



RFQ No: 02OCTOBER23

RFQ Date: 04 OCTOBER 2023

From: Supply Chain Management

Contact Person : Makhosazana Hlatshwayo

Tel : 012 003 1400

Email : Makhosazana.Hlatshwayo@fpb.org.za

REFERENCE NO: 02OCTOBER23

You are hereby invited to submit a quotation as per the specification or terms of reference indicated below/attached. Please provide a written quotation to the above-named contact person in the Supply Chain Unit at FPB on or before the closing date and time as indicated below. Please read the notes below before completing your quotation.

Failure to specifically quote as per the specification or terms of reference, and complying with the listed instructions will result in your quotation being disqualified.

1. Detailed Specification/Terms of reference

**See Attached Terms of Reference :
Annexure A**

**Closing date for submission of quotations/documents:
10 October 2023 at 11:00 am**

2. Quotation instructions:

- 2.1. Quotations should be valid for at least: **60 days**.
- 2.2. Suppliers must supply written quotations that reflect the following information:
 - Price per item (All-inclusive prices are required)
 - Delivery lead time
 - Company Name
 - Company Registration Number
 - VAT Registration Number (If applicable)
 - Address
 - Contact Person
 - Telephone/Contact number
 - Email Address
- 2.3. Suppliers must sign the Quotation Declaration in paragraph 3 below and submit along with their quotation and other relevant documents.
- 2.4. Suppliers must sign and return the relevant Standard Bidding Documents (SBD) with their quotation.
- 2.5. Valid BBBEE certificates or certified copies thereof, sworn affidavits be submitted with the quotation (Non-submission will not lead to disqualification however points will not be allocated for BBBEE)
- 2.6. Suppliers should note that the 80/20 preference points system will be applicable to transactions from R2 000 (Refer to SBD 6.1)
- 2.7. All prices must be fixed and firm.
- 2.8. All prices must be VAT inclusive. If no indication is given, prices will be evaluated as inclusive of VAT.
- 2.9. FPB does not pay deposits/upfront payments. Payment will be made after delivery of goods and/services within 30 days of receipt of a valid tax invoice.

- 2.10. The 80/20 preferential points system will apply to procurement from R2 001 to R50 000 000. Points will be awarded in line with the criteria detailed in 2.10.1 below:

2.10.1. Preferential points scoring

a) POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

b) POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the

- tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this

tender:

- In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table Specific goals for the Requests for Quotation (RFQ) and points claimed are indicated per the table below.

Note to service provider: The service provider must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the service provider)
Owned by women	8	
Owned by youth	6	
Owned by people with disabilities	2	



BBBEE levels 3 or lower	4	
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- 2.11. Delivery will be as per the delivery address above, unless specifically specified otherwise.
- 2.12. All purchases will be made through an official order form. Therefore, no goods or services must be committed/rendered or delivered before an official purchase order has been received.
- 2.13. Depending on the type of goods and services to be delivered the successful bidder may be requested to sign a contract/service level agreement before delivery of goods/services may commence.

Kind regards

Supply Chain Unit

Attachments: SBD 1, 4, 6.1.

QUOTATION DECLARATION

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I/we the undersigned, who warrants that he/she is duly authorised to do so on behalf of the company declares that:

1. The information furnished on this quotation is true and correct.
2. If the information provided on this quotation is found to be incorrect, FPB, in addition to any other remedy it may have:



- 2.1. Recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
- 2.2. Cancel the purchase order and claim any damages which it has suffered as a result of having to make less favourable arrangement due to such cancellation;
3. I have read, fully understand and hereby accept FPB's standard quotation instructions detailed in paragraph 2.
4. **"In submitting any information or documentation requested above or any other information that may be requested pursuant to this RFQ/tender, you are consenting to the processing by FPB or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify FPB against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit."**

Name (Person responsible for the quote)

Signature (Person responsible for the quote)

Date:



Head Office:

Eco Glades 2, 420 Wilch Hazel Avenue, Eco Park, Centurion, 0169
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Email: clientsupport@fpb.org.za | Website: www.fpb.org.za



Title: Terms of Reference (TOR) – Online Database Subscription

Date: 14 March 2023

To: SCM

Introduction

The Film and Publications Board (FPB) is a schedule 3A Public Entity established in terms of the Films and Publications Act, 11 of 2019 as amended to regulate the creation, production, distribution and possession of films, computer games and certain publications by means of classification, age restrictions and consumer advice contributing to the protection of children from sexual abuse and exploitation in pornographic films, games, and publications. The FPB executes this mandate through advising adult consumers "...to make informed viewing, reading and gaming choices, both for themselves and for children in their care" (Section 2A). This provision is meant to protect children from premature exposure to and consumption of disturbing and harmful materials as well as adult experiences (Section 2B). Further, the Act sanctions punishment for the use of children in and exposure of children to pornography (Section 2C). This particular focus on children has been necessitated by the realisation that the public, and young children, are increasingly active in the online space, generating, storing and distributing their own content, which opens everyone up to online dangers.

Purpose of the Request

The purpose of the RFQ is to appoint a services provider for online insights database subscription and tailored research services for 7 users for a period of 24 months.



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Scope of deliverables

- Service provider should provide online insight services designed to cover the following categories: broadcast media, social media, traditional media, film, gaming sectors and publications in a form of reports, surveys, analytics and tracking tools for South Africa, Africa and other internal context: Consumer Consumption patterns, type content consumed, demographic and age groups, Distributors, and type of content distributed, Distributor Market Cap
- Provide access to most recent statistics from the industry and facilitate a quick way of accessing a vast pool of literature resources that are up to date
- Customised data collection services should include: collections around the following: that will be internally focused
 - Trends in online content distribution (both patterns and platforms as they evolve)
 - Trends in technology and innovations to effect better media content regulation.
- Updates on consumer trends and patterns of distribution, consumptions and productions on the categories listed above. After sales (ongoing) service support must be included on the total cost;
- Service provider is expected to offer product usage & desktop support and training for 7 users on all of the products and above-mentioned deliverables



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Functionality Criteria

Criteria	Weight	Applicable scores				
		1	2	3	4	5
Provide evidence in a dashboard report (data collections) as per deliverable scopes for South Africa, Africa and World: Consumer Consumption patterns, type content consumed, demographic and age groups, Distributors, and type of content distributed, Distributor Market Cap	30	N/A	N/A	5-6 collections (Different types of data collections as per the scope)	7-9 collections (Different types of data collections as per the scope)	More than 9 collections (Different types of data collections as per the scope)
Provide evidence for the various categories as per scopes (in a screenshot from the platform)	30	N/A	N/A	4-5 Categories covered as per scope	6 Categories covered as per scope	More than 6 Categories covered as per scope
Ability to provide customised data collection as per	25	N/A	N/A	3-5 customised data collection for 5 countries	3-5 customised data collection for 5 countries	More than 5 customised data collection



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the listed categories on the scope for BRICS and African context				of which 2 must be African countries	of which 4 must be African countries	for 5 or more African countries and 1 must be South African
A minimum of three (3) reference letters	15	N/A	N/A	3 - 4 reference letters	5 - 6 reference letters	7 reference letters and above

The minimum qualifying score is 70%