



## REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/151/03/2019
DATE ISSUED	08 March 2019
PROJECT NAME	Management Training for SANSa in Hermanus
CLOSING DATE AND TIME	19 March 2019 @16h30
CSD NUMBER	
NAME OF PROPOSER/TENDERER	
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 state<sup>1</sup>, 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

<sup>1</sup>"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? <b>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of bid</b> 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:.....	<b>YES / NO</b>
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## 2. Declaration of Bidder's past supply chain management practices (SBD 8)

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

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

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, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , 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 bids<sup>1</sup> 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).<sup>2</sup> 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.

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.

In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 consortium<sup>3</sup> 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.

<sup>3</sup> 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.

#### 4. REQUEST FOR QUOTATION FOR THE PROVISION OF MANAGEMENT TRAINING AT SANSA IN HERMANUS.

The South African National Space Agency (SANSA) requires a service provider for the provision of **Management Training at SANSA in Hermanus, Western Cape** according to the scope of work below.

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

##### 4.1 SCOPE OF WORK

SANSA requires a service provider to provide Management Training that includes the following aspects (a – d below) over at least 2 and ½ days, and handled as a programme..

#### Creative Thinking for Innovation (Duration: 2 and ½ days)

##### a) Creative Thinking for Innovation Workshop

The training programme must:

- Provide a sound knowledge base for understanding the mechanics of Creative thinking for greater Innovation within a team and organizational perspective.
- Be based on cutting-edge Creative thinking principles, practices and knowledge.
- Act as a catalyst for Creative thinking on a personal, team and organizational level.
- Provide practical Creative thinking tools, processes and skills to delegates.
- Be fully customized to the Space Agency's unique environmental and business needs and challenges.

##### b) TRAINING INTERVENTION NEEDED

##### Creative Thinking for Innovation Workshop

A workshop designed to equip managers with a Creative thinking framework and learning tools that will increase their adaptability and expose them to the world of Creativity in business, including application in technical fields.

Specific outcomes needed for this training intervention are:

- Differentiate between Creativity and Innovation.
- Demonstrate an understanding of the importance and benefits of Creativity as a tool for Innovation.
- Understand the role of Creativity in business as well as application in technical fields.
- Understand the principles on which Creativity is based.
- Know how Manager Adaptability plays a role.
- The key individual competencies that are important to Innovation.
- Identification of individual and team thinking preferences.

- How different thinking preferences play a role with whole brain thinking.
- Learn how to practice and embrace whole-brain thinking within the ideation process.
- Learn how to create an environment on three levels for maximum idea generation.
- The importance of practice for the integration of Creativity into the thinking process.
- The practice of various Creativity tools and techniques that can be applied in a business context as well as application in technical fields.
- Facilitating Creativity as part of an Innovation team.

### c) TRAINING METHODOLOGY

The programme should have a strong focus on interactive facilitated learning through the following training and development practices:

- Facilitated group discussions
- Creative training practices
- Application of the idea generating process.

### d) TRAINING METHODS

Training and development methods should include:

- Creative training practices
- Creative thinking activities
- Application of thinking preferences to the learning environment
- Case studies
- Demonstrations
- Reading and discussions
- Use of Audio-visual material
- Workplace challenge

#### PLEASE NOTE THE FOLLOWING:

- 1) **The workshop should be run over 2 and a half days within the time period 1 March – 30 June 2019, The days do not have to be consecutive and it is a requirement that the first part be half a day and be run within the first month. The supplier should include the break down of the proposed programme with their submission.**
- 2) **The training MUST be conducted on-site in HERMANUS, WESTERN CAPE. SANSA will provide the venue, and digital projection facilities.**
- 3) **There will be a total of nine (9) people attending the training.**
- 4) **The training presenter should be the same person throughout the programme and should be willing to work with the team throughout the period of the training. A CV of the proposed trainer including experience in working with similar teams should be included in the proposal.**

## 5 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 of the presenters and training proposal (course lay-out) provided by the organisation. .

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

**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).**

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 1) and the minimum threshold of 80 points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation
- 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	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

### Eligibility Criteria

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 2 below. If the answer is “No” on the Table 2 below, the bidder who didn’t submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3<sup>rd</sup> working day, the relevant bid will be rejected.

**Table 2: Eligibility Criteria**



Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		

#### 6. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score 80 points and over to be assessed on their financial offer and preference score.

