



## REQUEST FOR PROPOSAL (RFP)

<b>RFP NUMBER</b>	RFQ CO 154/03/2020
<b>DATE ISSUED</b>	11 March 2020
<b>PROJECT NAME</b>	Development and Printing of SANSa Annual Report 2019/20
<b>CLOSING DATE AND TIME</b>	20 March 2020 @ 16:00
<b>NAME OF PROPOSER/TENDERER</b>	
<b>TELEPHONE NUMBER</b>	
<b>CSD SUPPLIER NUMBER (MA 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 Number Persal 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:.....	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? <b>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of bid</b> 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?	YES / NO

If so, furnish particulars:.....	
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?  <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.
- 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 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 DEVELOPMENT AND PRINTING OF SANSA ANNUAL REPORT 2019/20

### 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 the service of a design and communications agency to develop content, edit, copy write, print and distribute copies of the Annual report of SANSA with additional translation of a summary of this document into IsiZulu and Sepedi.

- 180 hard copies Annual Report 2019/20
- (60 copies Parliament, 40 copies DSI, 50 copies SANSA)
- 2 x pdf files (1 x full document + 1 document only the AFS section)
- 1 CD as E-book - Executive Summary in Sepedi
- 1 CD as E-book - Executive Summary in IsiZulu

#### Specifications

1. Service provider will be expected to have a science writer who is able to develop content from quarterly reports and interviews with employees.
2. Provide editing, copy writing and design of the English document which should be approximately 180 pages in length with consideration for CI Guidelines. Print documents in full colour A4 (portrait or landscape) with sectional binding.

#### Fulfilment of the following to be made:

- Communicate science writing for the public applying content development and copy editing in a seamless manner to ensure an understanding and digestible read
  - Design and creative use of tables/infographics/diagrams where applicable
  - Purchase of 8 stock images for SANSA
  - Cover 300 gsm
  - Pages 128 gsm
  - Matt cover finishing
3. Pdf file of two separate documents i.e.(designed Annual report – including Annual Financial statement) + designed Annual financial statements as single file must be supplied electronically.
  4. Document delivery is 60 printed copies + 1 CD to Parliament (Cape Town) in August 2020 (Date to be confirmed closer to August) and remaining copies to SANSA Pretoria office.
  5. Editing and translation of an executive summary into IsiZulu and Sepedi of approximately 15 pages (4000 words) in length. (Can be developed post production of the English documents)

## 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.

The procedure for the evaluation of responsive tenders is **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

**(ORIGINAL/CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SOWRN 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 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

### Eligibility Criteria

To be eligible for the functionality and price & preferencing evaluation, the bidder must submit the following as per table 2 below.

If there is "**No**" on the Table 2 below, the bidder didn't submit the required document (s) on the closing date will be disqualified



**Table 2: Eligibility Criteria**

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status on the closing date		
Qualified Science writer on the project team (Attach CV – refer evaluation criteria 2 below)		

**Quality/Functionality:**

Scores will be tabulated to 100 points. Respondents must score **70 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 Table3 below:

**Table 3: Quality/Functionality Criteria**

Criteria	Maximum Points
Provision of previous samples	20
Project Team Experience	40
Company Experience	40
Total evaluation points for quality	100

**Evaluation criteria 1: Provision of previous samples**

The service provider must submit at least three (3) samples of any of the following Corporate Publication. e.g strategic plans, annual performance plans and annual reports they have developed. Submission of any other printed documents will not be evaluated. Submission of less than three (3) relevant samples will result in a loss of 5 points.

Scores	Provision of previous samples
0	No submission of samples
10	Inaccurate and poor quality samples submitted.
20	Accurate, high quality and relevant samples submitted

**Evaluation criteria 2: Project Team Experience**

The experience of the service provider's key personnel in similar industry related projects or similar areas and conditions in relation to the scope of work will be evaluated -CV's or individuals' profiles must be submitted. **Failure to submit CV's and portfolio of experience of the account project manager, editor and graphic designer will result in loss of 10 points per required team resource (editor and graphic designer) whose CV is not attached. The CV and experience of the Science writer will ensure your proposal will be evaluated.**

<b>Maximum Score 40</b>	<b>Project Team Experience</b>
<b>Poor (score 0)</b>	Less than 3 years/ no CV/Profiles attached
<b>Good (score 30)</b>	Key personnel have between 3- 5 years' experience based on their CV's/ portfolios attached. (See requirements above for required skills) Project team portfolios indicate limited to good experience in science and technology related projects, however they meet criteria for this project
<b>Very good (score 40)</b>	Key personnel have experience exceeding 5 years based on their CV's/ portfolios attached. (See requirements above for required skills) Project team portfolios indicate extensive experience in science and technology related projects

### Evaluation criteria 3: Company Experience

1. The company must have at least three years' experience in similar projects.
2. The service provider must complete the table below with their experience in this regard
3. Reference letters for each work completed must also be submitted covering at least the past three-year period.
4. The service provider must present valid reference letters (on client's letter-head) from companies for which they have provided similar services.

**Failure to provide all the reference letters will result in a score of zero in this criterion**

<b>(Score 0)</b>	<b>Tenderer's (Company) experience</b>
<b>Poor (score 0)</b>	Tenderer has limited experience (less than 3yrs in similar work)
<b>Good (score 30)</b>	Tenderer has solid experience (Between 3-5yrs in similar work)
<b>Very Good (score 40)</b>	Tenderer has extensive experience (more than 5yrs in similar work)

Complete the following table

<b>Previous Client contact person and telephone number</b>	<b>Description of work (service)</b>	<b>Value of work (i.e. the service provided) inclusive of VAT (Rand)</b>	<b>Year Completed</b>

## 6. PRICING SCHEDULE

### Pricing Instructions

1. The Bidder must price all items;
2. Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
3. Payment will be made based on the deliverables (proven progress) for the services rendered/goods received.
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.

### PRICING SCHEDULE

DESCRIPTION	TOTAL (INC VAT)
180 Print copies of designed Annual Report 2019/20	
10 CDs of the full pdf document	
1 CD as pdf Executive Summary in Sepedi (4000 words)	
1 CD as pdf- Executive Summary in IsiZulu (4000 words)	
<b>Total (inc VAT)</b>	

## 7. SPECIAL CONDITIONS

- a) Quotations to be returned to: Boitumelo Maredi [bmaredi@sansa.org.za](mailto:bmaredi@sansa.org.za) and copy [lmoloele@sansaorg.za](mailto:lmoloele@sansaorg.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) The offices of SANSA are situated at the following address:
 

**The Innovation Hub  
Shop 2 Enterprise Building  
Mark Shuttleworth Street  
Pretoria**

## 8. TIMELINES

The successful service provider must be in the position to provide the service within 1 month 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. Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);
- b. CSD Registration Summary with a tax compliance status must be provided with the bid document
- c. The quote must be valid for a period of 30 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**
- h. SANSA will not award the contract to any bidder who does not comply with the terms and conditions of the bid document and will at its own discretion appoint next highest scoring bidder**

## 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.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

Signed

Date

Name

Position

Enterprise  
name

**Bid 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/sent 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**

Faxed and emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete faxed or 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**