



## REQUEST FOR QUOTATION (RFQ)

<b>RFQ NUMBER</b>	RFQ/SS/177/12/2019
<b>DATE ISSUED</b>	10 December 2019
<b>PROJECT NAME</b>	Basic Conversational isiXhosa training
<b>CLOSING DATE AND TIME</b>	20 December 2019 @16h30
<b>CSD NUMBER</b>	MAAA.....
<b>NAME OF PROPOSER/TENDERER</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>PHYSICAL ADDRESS</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	
<b>FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE</b>	
<b>IDENTITY NUMBER</b>	
<b>POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)</b>	
<b>COMPANY REGISTRATION NUMBER</b>	
<b>TAX REFERENCE NUMBER</b>	
<b>VAT REGISTRATION NUMBER</b>	
<b>QUOTE PRICE (INCL VAT)</b>	
<b>SIGNATURE</b>	

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee member / Personal member


**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)**

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

It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system

The bid of any bidder may be disregarded if that bidder, or any of its directors have-

- 2.3.1 Abused the institution's supply chain management system
- 2.3.2 Committed fraud or any other improper conduct in relation to such system; or
- 2.3.3 Failed to perform on any previous contract.

**2.4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
2. 4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?  <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>	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)?  <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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.2.1	If so, furnish particulars:		
2.4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.3.1	If so, furnish particulars:		
2.4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.4.1	If so, furnish particulars:		

### 3. Certificate of Independent Bid Determination (SBD 9)

3.1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.

3.2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.

3.3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
- b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

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

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

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**Certificate of Independent Bid Determination**

I, the undersigned, in submitting the accompanying bid

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

- A. I have read and I understand the contents of this Certificate;
- B. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- C. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- D. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- E. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) Has been requested to submit a bid in response to this bid invitation;
  - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- F. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
- G. In particular, without limiting the generality of paragraphs 6 above, there has been no

consultation, communication, agreement or arrangement with any competitor regarding:

- (i) prices;
- (ii) geographical area where product or service will be rendered (market allocation)
- (iii) methods, factors or formulas used to calculate prices;
- (iv) the intention or decision to submit or not to submit, a bid;
- (v) the submission of a bid which does not meet the specifications and conditions of the

bid; or

- (vi) bidding with the intention not to win the bid.

H. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

I. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

J. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

#### 4. REQUEST FOR QUOTATION FOR BASIC CONVERSATIONAL ISIXHOSA TRAINING

The South African National Space Agency (SANSA) requires a service provider to provide **Basic Conversational isiXhosa Training** according to the scope of work below.

The South African National Space Agency (SANSA) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa.

##### 4.1 SCOPE OF WORK

SANSA requires a service provider to provide basic isiXhosa conversational training for managers at the SANSA Hermanus campus.

The objective is to equip participants with practical language skills to conduct regular daily interactions in isiXhosa, which includes communicating at the office, talking about the weather, interacting at the garage and at shops, showing hospitality, and enquiring about a person's sport and music preferences. The end goal is to interact much better with other staff members to achieve common results.

***The course should include the following; (not limited to)***

- Pronunciation and greetings
- Introduction to verbs and prefixes
- Sentence building blocks and crucial first sentences
- Clarification phrases

In addition to language skills, there is a need for cultural understanding relevant to current daily interactions.

##### PLEASE NOTE THE FOLLOWING:

- The training **MUST** be conducted on-site in **HERMANUS, WESTERN CAPE**. SANSA will provide the training facilities.
- Facilitator to be preferably a mother tongue isiXhosa speaker with good knowledge of English
- Training to be conducted during working hours (08h00-16h00) Monday to Friday
- Training to take a maximum of 8 training sessions (2hrs per session) including assessment if applicable.
- There will be a total of 9 people attending the training all at manager level and none of whom currently speak isiXhosa.
- Training manuals, audio CD, flash cards etc. to be supplied by the service provider
- The training presenter should be the same person throughout the programme and should be willing to work with the team throughout the period of the training. A CV of the proposed trainer including experience in working with similar teams should be included in the proposal.

## 5 EVALUATION CRITERIA

SANSA promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience of the presenters and training proposal (course lay-out) provided by the organisation. .

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

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, the bidder will be evaluated on eligibility as per Table 2
- Thereafter an assessment of quality will be done in terms of the evaluation criteria (Table 3) and the minimum threshold of 80 points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.
- Bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with Table 1

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

**Table 1**

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2



**Non-compliant contributor****0****Eligibility Criteria**

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

**Table 2: Eligibility Criteria**

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

**6. Quality/Functionality:**

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

The allocation of points for the evaluation of quality/functionality is set out in Table 3 below:

**Table 3:**

Criteria	Maximum Points
Company’s Experience	25
Facilitator’s Experience	25
Course Outline and Course Material	50
<b>Total evaluation points for quality</b>	<b>100</b>

**Evaluation criteria 1: Company’s Experience**

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

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

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

--	--	--

Score	Company's Experience
<b>0</b>	Company has no experience in isiXhosa training
<b>20 (Good)</b>	Company indicates that at least 1-3 isiXhosa training courses have been completed and provided at least 3 contactable references
<b>25 (Excellent)</b>	Company indicates more than 3 isiXhosa training courses have been completed and has provided more than 3 contactable references

### Evaluation criteria 2: Facilitator's Experience

Facilitator to provide CV or portfolio showcasing experience in isiXhosa training

