



REQUEST FOR QUOTATION (RFQ)

RFP NUMBER	SS/160/06/19
DATE ISSUED	04 June 2019
PROJECT NAME	Local Advertising
CLOSING DATE AND TIME	14 June 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.

4. REQUEST FOR QUOTATION FOR LOCAL ADVERTISING

The South African National Space Agency (SANSA) requires a suitably qualified supplier to undertake the placement and implementation of advertising in various local advertising platforms within the Overstrand region as well as specialised advertising needs related to the business of SANSA.

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

4.1 SCOPE OF WORK (TERMS OF REFERENCE)

SANSA requires a suitably qualified supplier to undertake the placement and implementation of advertising in various advertising platforms according to the below scope of work. SANSA will request items from the Scope of Work on an as and when required basis over a period of approximately 12 months to the maximum value of the purchase order.

This quote must also include videography of events and graphic design hours to accommodate ad hoc design needs (including some of the below ads as well as other project) to a total of 180 hours of graphic design.

6 month social media/online campaign e.g. Facebook campaign

3 x radio campaign (min 60 slots per campaign) on the local Hermanus radio station

SANSA Open Day outdoor Broadcast with local radio station 03 August 2019 (in Hermanus, Western Cape)

10 x ¼ page ads in local Hermanus magazine e.g. Splash

3 x full page ads in local Hermanus magazine e.g. Whale Talk

14 x display ad (100mm x 130mm) in local Hermanus newspaper e.g. Village News

20 x 13 cm high x 13.1 cm wide in local Hermanus newspaper e.g. Hermanus Times

8 x ¼ page ads in local Kleinmond newspaper

8 x ½ page ads in local Stanford newspaper

1 x full page ad in Hermanus Info directory

1 x full page ad in Overberg guide

2 x full page ads in science magazine e.g. Quest

2 x full page ads in career magazine e.g. SA Careers

4 x full page ads in aviation magazine e.g. SA Flyer

1 x full page ad in maritime and defence book e.g. Denel AMD book

2 x full page ads in government magazine

180 x hours of graphic design services (these hours will be shared by 3 SANSA units for their advertising needs)

Videography of 8 x public talks at SANSA. These are each one hour events on evenings throughout the year.

Videography of 1 x SANSA Open Day event to create a 3 – 5 min video to advertise the Open Day in future. This event will take place on 3 Aug 2019 at SANSA Hermanus from 09:00 – 14:00.

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 80 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	14
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 **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 Table1 below:

Table 1:

Criteria	Maximum Points
Experience of Project Team	20
Portfolio of design and placement of advertisement	80
Total evaluation points for quality	100

Evaluation criteria 1: Experience of Project Team

Description: The project team to provide experience in advertising, design and layout and videography. Project team must include an advertising account manager, videographer and graphic designer. CV's of each relevant project team member (as per above) must be submitted to be evaluated as per criteria.

Criteria	Maximum Points
Poor (Score= 0)	No CVs of project team provided or irrelevant experience
Satisfactory (Score= 10)	CVs provided of graphic designer, videographer and account manager with relevant experience of at least three years
Good (score = 20)	CVs provided of graphic designer, videographer and account manager with relevant experience of more than three years

Evaluation criteria 2: Portfolio of Design and placement of advertisement

Description: Bidder to submit portfolio of the proposed project team.

Portfolio to include advertisements designed by the project team's graphic designer and examples of videography:

- 8 x examples of advertisements (To include 6 x promotional and 2 x job advertisements)
- 1 x mock design of SANSA Bursary Advertisement (as per attached specification)
- At least 3 x examples of Brochure or flyer designs
- At least 3 x examples of promotional videos
- Evidence of ability to place adverts within the Overstrand region must be provided

Criteria	Maximum Points
Poor (Score=0)	No portfolio and/or no evidence of Overstrand Region placements
Not Satisfactory Score= 1 - 40)	80% of portfolio examples provided are not well designed, and / or marketing messages are not clear. Designs and / or

	promotional videos do not utilise colours/fonts correctly and are lacking creativity and a professional look and feel. No or limited evidence of Overstrand Region placements
Good (Score= 41- 80)	80% of portfolio examples provided are well designed and marketing messages are clear. Designs and promotional videos utilise colours/fonts correctly and show creativity and professional design look and feel. Sufficient evidence of Overstrand Region placements

6. PRICING SCHEDULE

Please note that the below pricing schedule is a guide for evaluation purposes. SANSA reserves the right to amend quantities and/or requirements within the boundaries of the scope of work on an, as and when required basis.

Schedule A: Deliverable based activity and cost schedule

Item Description	Supplier	Cost Including Vat
6 month social media/online campaign		
3 x radio campaign (min 60 slots per campaign) on the local Hermanus radio station	Whale Coast FM	
Open Day outdoor Broadcast with local radio station	Whale Coast FM	
10 x ¼ page ads in local Hermanus magazine	Splash	
3 x full page ads in local Hermanus magazine	Whale Talk	
14 x Quarter page ads (9 cm high x 26 cm wide) in local Hermanus newspaper	Village News	
20 x 15 cm high x 13.1 cm wide in local Hermanus newspaper	Hermanus Times	
8 x ¼ page ads in local Kleinmond newspaper	Overstrand Herald	
8 x ½ page ads in local Stanford newspaper	Stanford River Talk	
1 x full page ad in Hermanus Info Directory	Hermanus Info Directory	
1 x full page ad in Overberg guide	Overberg wine guide	
2 x full page ads in science magazine	Quest	
2 x full page ads in career magazine	SA Careers	
4 x full page ads in aviation magazine	SA Flyer	
1 x full page ad in maritime and defence book	Denel AMD book	
2 x full page ads in government magazine	Public Sector Magazine	
180 x hours of graphic design services		
Videography of 8 x public talks at SANSA		

Videography of 1 x SANSA Open Day event		
Total cost including VAT & Agency Fee		R

NB: please include any other cost that you deem necessary for advertising i.e. agency commission & VAT.

7. SPECIAL CONDITIONS

- 7.1 Quotations to be returned to: Siphamandla Oupa soupa@sansa.org.za & spacesci-scm@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 and proof of payment to publication/service provider of the required service.
- 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 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 or 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:
 - ❖ 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.

RFQ 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 non compliance tax status is found on CSD, 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