2 change all services on tender and to have Supplier re-bid on any changes.
  - 9.1.3 reject any tender which does not conform to instructions and specifications issued herein
  - 9.1.4 disqualify tenders after the stated submission deadline
  - 9.1.5 not necessarily accept the lowest priced tender
  - 9.1.6 reject all tenders, if it so decides
  - 9.1.7 award a contract in connection with this tender at any time
  - 9.1.8 award only a portion as a contract
  - 9.1.9 split the award of the contract to more than one Supplier
  - 9.1.10 make no award of a contract.

Kindly note that SABC will not reimburse any Tenderer for any preparation costs or other work performed in connection with this tender, whether or not the Tenderer is awarded a contract.



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RFP Number: SGE/08/04  
 RFP Title: STB Control Software  
 Document G: Evaluation and Selection Criteria



**10.0 CONFIDENTIALITY**

All information related to this tender both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to SABC Ltd, written approval to divulge such information will have to be obtained from SABC

**Any TENDER submitted by a Tenderer is subject to negotiation and review of the proposed contract by SABC's Legal Counsel.**

---

NAME	OF	TENDERER
<hr/>		
PHYSICAL	ADDRESS	
<hr/>		

**Tenderer's contact person:**

**Name :** \_\_\_\_\_

**Telephone :** \_\_\_\_\_

**Mobile :** \_\_\_\_\_

**Fax.:** \_\_\_\_\_

**E-mail address :** \_\_\_\_\_

**END OF DOCUMENT G**



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RFP Number: SGE/08/04  
 RFP Title: STB Control Software  
 Document H: Supporting Documentation and Information

## DOCUMENT H

### SUPPORTING DOCUMENTATION AND INFORMATION

#### 1.0 TAX (VAT) REGISTRATION NUMBER

The Tenderer must state hereunder the tax registration number which is applicable to value added tax.

\_\_\_\_\_

#### 2.0 TAX CLEARANCE CERTIFICATE

Tenderers are required to forward a valid copy of their Company's Tax Clearance Certificate with their tender/quotation.

Indicate tax clearance certificate expiry date \_\_\_\_\_

#### 3.0 TV LICENSE INFORMATION

<b>Company Name</b>	
<b>Registration number</b>	
<b>Vat number</b>	
<b>Company physical address</b>	
<b>Telephone number</b>	
<b>E-mail address</b>	
<b>TV licence Number</b>	
<b>Number of TV sets</b>	
<b>Director's details</b>	
<b>Name &amp; surname</b>	
<b>ID Number</b>	
<b>Physical address</b>	
<b>Telephone &amp; Cellular Phone numbers</b>	
<b>E-mail address</b>	



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TV Licence number	
Name & Surname	
ID Number	
Physical address	
Telephone & cellular phone numbers	
E-mail address	
TV Licence number	

#### 4.0 RETURNABLE DOCUMENTS

Tenderers are required to submit the following returnable documents with their responses (Please Tick):

<b>SABC TELEVISION LICENCE</b>	
Document C (Questionnaire)	
Document D (Declaration of Interest)	
Document E (Certificate of Compliance)	
Document G (Confidentiality Section)	
Document H (Supporting Documentation and Information)	
Document J (Vendor Form)	
Valid Tax Clearance Certificate	
VAT Registration Certificate	
BBBEE Accreditation Certificate	
Audited Financials Statement for Past Three Years (for EME's) Letter from a reputable audit firm (for EME's)	

By signing the TENDER documents, the Tenderer is deemed to acknowledge and accept that all the conditions governing this TENDER, including those contained in any printed form stated to form part thereof and SABC Limited, will recognize no claim for relief based on an allegation that the Tenderer overlooked any such condition or failed



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properly to take it into account for the purpose of calculating tendered prices or otherwise.

SIGNED at \_\_\_\_\_ this \_\_\_\_\_  
day of

\_\_\_\_\_ 2008.