Score	Facilitator Experience
<b>0</b>	Facilitator has no experience / no CV or portfolio provided / less than 3 training courses facilitated
<b>10 (Poor)</b>	Facilitator has provided CV or portfolio indicating successful facilitation of 3 or 4 isiXhosa training courses
<b>20 (Good)</b>	Facilitator has provided CV or portfolio indicating successful facilitation of at least 5 isiXhosa training courses
<b>25 (Excellent)</b>	Facilitator has provided CV or portfolio indicating successful facilitation of more than 5 isiXhosa training courses

### Evaluation criteria 3: Course Outline and Course Material

Service provider must provide SANSA with the course outline, training approach and extract/example of course material to be used to achieve the outcomes. This must be done in the form of a proposal to SANSA for how the supplier will meet the required scope of work as requested in this RFQ. The proposal must include how the service provider will distribute the requirements over the maximum 8 training sessions (2hrs per session) including assessment if applicable.

The scoring of the proposed approach will be as follows:

Score	Course Outline and Course Material
<b>0</b>	Service Provider has not provided any Course Outline and extract/ example of Course Material
<b>10 (Poor)</b>	The proposal is poor or is unlikely to satisfy training objectives or requirements. The service provider has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the scope of the work. The proposal omits important outcomes and understanding of scope of work is inconsistent with the approach.

<b>35 (Good)</b>	<p>The proposal is specifically tailored to address all scope of training objectives and requirements; and is sufficiently flexible to accommodate changes that may occur during execution.</p> <p>The work plan fits the Course Outline and Course Material well; all important activities are indicated in the activity and their sequencing is appropriate and consistent with training objectives and requirements.</p> <p>There is a fair degree of detail that facilitates understanding of the proposed scope of work.</p>
<b>50 (Excellent)</b>	<p>Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables.</p> <p>The proposal details ways to improve the training outcomes and the quality of the outputs. The proposal has included value added services ( e.g. post-training support included in quote) that is relevant to the training, and has taken all of SANSA’s requirements fully into account.</p>

## 6 PRICING SCHEDULE

### Pricing Instructions

1. The Bidder must price all items;
2. Payment will be made based on the deliverables (proven progress) for the services rendered
4. Payment will only be made on the basis of invoices provided.
5. Offer to be valid for 30 days from the bid closing date.

DESCRIPTION	AMOUNT Incl VAT
Training as per full scope of work	
Travel and other costs	
Value added services- please specify	
<b>TOTAL CONTRACT AMOUNT (INCLUDING VAT)</b>	

**Please provide a detailed quotation including travelling, training material costs as well as certificates.**

## 7. SPECIAL CONDITIONS

- a) RFQ responses to be returned to Ms Z Matshebelele [Zmatshebelele@sansa.org.za](mailto:Zmatshebelele@sansa.org.za) / 028312 1196
- b) The facilitator shall have an excellent command of both spoken and written English and isiXhosa.
- c) Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.
- d) Contract will not be awarded unless supplier is registered on the **Central Supplier Database**. A CSD summary indicating tax compliance should be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD.
- e) SANSA reserves the right to select any, all or no options offered to best suit the needs of SANSA and its budget.
- f) Delivery of the proposal must be at the premises of SANSA in **HERMANUS, WESTERN CAPE** and all costs related to the location must be included in the quotation.
- g) The offices of SANSA are situated at the following address:  
**Hospital Street**  
**Westcliff**  
**Hermanus**  
**7200**

## 8 TIMELINES

The successful service provider will be notified of training dates within **2 weeks after** the purchase order has been issued by SANSA, and must be prepared to offer the training before end of February 2020.

## 9 SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and qualify with respect to the criteria, RFQ should provide the following supporting documentation.

- a. A B-BBEE status level verification certificate must be submitted in order to qualify for preference points for B-BBEE);
- b. A CSD summary indicating tax compliance should be submitted with the proposal.
- c. The quote must be valid for a period of 30 days.
- d. **A method statement of how the service provider proposes to implement the project. e.g.**
  - **Course Outline and Course Material** (course outline, training approach and extract from training manual) to be used to achieve outcomes
  - **Facilitator' CV and portfolio**
  - **References with contact details (references may be contacted) of previous clients where isiXhosa training courses were presented.**
- e. Quotation to include travelling, training material and certificates of completion
- f. All pages of quotation must be signed by the responsible person
- g. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- h. SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision

## 10. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) Confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and ;
- iv) Confirms that the contents of this questionnaire/forms (SBD 4, 8 & 9) are within my personal knowledge and are to the best of my belief both true and correct
- v) Accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- vi) Confirms that the bidder has read the General Conditions of Contract (GCC) and agree with the conditions. The GCC can be found on SANSA website (<http://www.sansa.org.za/images/Procurement/GCC/GCC.pdf> )

Signed

Date

Name

Position

*Enterprise  
name*

***Please note that if the supporting documentation is not provided then the submission will be classified as non-responsive.***

### **Tender Conditions**

#### **1. Disqualification**

Please note that if a RFQ document is not filled in correctly or completely, or is delivered/send after the closing time, then unfortunately that bid will be disqualified. Please return this document with the supporting documents including CSD summary indicating tax compliance.

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

Faxed and emailed tender documents will be accepted. However, the onus is on the bidder to ensure that complete faxed or email documents have been received by the SANSA by the due time.

Please note that any alterations to the tender document other than filling in the bidder's details and tender price will automatically disqualify the tenderer.

**END**