



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/161/06/2019
DATE ISSUED	05/06/2019
PROJECT NAME	Vehicle satellite tracking and theft alert monitoring devices and services for three year contract period-
CLOSING DATE AND TIME	13 /06/2019 @16h30
NAME OF PROPOSER/TENDERER	
CSD SUPPLIER NUMBER (MA 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	
CSD 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 member / Peral member

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

<p>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:.....</p>	<p>YES / NO</p>
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<p>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 qualification of the bid If no, furnish reasons for non-submission of such of:.....</p>	<p>YES / NO YES / NO</p>
<p>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:.....</p>	<p>YES / NO</p>
<p>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:.....</p>	<p>YES / NO</p>
<p>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:.....</p>	<p>YES / NO</p>
<p>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:.....</p>	<p>YES / NO</p>

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	<p>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).</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

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 VEHICLE SATELLITE TRACKING AND THEFT ALERT DEVICES, MONITORING AND SERVICES FOR A THREE (3) YEAR CONTRACT PERIOD

The South African National Space Agency (SANSA) requires a service provider to supply and install satellite tracking devices and theft alert systems in SANSA vehicles (currently six (6) in number). The service provider must have the capability to monitor the movement and retrieve stolen/incapacitated vehicles in Southern Africa, particularly in South Africa and neighbouring countries. SANSA will select devices needed and services required depending on risk profile of particular vehicles. The installation of the abovementioned devices must be done at SANSA Hermanus premises and the service provider must complete installation and provide the required services within four weeks of the receipt of SANSA's official Purchase Order. The SANSA Hermanus premises are located in the Westcliff suburb of Hermanus in the Western Cape.

4.1 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

4.2 SCOPE OF WORK (TERMS OF REFERENCE)

SANSA has a requirement for vehicle tracking devices and theft alert systems for six (6) vehicles that make up the vehicle fleet for the Space Science programme and Hermanus Facility. Two (2) vehicles operate in high risk areas and across the South African border in the neighbouring countries. The remaining four (4) vehicles require only the basic theft alert devices, which are activated by the service provider upon notification by SANSA or authorised driver(s).

The above installations and monitoring services are required for a **three (3) year contract period**.

The services required will include but not be limited to the following:

- The successful bidder must install the Vehicle Tracking systems and/or theft alert devices and sign a three year contract (SLA) with SANSA within four (4) weeks after appointment
- Device installations must be done on the SANSA premises in Hermanus, Western Cape
- Transfer, de-activation and/or de-installation of above-mentioned devices in cases of written-off vehicles, disposal and termination of contract
- Active tracking and monitoring of specified vehicles 24 hours per day 7 days per week
- Full access to relevant reports on the suppliers web-based Fleet Management system
- Replace, maintain and upgrade installed devices so as to ensure full functionality at all times
- Transfer device from current vehicle to new vehicle if a vehicle is replaced during the contract period
- Liaise with SANSA's Project Manager during the roll-out on all project activities
- Report/send alert on device malfunction/error and vehicle activities at all times
- Backup and restore device data to support business continuity

- Storage and download of all cross-border data on request
- Training of SANSA personnel on use of Fleet Management reporting system
- Upgrade of outdated devices and reports system to be done with prior approval from SANSA Project Manager
- Certify installation and training completion before the cut-off date
- All devices must be compliant with industry standards for insurance purposes

NOTE: The prospective service provider must include/indicate anything he/she supposes to be an omission to the above in his submission so that the service will be provided to industry standards. **Care must be taken not to damage vehicle electrical circuits, electronic circuits, interior paintwork, exterior paint work and other components of vehicles during installation.**

4.3 TRACKING DEVICE SPECIFICATION

- GPS (Global Positioning System) technology for locating vehicles
- Each device must have a Unique Reference Number (URF)
- Proof to be provided by bidder that the tracking system is fully functional in neighbouring countries and over the whole of South Africa
- Devices must capture GPS location information and vehicle information at regular intervals (supplier to specify) and transfer data to a central secure server
- The device must be fitted into the vehicle in an obscure position and in a manner that does not interfere with manufacturers' warranties, is non-detachable and difficult to tamper with
- The device must allow unlimited tests and searches for GSM device operation
- The device must have a back-up battery and immediately report malfunction of this battery
- The device must continuously monitor the vehicle battery state. This must be clearly indicated as a feature of the device
- The device must allow for remote immobilization
- The device must allow for remote software upgrades
- The device must be able to send e-mail and/or SMS alerts on any configured violations
- A panic button or warning system which allows the driver to signal his need for urgent response from the service provider in emergency situations

