



## REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/203/07/2020
DATE ISSUED	24 July 2020
PROJECT NAME	Supply and deliver office stationery
CLOSING DATE AND TIME	04 August 2020 @ 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 / Personal 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 qualification of the bid</b> If no, furnish reasons for non-submission of such of:.....	YES / NO  YES / NO



Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? If so, furnish particulars:.....	<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.**

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:

\_\_\_\_\_  
(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.
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#### 4 REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY

The South African National Space Agency requires a service provider to supply and deliver office stationery to the SANSA Hermanus Facility, in Hermanus, 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

SANSA requires a suitable service provider to supply and deliver office stationery **equivalent to brands listed below** and as per the below specifications and quantities. Quantities below are annual estimates required. A supplier is required to deliver upon request on an **as and when required basis**. A **Purchase Order** will be issued with required quantities.

**Table 1: Goods required for the period 04 August 2020 to 31 July 2021**

<b><u>STATIONERY LIST</u></b>	
<b>Item</b>	<b>Estimated Quantity</b>
A5 Manuscript Book A5 Hardcover	120 EA
AA Batteries	120 EA
AAA Batteries	120 EA
Apex plastic light clear PVC binding covers A4	12 packs (100 per pack)
Aro Binders Bulldog Clips Art No.128819 20mm	30 Box (48 pcs)
Artline 70 1.5mm tip (permanent marker) Green	60 EA
Artline 70 1.5mm tip (permanent marker) Blue	60 EA
Artline 70 1.5mm tip (permanent marker) Red	60 EA
Artline 70 1.5mm tip (permanent marker) Black	60 EA
BANTEX Lever Arch File 700mm PVC BLUE	100 EA
BIC Pens - Crystal Ball Pen -Black	24 Boxes
BIC Pens - Crystal Ball Pen -Blue	24 Boxes
BIC Pens - Crystal Ball Pen- Red	24 Boxes
Binder clips / foldback clips 19mm	4 Boxes
Binder clips / foldback clips 25 mm	4 Boxes
Binder clips / foldback clips 41 mm	4 Boxes
Binder clips / foldback clips 51 mm	4 Boxes
Bubble Envelope Jiffy Lite 200x270 (Ref. D/1) No 2	40 EA
Bubble Envelope Jiffy Lite 260x345 (Ref. G/1) No 5	40 EA
Bubble Envelope Jiffy Lite 375x480 (Ref. K/7)	40 EA
12 digit desktop Calculators	30 EA

Clipboard A4	40 EA
Counter book A4 2 quire, 192 pages A4 Hardcover	120 EA
Croxley Blue paper document wallet A4 JD1135	20 Packs
Croxley Envelope C4 white opaque 324x229 (JD98CC)	4 Boxes (100 boxes)
Dry Erase Markers-B-White Board Black	12 Boxes
Dry Erase Markers-B-White Board, Blue	12 Boxes
Dry Erase Markers-B-White Board, Red	12 Boxes
Dry Erase Markers-B-White Board, Green	12 Boxes
Envelopes plain white opaque, seal easy 110x220 (ENB92SE)	4 Boxes (500 per box)
Envelopes window white opaque, seal easi	4 Boxes (500 per box)
Eraser Magnetic Refill 145X55MM (5.70 X 2.16)	20 EA
Erasers	40 EA
Eurocel Tape 12mmx66m SA127	16 EA
Exam pad, feint & margin, ruled & perforated A4	120 (100 sheets per pad)
Exam pad, feint & margin, ruled & perforated A5	120 (100 sheets per pad)
File dividers, A - Z, colours, polyprop A4	60 packs
File dividers, blank, rainbow, cardboard A4	20 Boxes
File dividers, Jan-Dec, colours, polyprop A4	60 packs
Generic Tape Small 12mmx33m	10 EA
Half Strip Staplers	20 EA
HB Pencils	120 EA
Lamination Pouches A3 303 x 426 (2x80mic)	12 packs (100 per pack)
Lamination Pouches A4 216 x 303 (2x75mic)	12 packs (100 per pack)
Magnetic whiteboard eraser 145X55MM (5.70 X 2.16)	20 EA
Marble Blue 100 Board 160gsm A4	60 Pack
Staples # 26/6	20 Boxes (500 per box)
Optiplan 440 Files HW with Flap/Clip A4 350 SHEETS (code-520110)	150 EA
Optiplan Files 285 Board Container A4 325mm	20 Packs
Packaging Tape Buff	20
Packaging Tape Clear	20 EA
Paper Clips 55mm	40 (100 pieces per box)
Paper Clips 30mm	40 (100 pieces per box)
Pentel correction tape	30EA
Pin on Name Badge	8 Boxes (50per box)
Pins for notice board	20 Packs
Plastic Sleeves Filing Pockets A4	60 Packs (100 pieces per pack)
Post-It Notes 3M 76mmx76m	60 EA
Post-It Notes Flags 3M 11.9mm x43.2mm	60 EA
Prestik 100g	40 EA