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

Table 1:

Criteria	Maximum Points
Company's Experience	25
Facilitator's Experience	25
Methodology and Proposal Outline	50
Total evaluation points for quality	100

#### Evaluation criteria 1: Company Experience

Bidder should provide evidence of past experience in the provision of training workshops of a similar nature to the scope of work. The evidence should be in the form of a detailed list of at least 3 contactable clients provided in the table below. Descriptions and scope of work for the listed clients should be provided with preferable reference letters:

The description should be put in tabular form as per the below table, and include the following:

Recent Client	Contact number and contact person	Full Description of workshop (attach scope of work)

Score	Previous company experience
0	Supplier has no experience in projects of a similar nature
20	Supplier indicates that at least three (3) workshops of a similar nature have been completed and provided at least three (3) contactable references
25	Supplier indicates that at least Five (5) workshops of a similar nature have been completed and has provided at least Five (5) contactable references

**Evaluation criteria 2: Facilitator Experience**

Facilitator to provide CV and portfolio showcasing experience in similar workshops

<b>Score</b>	<b>Facilitator Experience</b>
<b>0</b>	Facilitator has no experience / no CV or portfolio provided
<b>20</b>	Facilitator has provided CV and portfolio indicating at least 5 similar workshops conducted
<b>25</b>	Facilitator has provided CV and portfolio indicating more than 5 similar workshops conducted

**Evaluation criteria 3: Methodology and Proposal Outline**

Service provider must provide SANSAs with an example of the course outline as well as approach to be used to achieve outcomes. This must be done in the form of a proposal to SANSAs for how the supplier will meet the required scope of work as requested in this RFQ. The proposal must include how the service provider will distribute the requirements over the available 2 and ½ days.

The methodology must respond to the proposed scope of work and outline the approach for the desired outcomes. The methodology must be fitting to the environment, and business requirements within SANSAs as well as to the size of the management team.

The scoring of the proposed approach will be as follows:

<b>Score</b>	<b>Methodology</b>
<b>0</b>	Service Provider has not provided methodology or any proposed approach to meeting the requirements
<b>10</b>	The proposal is poor or is unlikely to satisfy project objectives or requirements. The service provider has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the scope of the work. The proposal omits important outcomes and understanding of scope of work is inconsistent with the approach.
<b>35</b>	The proposal is specifically tailored to address all scope of work objectives and requirements; and is sufficiently flexible to accommodate changes that may occur during execution. The work plan fits the methodology well; all important activities are indicated in the activity and their sequencing is appropriate and consistent with project objectives and requirements. There is a fair degree of detail that facilitates understanding of the proposed scope of work.
<b>50</b>	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables. The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value added services that is relevant to the project, and has taken all of SANSAs's requirements fully into account.

## 6 PRICING SCHEDULE

### Pricing Instructions

1. The Bidder must price all items;
2. Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
3. Payment will be made based on the deliverables (proven progress) for the services rendered/goods received.
4. Payment will only be made on the basis of invoices provided.
5. Offer to be valid for 30 days from the bid closing date.

DESCRIPTION	AMOUNT (EXCL VAT)
<b>TOTAL AMOUNT (EXCLUDING VAT)</b>	
<b>VAT (15%)</b>	
<b>TOTAL CONTRACT AMOUNT (INCLUDING VAT)</b>	

Please provide a detailed quotation (per day) including travelling, training material costs as well as certificates

### 7. SPECIAL CONDITIONS

- a) RFQ responses to be returned to Ms Z Matshebelele [Zmatshebelele@sansa.org.za](mailto:Zmatshebelele@sansa.org.za) / 028312 1196
- b) For any related technical queries, please send them to the project manager, Mrs A Engelbrecht [aengelbrecht@sansa.org.za](mailto:aengelbrecht@sansa.org.za):
- c) The facilitator shall have an excellent command of both spoken and written English.
- d) Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.
- e) 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.
- f) SANSA reserves the right to select any, all or no options offered to best suit the needs of SANSA and its budget.
- g) Delivery of the proposal must be at the premises of SANSA in HERMANUS, WESTERN CAPE and all costs related to the location must be included in the quotation.
- h) The offices of SANSA are situated at the following address:  
**Hospital Street**  
**Westcliff**  
**Hermanus**  
**7200**

## 8 TIMELINES

The successful service provider will be notified of training dates within **2 weeks after** the purchase order has been issued by SANSA, and must be prepared to offer the first part of the training within the month of March 2019.

## 9 SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and qualify with respect to the criteria, RFQ 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. 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.
- c. The quote must be valid for a period of 30 days.
- d. **A method statement of how the RFQ proposes to implement the project. e.g.**
  - **Written full course layout addressing requirements as per the scope of work.**
  - **Facilitator' CV and portfolio**
  - **References with contact details (references may be contacted) of previous clients where similar courses were presented.**
- e. Quotation to include travelling, training aids and certificates of completion
- f. Quotation should be quoted per day not per person.
- g. All pages of quotation must be signed by the responsible person
- h. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- i. 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.***

#### **Tender Conditions**

##### **1. Disqualification**

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

##### **2. Tender Document Submission**

Faxed and emailed tender documents will be accepted. However, the onus is on the tenderer 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 tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

**END**