4.4 APPLICATION SPECIFICATION

- Web-based fleet management software
- Location-based services (Stolen Vehicle Recovery)
- Configure SMS and/or email notification
- High risk area and border proximity notification
- Over-speed notification
- Harsh breaking notification
- Tow notification
- Ignition on/off notification
- Status of vehicle including speed, location and start/stop
- Trip playback facility
- Satellite and geographic location maps
- Extensive scheduled and on demand reports (supplier to specify available formats)

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 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 **price and preference** method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, bidders should meet the eligibility criteria on **Table 1** .A bid will be disqualified if it fails to meet the eligibility criteria.
- 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

Table 1: Eligibility Criteria

Bidder to meet all criteria listed below in order to be evaluated on price and preference.

Requirements	Yes	No
Cross-border tracking in all neighbouring countries		
Web-based reporting functionality, including download capabilities, on real-time data		
Alert functionality by SMS and email notification (for example flat battery, harsh braking, speed violations etc.)		
Time resolution (less than 60 second updates)		
Driver panic/emergency notification system (in the event of hijacking etc.)		
CSD Registration Summary Report with a compliant tax status		

If the bidder did not submit the CSD summary with tax compliance status with their bid, they will be requested in writing to submit within three (3) working days for inclusion in the Bid Evaluation Committee item. If a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

Preference

(ORIGINAL/CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT 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 Table2 below

Table2: B-BBEE level and points

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

6 PRICING SCHEDULE

Items	Quantity	Full Cost Year 1 (Incl. VAT)	Full Cost Year 2 (Incl. VAT)	Full Cost Year 3 (Incl. VAT)	Total for 3 Years
Rental of device for basic theft alert	4				
Tracking and monitoring of vehicles in high risk areas	2				
Tracking and monitoring of vehicles in lower risk areas	4				
Rental of devices in high risk and cross-border	2				
Installation of devices in Hermanus, Western Cape	6				
Deactivation, removal or transfer (per unit, per event)	Each				

Retrieval of stolen vehicle (Per vehicle per event)	Each				
Any other costs (to be specified)					
Total cost for 3 years				R	

Monthly fixed cost

	Full Cost Year 1 (Incl VAT)	Full Cost Year 2 (Incl VAT)	Full Cost Year 3 (Incl VAT)
Monthly premium: 4 x Basic Theft and 2 x cross border tracking)			

Monthly fees and payment terms:

- Payment will be done within 14 days after approval of invoice on EFT basis.
- Payments can only be authorised once the invoice has been received and approved by the Project Manager
- Installation invoice will be paid within 14 days after installation is approved by Project Manager
- SANSA prefers not to work with debit orders

7. SPECIAL CONDITIONS

- Quotations to be returned to: Ms Zimkhitha Matshebelele (zmatshebelele@sansa.org.za)
- The lead expert shall have an excellent command of both spoken and written English.
- The service provider shall commit to post support where and when required by SANSA.
- Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.
- Contract will not be awarded unless supplier is registered on the Central Supplier Database. A supplier registration summary with a compliance tax status must be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD)**
- This RFP is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign a SDP agreement for shorter payment periods for EMEs.
- The offices of SANSA are situated at the following address:
SANSA Space Science
Hospital Street
Westcliff
Hermanus, 7200

8. TIMELINES

The successful service provider must be in the position to provide the service within 4 weeks after the purchase order and SLA has been issued by both parties.

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. Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);
- b. A valid tax clearance certificate must be provided to the SANSA with the proposal (Electronic copy should be send and the original will be requested from the recommended bidder)
- c. The quote must be valid for a period of 60 days
- 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 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. 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 RFP document other than filling in the proposal details and price will automatically be disqualified.

END