



REQUEST FOR QUOTATION (RFQ)

RFP NUMBER	SS/137/12/18
DATE ISSUED	14/12/2018
PROJECT NAME	Office Furniture and Fittings
CLOSING DATE AND TIME	14/01/2019
NAME OF PROPOSER/TENDERER	
CSD NUMBER	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PHYSICAL ADDRESS	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE	
IDENTITY NUMBER	
POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)	
COMPANY REGISTRATION NUMBER	
TAX REFERENCE NUMBER	
VAT REGISTRATION NUMBER	
QUOTE PRICE (INCL VAT)	
SIGNATURE	

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number Persal Number

1. DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the state¹, SANSA Board members or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- The bidder is employed by the state;
- SANSA Board member; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament

Are you or any person connected with the bidder presently employed by the state? If so, furnish the following particulars: Name of person / director / trustee / shareholder/ member:..... Name of state institution at which you or the person connected to the bidder is employed..... Position occupied in the state institution:..... Any other particulars:.....	YES / NO
If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? If yes, did you attach proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of bid If no, furnish reasons for non-submission of such proof:.....	YES / NO YES / NO
Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? If so, furnish particulars:.....	YES / NO
Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars:.....	YES / NO
Are you, or any person connected with the bidder aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars:.....	YES / NO
Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? If so, furnish particulars:.....	YES / NO

2. Declaration of Bidder's past supply chain management practices (SBD 8)

2.1 This Standard Bidding Document must form part of all bids invited.

2.2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system

2.3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-

2.3.1 Abused the institution's supply chain management system

2.3.2 Committed fraud or any other improper conduct in relation to such system; or

2.3.3 Failed to perform on any previous contract.

2.4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
2. 4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.1.1	If so, furnish particulars:		
2.4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.2.1	If so, furnish particulars:		
2.4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2.4.3.1	If so, furnish particulars:		
2.4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.4.1	If so, furnish particulars:		

3. Certificate of Independent Bid Determination (SBD 9)

- 3.1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 3.2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 3.4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 3.5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

- A. I have read and I understand the contents of this Certificate;
- B. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- C. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- D. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- E. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) Has been requested to submit a bid in response to this bid invitation;
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- F. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- G. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (i) prices;

- (ii) geographical area where product or service will be rendered (market allocation)
- (iii) methods, factors or formulas used to calculate prices;
- (iv) the intention or decision to submit or not to submit, a bid;
- (v) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (vi) bidding with the intention not to win the bid.

H. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

I. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

J. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

REQUEST FOR QUOTATION FOR OFFICE FURNITURE AND FITTINGS

The South African National Space Agency (SANSA) requires the services of a service provider to provide office furniture and fittings to upgrade workspace areas within the Hermanus Facility.

BACKGROUND TO SANSA

The South African National Space Agency (SANSA) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa.

Specifications for Open Area Workspace Furniture and Fittings

The SANSA Engineering and Data Acquisition (EDA) Unit located at the **Hermanus** worksite in the Western Cape requires a service provider to supply a cluster of new workstations and some cupboards/shelves for its open areas with the following specifications. Refer to the figure below for dimensions of the available floor space for Area 1. The numbering refers to the specifications