Glue stick Pritt 43g	40EA
Pronoti Removable Yellow Adhesive Notes	30EA
Puncher	20EA
Heavy duty puncher KW-triO 2, hole punches up to 300 sheets of paper,	1
Redfern Labels A4 sheets 210x 298mm	10 Pack (100 sheets per pack)
Redfern Labels A4 sheets 199.6 x143.5mm	10 Packs (100 sheets per pack)
Rotratrim Copy Paper WHITE A3 80gsm	4 Boxes
Rotratrim Copy Paper WHITE A4 80 gsm	200 Boxes (5rims per box)
Ruler	40 EA
Scissors	40 EA
Scotch magic tape 810 12mmx50m	12 EA
Sharpeners one hole	20 EA
Stabilo Boss Original Highlighter Orange	20 EA
Stabilo Boss Original highlighter Pink	20 EA
Stabilo Boss Original highlighter Green	20 EA
Stabilo Boss Original highlighter Purple	20 EA
Stabilo Boss Original highlighter Blue	20 EA
Stabilo Boss Original highlighter Yellow	20 EA
Stabilo Boss Original highlighter Dark pink	20 EA
Staple Removers	20EA
Typek white board A4 160gsm	30 Packs
Verbatim CD Sleeves 126x126	6 Box (100 per box)
Verbatim CD-R 700mb,80mins	10 Box (50 per spindle)
Verbatim DVD	10 Box
Whiteboard Cleaner Spray Parrot (237ml)	60 EA
Plastic Desk Letter Trays set of 03	10 sets of 03

## 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.

### 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 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

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

If there is "No" on the Table below, the bidder who didn't submit the required document (s) with their bid ,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 PRICING SCHEDULE

### Pricing Instructions

- 1 Price to include all costs with no unspecified cost to allow for a fair evaluation.
- 2 Payment will be made based on deliveries and invoice approved by the project manager
- 3 Offer to be valid for 30 days from the bid closing date. However, the price should not increase with more than 10% per item over the said period.
- 4 A quotation will be requested prior to issuing a purchase order.
- 5 The quantities in Table 1 is an estimated requirement for the said period. SANSA reserves the right to order less quantities than stipulated according to the business requirement.

**Table 2: Pricing Schedule**

DESCRIPTION	Total price excl VAT	Total price incl VAT
Supply stationery as per list on 4.2		
Delivery to SANSA in Hermanus x 4		
<b>TOTAL INCL VAT</b>	<b>R</b>	

**Please note**

- **Due to limited storage space, the supplier will be required to deliver as and when required.**
- **The goods should be delivered within 3 working days from receiving the Purchase Order**

**7. SPECIAL CONDITIONS**

- Quotations to be returned to: [Zmatshebelele@sansa.org.za](mailto:Zmatshebelele@sansa.org.za)
- For any related queries, please send to [Zmatshebelele@sansa.org.za](mailto:Zmatshebelele@sansa.org.za) / 0283121196
- 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.
- The offices of SANSA are situated at the following address:  
**Hospital Road  
Hermanus  
Western Cape**

**8. TIMELINES**

The successful service provider must be in the position to deliver **within 3 working days** 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.

- Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);
- A **CSD summary with tax compliant status to be submitted** to the SANSA with the RFQ
- The quote must be valid for a period of 30 days
- Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- All pages of quotation must be signed by the responsible person
- 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*

### 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/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

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**