



## REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/173/11/2019
DATE ISSUED	06 November 2019
PROJECT NAME	Roadside Assistance for three year contract period-
CLOSING DATE AND TIME	18 November 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	
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


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

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:.....	<b>YES / NO</b>
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:.....	<b>YES / NO</b>
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:.....	<b>YES / NO</b>
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>

## 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.**

		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?  <b>(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).</b>	<input type="checkbox"/>	<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)?  <b>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.</b>	<input type="checkbox"/>	<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.
- 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:

**<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:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(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

#### 4. REQUEST FOR QUOTATION FOR ROAD ASSISTANCE SERVICES FOR A THREE (3) YEAR CONTRACT PERIOD

The South African National Space Agency (SANSA) requires a service provider to provide roadside assistance to SANSA Hermanus for a period of 3 (three) years. The service provider must have the capability to render the required services in South Africa and neighbouring countries (Namibia and Botswana). The SANSA Hermanus premises is 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 requires a suitably qualified service provider to provide roadside assistance for the following vehicles listed below.

<u>No</u>	<u>Year</u>	<u>Model</u>	<u>P / D</u>	<u>Engine Capacity</u>	<u>Number Plate</u>	<u>Transmission</u>	<u>Odometer Reading</u>
1	2019	Toyota Corolla Hatch	Petrol	1.2 T	CEM46497	Manual	15198
2	2018	Toyota Hilux 4x2	Diesel	2.4 T	CEM10948	Manual	67743
3	2016	Toyota Hilux 4x4	Diesel	3.0 T	CEM17591	Manual	100589
4	2014	Toyota Corolla Quest	Petrol	1.6	CEM37401	Manual	201155
5	2011	Toyota Quantum 10 Seater	Petrol	2.7	CEM30049	Manual	118597
6	2011	Toyota Quantum Panel Van	Petrol	2.7	CEM30031	Manual	37144

##### NB

The abovementioned fleet list is subject to change during the three years of this contract

Odometer readings are subject to change and are as of the 31 October 2019.

Vehicle numbered 3, does cross border trips to neighbouring countries (Namibia and Botswana) and this should be taken into account when pricing

Roadside assistance should include but not be limited to the following:

- Availability 24/7/365 days a year
- Change a flat tyre
- Assist with fuel fill-up to reach the nearest fuel station
- Jumpstart vehicle
- Key lockout
- Minor roadside repairs
- Security to wait with stranded person whilst waiting for assistance
- Tow in facility to Hermanus or closest Original Equipment Manufacturer (OEM) dealership
- Cross border assistance– Namibia and Botswana
- Remote/rural area assistance within South Africa
- Courtesy vehicle in the event of towed away / drop-off at the safest place

Additional Services offered: Please list other services offered other than services listed above

<u>Service</u>

**Note: The successful service provider will be required to enter into a contract or service level agreement with SANSA.**

**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 eligibility, functionality (quality) and price and preference method. The evaluation of the bids will be conducted in the following three stages:



- Firstly, bidders should meet the eligibility criteria on **Table 1**. A bid will be disqualified if it fails to meet the eligibility criteria.
- Bidders who qualified on the eligibility criteria will be assessed on functionality (quality) which will be done in terms of the evaluation criteria (Table 3). Bidders will have to score 80 points and above. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table below

## Preference

**(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 Table 2 below

Table1: 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

**Table 2: Eligibility Criteria**

**Bidder to meet all criteria listed below in order to be evaluated further.**

Requirements	Yes	No
Availability 24/7/365 days a year		
Change a flat tyre		
Out of fuel		

Jumpstart		
Key lockout		
Minor roadside repairs		
Security to wait with stranded person whilst waiting for assistance		
Tow in facility to Hermanus or closest OEM dealership		
Cross border assistance – Namibia and Botswana		
Remote/rural area assistance within South Africa		
Courtesy vehicle in the event of towed away / drop off at the safest place		
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.

#### 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. **A proposal is required in order to be evaluated .**

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

**Table 3:**

Criteria	Maximum Points
Geographic Presence	50
Response / Dispatch times	50
<b>Total evaluation points for quality</b>	<b>100</b>

#### Evaluation criteria 1: Geographic Presence

The service provider should indicate their capability to render services in every province in South Africa, Namibia and Botswana. Please provide proof.

Score	Geographic Presence
<b>0</b>	Supplier has no geographic presence
<b>50</b>	Supplier has a presence in every province in South Africa and have a capability to render services in Namibia and Botswana

#### Evaluation criteria 2: Response / dispatch time

Time taken by the service provider to send road side assistance from the issue was logged (notified)

<b>Score</b>	Response / Dispatch times
<b>0</b>	Supplier can respond (dispatch) 30min or more
<b>35</b>	Supplier can respond (dispatch) within 15-30mins
<b>50</b>	Supplier can respond (dispatch) within 15mins or less

## 6 PRICING SCHEDULE

Deliverables –as per 4.2	Full Cost Year 1 (Incl. VAT)	Full Cost Year 2 (Incl. VAT)	Full Cost Year 3 (Incl. VAT)
<ul style="list-style-type: none"> <li>• Availability 24/7/365 days a year</li> <li>• Change a flat tyre</li> <li>• Out of fuel</li> <li>• Jumpstart</li> <li>• Key lockout</li> <li>• Minor roadside repairs</li> <li>• Security to wait with stranded person whilst waiting for assistance</li> <li>• Tow in facility to Hermanus or closest OEM dealership</li> <li>• Drop off at the safest place</li> </ul>			
Cross border assistance – Namibia and Botswana			
Courtesy vehicle in the event of towed away /			
<b>Any other additional services</b>			
<b>TOTAL for 3 years incl VAT</b>		<b>R</b>	

**NB: A detailed price breakdown to be attached.**

### Monthly fees and payment terms:

- Payment will be done within 30 days after approval of invoice on EFT basis.
- **SANSA is not able to work with debit orders, and payment method will be agreed upon within the terms of the contract/agreement.**

## 7. SPECIAL CONDITIONS

- a) Quotations to be returned to: Ms Zimkhitha Matshebelele ([zmatshebelele@sansa.org.za](mailto:zmatshebelele@sansa.org.za))
- b) The lead expert shall have an excellent command of both spoken and written English.
- c) The service provider shall commit to post support where and when required by SANSA.
- 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 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)**
- f) This RFQ 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.
- g) The offices of SANSA are situated at the following address:  
**SANSA Space Science  
Hospital Street  
Westcliff  
Hermanus, 720**

## 8. TIMELINES

The successful service provider must be in the position to provide the service after the purchase order and contract has been signed 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. The quote must be valid for a period of 60 days
- c. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- d. All pages of quotation must be signed by the responsible person
- e. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- f. **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 bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder will be disqualified. Please return this document with the supporting documents.

**2. Bid Document Submission**

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the SANSA by the due date and 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**