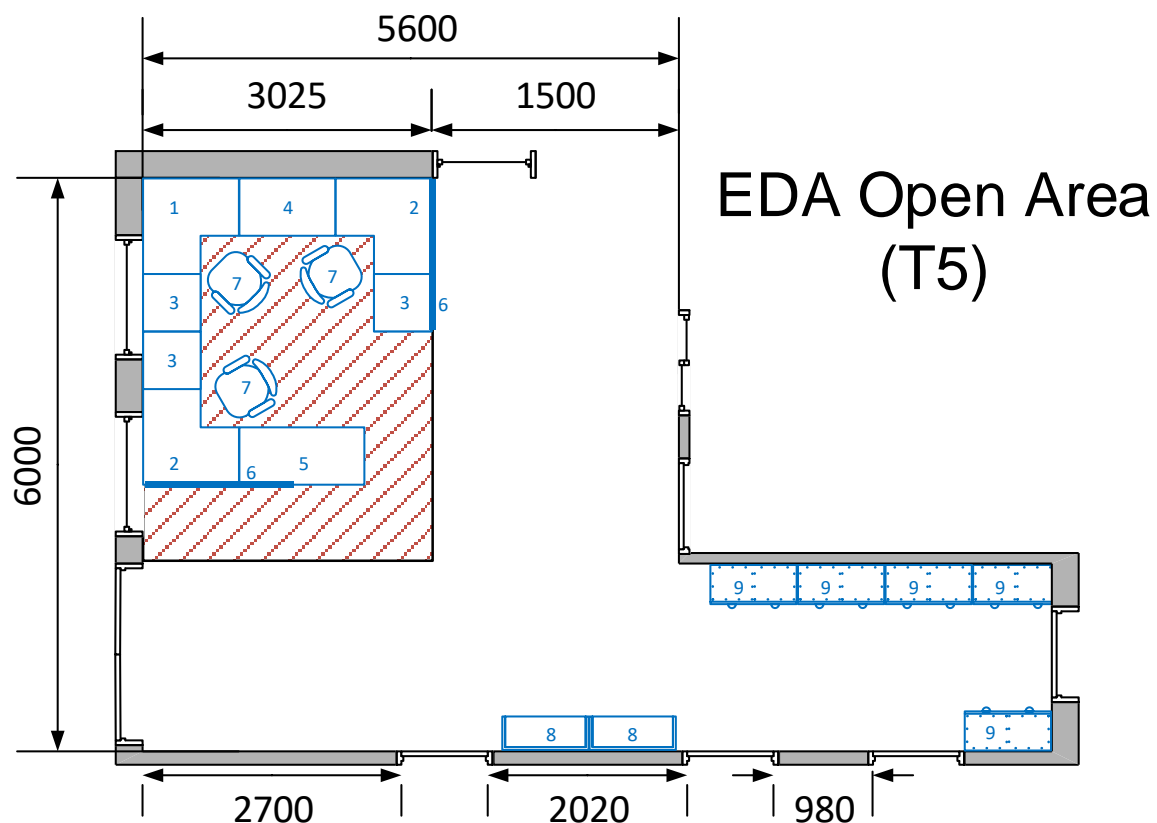


Figure 1: Area 1 (T5)

Area 1

1. 1 of RHS 32mm melamine cluster top with high impact edging and a circular power cut out (1600mm x 1000mm). Height not greater than 800mm. Colour: Maple
[similar to office National: GF154215MM or equivalent]
 2. 2 of LHS 32mm melamine cluster top with high impact edging and a circular power cut out (1600mm x 1000mm). Height not greater than 800mm. Colour: Maple
[similar to Office National: GF154214MM or equivalent]
 3. 3 of desk high pedestal with four drawers and central lock. Including all accessories to fasten cluster tops. Colour : Maple
[similar to Office National: GF154232MM or equivalent]
- 3 of pole legs of same height as the desk high pedestal for the cluster top assembly. Including all accessories to fasten cluster tops. Colour: silver
[similar to Office National: GF154272SIL or equivalent]
4. 1 of Roller shutter door credenza with shelf (1000mm x 600mm). Same height as the cluster top assembly and to be connected between the RHS (1) and LHS (2) cluster tops with all accessories supplied. Colour: maple
[similar to Office National: GF154219MM or equivalent]
 5. 1 of Roller shutter door pedenza with shelf (1300mm x 600mm). Same height as the cluster top assembly and to be connected to a LHS (2) cluster top with all accessories supplied. Colour: maple
[similar to Office National: GF154220MM or equivalent]
 6. 2 of Rectangular, 16mm, upholstered desk based screens (1600mm x 600mm) including all mounting hardware and accessories. Colour: cobalt blue
[similar to Office National: GF154508COB or equivalent]
 7. 3 of Operators chair with Y50 arms, adjustable back and gas height adjustment. Fabric swatch: cobalt blue. Compatible with the desk height in (1) and layout in Figure above.
[similar to Office National: GF156407COB or equivalent]
 8. 2 of 5-tier bookcases – 900mm wide with adjustable shelves. Melamine finish: maple OR 1 of 5-tier bookcases – 1800mm wide with adjustable shelves. Melamine finish: maple
[similar to Office National: GF154226MM or equivalent]
 9. 5 of stationary cupboards, hinged doors – 1800mm x 900mm x 450mm with adjustable shelves. Melamine finish: maple. **500mm MAX depth.**
[similar to Office National: GF154221MM or equivalent]