WITNESSES:

WITNESSES' ADDRESSES:

1. \_\_\_\_\_ 1. \_\_\_\_\_

2. \_\_\_\_\_ 2. \_\_\_\_\_

\_\_\_\_\_  
TENDERER

**END OF DOCUMENT H**



*Handwritten signature*

## DOCUMENT I

### BROAD BASED BLACK ECONOMIC EMPOWERMENT FORM

#### 1.0 SABC B-BBEE

- 1.1 The SABC fully endorses and supports the Government's Broad-based Black Economic Empowerment Programme and it is strongly of the opinion that all South African Business Enterprises have an equal obligation to redress the imbalances of the past.
- 1.2 SABC will therefore prefer to do business with local business enterprises who share these same values. To this end, SABC will seriously reconsider business relationships with such local business enterprises that do not possess a BBBEE "recognition level" of at least level 5. SABC consequently urges Tenderers (large enterprises and QSE's- see below) to have themselves accredited by any one of the various Accreditation Agencies available, who do their BBBEE ratings in accordance with the latest Codes (i.e. those promulgated on 9 February 2007) and whose names appear on the present ABVA (Association of BEE Verification Agencies) – "List of Full Members" as displayed on the ABVA website ([www.abva.co.za](http://www.abva.co.za)).
- 1.3 Although no agencies have, as yet, been accredited by SANAS (SA National Accreditation System), SABC will, in the interim, accept rating certificates of Tenderers who have been verified by any of the listed agencies.
- 1.4 In addition to the above, Tenderers who wish to enter into a Joint Venture or subcontract portions of the contract to BBBEE companies, must state in their tenders the percentage, of the total contract value that will be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and / or sub-Tenderer/s, as well as a breakdown of the distribution of the aforementioned percentage must also be furnished
- 1.5 In view of the high emphasis which SABC places on Broad-based Black Economic Empowerment, SABC will allocate more points to BBBEE in awarding this tender. However, Price and delivery /lead time will also play a very important factor.
- 1.6 Each Tenderer is required to furnish proof of the above to SABC. Failure to do so will result in a score of zero being allocated for BBBEE.

Tenderers are required to respond to all the items of this document. Compliance is Mandatory. The SABC reserves the right to audit and/or request information to support or validate of any of the figures provided in response to the BEE questionnaire prior to the award of the tender.



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2.8 Name(s) of responsible officers that will be assigned to this contract if it is awarded to your company.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.9 Name and address of bankers: \_\_\_\_\_  
Branch \_\_\_\_\_ Account No. \_\_\_\_\_

2.10 Name and Address of attorneys: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.11 Name and address of auditors/accounting officer  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3.0 BUSINESS DETAILS OF HOLDING SUBSIDIARY AND ASSOCIATED COMPANIES**

3.1 Name of Group Holding Company: \_\_\_\_\_  
\_\_\_\_\_

3.2 Registration Number of Group Holding Company  
\_\_\_\_\_

3.3 Postal Address \_\_\_\_\_  
\_\_\_\_\_

3.4 Street Address \_\_\_\_\_



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3.5 Names and addresses of all subsidiary companies

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**4.0 FINANCIAL INFORMATION**

4.1 Audited financial statements for the last three financial years, where applicable, of the tendering company and the holding company must be enclosed with your tender application.

4.2 State the names of group holding, subsidiary or associated companies that will be supporting contract undertakings in connection with this tender and state the nature and extent of this support

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4.3 Has the tendering company or any associated company been liquidated or placed under provisional liquidation or judicial management? If so, give full details and reasons:

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4.4 Has any director or former director of the tendering company ever been declared insolvent and if so has such director rehabilitated?

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**5.0 CORE BUSINESS, SUB-CONTRACTING AND STRATEGIC ALLIANCES**

5.1 Tenderers must supply a brief description of their core business in the field in which they are tendering together with the major users of their services.



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