



REQUEST FOR QUOTATION (RFQ)

RFP NUMBER	SS/154/03/2019
DATE ISSUED	19/03/2019
PROJECT NAME	EMI/RFI Survey of Hermanus Facility
CLOSING DATE AND TIME	27/03/2019
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.**

(vii) 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.

(viii)

REQUEST FOR QUOTATION FOR EMI/RFI SURVEY

The South African National Space Agency (SANSA) requires the services of a service provider to conduct an EMI/RFI (Electromagnetic/Radio Frequency Interference) survey of Magnetically Clean Environment within Hermanus Facility as per the Scope of Work below:

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

SCOPE OF WORK

SANSA's Space Science programme is responsible for research, infrastructure and data for monitoring the near-Earth space environment. The observatory in Hermanus is a part of the worldwide network of magnetic observatories and adheres to strict requirements in order to maintain its magnetically clean environment. This investigation is required to characterise any interference from any terrestrial source that could impact the integrity of this environment.

SANSA has recently experienced interference in some of its instrumentation huts, which is believed to be associated with mains power distribution throughout the facility. This interference produces erroneous results in the measured data from various instrumentation.

SANSA requires a suitably qualified service provider to conduct various measurements to help quantify the extent of the interference as well as the likely sources and provide SANSA with a report describing how the interference distributes throughout the site and provide appropriate recommendations on how to improve the situation.

To characterise the Electromagnetic Interference (EMI) as accurately as possible SANSA expects both radiated and conducted measurements to be performed in and around nine (9) of its instrument huts. The measurements performed should take into account the presence of short duration transients and be repeated under different scenarios such as the systems being switched on, switched off, under mains powers, under UPS power and with the on-site generator system active.

SANSA expects impedance to ground measurements to be taken around the specified sites to determine the impedance to real earth and the effectiveness of the present earthing system to be evaluated. The soil around the facility is dry and sandy.

The figure below shows the location of the instrument huts with the numbering reflecting the order of priority that should be considered. The huts are powered by both underground and over ground power cables, connected directly to the Eskom supply or via UPS systems as shown.

Ideally the RadioFrequency Interference (RFI) survey should be performed at the location specified on the figure and should include frequencies between DC and 2GHz, with a particular focus on below 100MHz. Please note that SANSA operates an ionospheric sounder from the site which scans between 1MHz and 30MHz at 300W.

SANSA technical staff will be available to switch off certain systems during the testing as required.

Please see Annexure A for the results of the initial SANSA investigation undertaken in-house.

The proposal should include the costs for on-site measurements, data analysis, and report writing, and any equipment usage. The proposal should also include any costs associated with travel and accommodation to Hermanus.

The service provider should be in a position to bring all necessary equipment required for the survey to the work site. The service provider will be responsible for the insurance of their equipment while on the site. SANSA will not lend any equipment to the service provider nor store any of the service provider's equipment at the site.

Important Information about the Site:

- Resident fauna and flora are sensitive and are to be disturbed as little as possible during activities on site but small animals (tortoises etc) which could be injured should be removed from danger prior to commencing of operations.
- The entrance to the premises is on the western end of Hospital Street and access is controlled by a 5.5m automated security gate. The premises are secured by electrified 2m high steel palisade fencing around the perimeter. There are various sensitive scientific installations on the premises which may not be disturbed or may only be approached with permission from the relevant department.
- There is a vehicle track around the perimeter of the ground which together with various fire breaks provides fire protection to the property. The undeveloped section of the grounds is covered with a mixture of fynbos and young alien trees and saplings, mainly Bluegum and other eucalyptus varieties, Myrtle and Port Jackson interspersed with some Baileys wattle and Rooikrantz.
- Contractors must be aware that much of the lawned areas at SANSA border open veld and fynbos and that there could be dangerous reptiles (snakes), spiders and bees present, which could bite or sting employees with possible lethal effects.
- There are some rare species of fynbos and wild orchids present on SANSA's premises and where these can be identified or are marked, they must be left undamaged and undisturbed.
- Contractors that enter the site will be expected to attend a site induction during which they will be shown what they need to be aware of while working on the site.
- The service provider will have to sign a Health and Safety document to ensure that operations are conducted safely on the SANSA premises and comply with the Health and Safety Laws of South Africa.



Figure 1: Site map of SANSA Hermanus indicating priority areas for the EMI and RFI surveys

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, Price and Preference** method.

Bids will be evaluated in terms of the 80/20 preference points systems, where the 70 points will be used for price only 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

Quality/Functionality:

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

The allocation of points for the evaluation of quality/functionality is set out in Table1 below:

Table 1:

Criteria	Maximum Points
Quality of Proposal	60
References	20
Experience	20
Total evaluation points for quality	100

Evaluation criteria 1:

- The service provider must submit a proposal based on the Scope of Work together with a detailed quotation.
- Quoted prices should be all inclusive of VAT, and include any travel and accommodation related charges for Hermanus, Western Cape.

Score	
0	<ul style="list-style-type: none"> • Supplier has not provided a detailed quotation. • Proposal does not speak to the scope of work <p>(Any combination of the above criteria will result in a score of ZERO)</p>

40	The service provider has submitted a proposal accompanied with a detailed quotation. The proposal speaks to the scope of work but no detail of the methodology, type of measurement equipment to used, composition and experience of the team is indicated.
60	The service provider has submitted a detailed proposal accompanied with a detailed quotation. The proposal speaks to the scope of work, clearly showing the methodology; the type of equipment used; the composition and experience of the team.

Evaluation criteria 2: References

The supplier must provide at least two (2) contactable references to whom services of a similar nature (EMI/RFI survey) have been supplied during last 5 years.

Score	
0	No references have been provided
10	The service provider submitted two (2) contactable references
20	The supplier submitted <u>more</u> than two (2) contactable references.

References: Please fill in contactable reference as per Evaluation Criteria 2

Reference Name	Goods Supplied	Contact Details

Evaluation criteria 3: Service provider's experience in performing EMI/RFI surveys

- Service provider must indicate their experience in performing EMI/RFI surveys.

Score	
0	The service provider has not indicated any previous experience performing EMI/RFI surveys nor provided any evidence of experience in the industry.
10	The service provider has indicated at least three (3) years of relevant experience.
20	The service provider has indicated three (3) or more years of relevant experience and has supplied a company profile as evidence.

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 EMI/RFI surveys	3 years	>= 3 years

6 PRICING SCHEDULE

Schedule A: Cost schedule

Item Description	Engineering Days	Unit Cost each	Total Cost
On-site measurements			
Measurement/Data Analysis			
Compilation of report			
Equipment usage			
Travel/Accommodation costs			
Other (specify):			
		Total price EXC VAT	
		Total price INC VAT	

NB: please include all travel costs to Hermanus, Western Cape, South Africa.

7. SPECIAL CONDITIONS

- 7.1 Quotations to be returned to: Mr Siphamandla Oupa (soupa@sansa.org.za /0283121196
- 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 within 4- 6 weeks 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, bidder should provide the following supporting documentation.

- a. A B-BBEE status level verification certificate / Affidavit 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:
 - ❖ Company profile
 - ❖ Proof of Polycom accreditation as installer and reseller
 - ❖ Central Supplier Database with Valid tax clearance certificate
- 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 RFQ document is not filled in correctly or completely, or is delivered/send after the closing time, or a supplier summary indicating **valid tax clearance** is 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. RFQ 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 RFQ document other than filling in the proposal details and price will automatically be disqualified.

END