Area 2 – Additional Furniture and Fittings (no diagram supplied)

1. 1 of Desk shell with 32mm melamine top and 2mm high impact edging (1800mm x 800mm). Height not greater than 800mm. Colour: Mahogany
[Similar to office National: GF154204CM or equivalent]
2. 1 of sliding door credenza with shelf (1000mm x 600mm). Height to match desk shell assembly above. Colour: Mahogany
[Similar to office National: GF154218CM or equivalent]
3. 1 of link top LHS (800mm x 600mm) to connect the desk shell assembly (1) and the sliding door credenza (2) with all connecting accessories supplied. Colour: Mahogany
[similar to office National: GF154205CM or equivalent]
4. 1 of mobile pedestal with three drawers, lockable. Colour: Mahogany
[similar to office National: GF154228CM or equivalent]
5. 1 of Rectangular, 16mm, upholstered desk based screens (1600mm x 600mm) including all mounting hardware and accessories. Colour: cobalt blue
[similar to office National: GF154508COB or equivalent]

NB: Goods supplied should be of good quality and suitable for a corporate environment. The useful life of the goods is expected to be at least 10 years.

The goods must comply with the restrictions of the floor plan. Desks should utilise all the available 3000mm on the North wall but not exceed 3025mm and also not exceed 4000mm along the west wall (red/stripped area).

The goods must be delivered to Hermanus, Western Cape

Evaluation Criteria

Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score 70 points and over to be assessed on their financial offer and preference score.

Bidders will be evaluated on:

- Adherence to the scope of work and specification
- Previous experience supplying similar Office Equipment
- The provision of contactable references

The allocation of points for the evaluation of quality/functionality is set out in Table 1 below:

Table 1:

Criteria	Maximum Points
Adherence to specification	60
Previous experience supplying similar equipment	20
Contactable references	20
Total evaluation points for quality	100

Evaluation criteria 1: Adherence to the specification and quality of offering

- Supplier must submit a quotation based on the Scope of Work
- Quoted prices should be all inclusive of VAT, any import charges, shipping and delivery to Hermanus, Western Cape.
- The products supplied should be aesthetically pleasing, of good quality, suitable for the corporate environment, and meet the requirements outlined in the Scope of Work.
- The goods must comply with the restrictions of the floor plan and not exceed 3000mm on the North wall and not exceed 4000mm along the west wall and be 800mm or less in height.
- Supplier should ensure as far as possible that full product specification are indicated on the quotation (materials, dimensions, colour options etc) Ideally, brochures and detailed specification / data sheets should be attached showing that the products meet the above requirements

Criteria	Maximum Points
Poor (Score 0)	The proposal does not meet the scope of work, Quotation is not detailed and does not respond comprehensively to the scope of work
Satisfactory (40)	The bidder supplied a quotation that speaks to the request. Dimensions and materials are given but no brochures, specification sheets or pictures are presented.
Good (60)	The bidder supplied a comprehensive proposal together with detailed quotations including brochures, specification sheets and pictures.

Evaluation criteria 2: Supplier's experience in supplying Office Equipment

Description: Supplier must indicate their experience in supplying Office Equipment as well as the number of years that they have been active in the industry

Criteria	Maximum Points
Poor (Score 0)	The supplier has no previous experience supplying Office Equipment.
Satisfactory (Score 10)	The supplier has indicated at least one (1) year of relevant experience supplying Office Equipment.
Good (Score 20)	The supplier has two (2) or more years of relevant experience supplying Office Equipment and has attached a Company Profile

Experience: Please attach company profile and indicate number of years' experience in the industry

Reference Name	Please Circle	
I have attached my company profile	Yes	No
Number of years' experience in supplying Office Equipment	1 years	>= 2 years

Evaluation criteria 3: References

The supplier must provide at least three (3) contactable references to whom goods of a similar nature (Office Equipment) have been supplied during last 3 years

Criteria	Maximum Points
Poor (Score 0)	No customer references have been provided
Satisfactory (Score 10)	The supplier submitted three (3) contactable references
Good (Score 20)	The supplier submitted more than three (3) contactable references.

References: Please fill in contactable reference as per Evaluation Criteria 3

Reference Name	Goods Supplied / (year of purchase)	Contact Details

4 EVALUATION CRITERIA

SANSA promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

SANSA is committed to achieving Government’s transformation objectives in terms of the Preferential Procurement Policy Framework Act.

The value of this bid is estimated not to exceed R500 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

Please Note: the above amount (R500 000) is not the Budget Amount for this Project but is the Treasury threshold for request for quotation (RFQ).

The procedure for the evaluation of responsive tenders is **functionality (quality), price, and preference** method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 1) and the minimum threshold of **70 points** explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table below

Preference

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

Calculation of points for B-BBEE status level contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the

Table below

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

6 PRICING SCHEDULE**Schedule A: Cost schedule**

Item Description	Quantity	Unit Cost each	Total Cost
<u>Area 1</u>			
RHS cluster top (1600mm x 1000mm)	1		
LHS cluster top (1600mm x 1000mm)	2		
Desk high pedestal with four drawers and central lock	3		
Pole legs	3		
Roller shutter door credenza with shelf (1000mm x 600mm)	1		
Roller shutter door pedenza with shelf (1300mm x 600mm)	1		
Rectangular, 16mm, upholstered desk based screens (1600mm x 600mm)	2		
Operators chair	3		
5-tier bookcase	2		
Two door stationary cupboards	5		
<u>Area 2</u>			
Desk shell (1800mm x 800mm)	1		
Sliding door credenza with shelf (1000mm x 600mm)	1		
Link top LHS (800mm x 600mm)	1		
Mobile pedestal with three drawers	1		
Rectangular, 16mm, upholstered desk based screens (1600mm x 600mm)	1		
Delivery and assembly costs (Delivery should be to Hermanus)	1		
		Total price EXT VAT	
		Total price INC VAT	

NB: please include delivery cost to Hermanus, Western Cape, as well as installation costs where applicable.

7. SPECIAL CONDITIONS

- 7.1 Quotations to be returned to: Mr Siphamandla Oupa (soupa@sansa.org.za) 028 312 1196
- 7.2 The service provider shall commit to post support where and when required by SANSA.
- 7.3 Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.
- 7.4 Contract will not be awarded unless supplier is registered on the **Central Supplier Database**. A supplier summary indicating valid tax clearance should be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD.
- 7.5 SANSA reserves the right to select any, all or no options offered in section 6 to best suit the needs of SANSA and its budget.
- 7.6 The offices of SANSA are situated at the following address:

Hospital Street
Hermanus
Western Cape

8. TIMELINES

The successful service provider must be in the position to provide the service a day after closing date and immediately after the purchase order has been issued by SANSA.

9. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and score points with respect to the criteria, tenderers should provide the following supporting documentation.

- a. A B-BBEE status level verification certificate must be submitted in order to qualify for preference points for B-BBEE);
- b. The quote must be valid for a period of 30 days
- c. All quotations must be accompanied by the following documents if you have not submitted the information before:
 - ❖ Central Supplier Database summary with tax compliance.
- d. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- e. All pages of quotation must be signed by the responsible person
- f. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- g. **SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision**

10. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and ;
- iv) confirms that the contents of this questionnaire/forms (SBD 4, 8 & 9) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- vi) confirms that the bidder has read the General Conditions of Contract (GCC) and agree with the conditions. The GCC can be found on SANSA website (<http://www.sansa.org.za/images/Procurement/GCC/GCC.pdf>)

Signed

Date

Name

Position

*Enterprise
name*

Please note that if the supporting documentation is not provided then the submission will be classified as non-responsive.

RFP Conditions**1. Disqualification**

Please note that if a RFP document is not filled in correctly or completely, or is delivered/sent after the closing time, or the valid tax clearance certificate is not submitted with the proposal, then unfortunately the proposal will be disqualified. Please return this document with the supporting documents including the valid tax clearance certificate.

2. RFP Document Submission

Faxed and emailed proposal documents will be accepted. However, the onus is on the service provider to ensure that complete faxed or email documents have been received by the SANSA by the due time.

Please note that any alterations to the RFP document other than filling in the proposal details and price will automatically be disqualified.

For technical information, please contact:

Jonathan Ward

South African National Space Agency

Tel: 028 312 1196

Email: jward@sansa.org.za

For Supply Chain related enquiries, please contact:

Mr Siphamandla Oupa

Supply Chain Management Officer

South African National Space Agency

Tel: 028 313 212

Email: soupa@sansa.org.za

END