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**REQUEST FOR QUOTATION (RFQ)**

<b>RFQ NUMBER</b>	<b>SS/232/01/2021</b>
<b>DATE ISSUED</b>	<b>22/01/2021</b>
<b>PROJECT NAME</b>	<b>Installation of concrete footpaths and extend existing brick paved pathways at SANSa Hermanus, Western Cape</b>
<b>Compulsory Site Meeting</b>	<b>Friday 29<sup>th</sup> of January 2021 @11h00</b>
<b>CLOSING DATE AND TIME</b>	<b>Friday 5<sup>th</sup> of February 2021 @12h00</b>
<b>CIDB GRADING</b>	<b>Minimum CIDB Grading 1GB</b>
<b>NAME OF PROPOSER/TENDERER</b>	
<b>CSD SUPPLIER NUMBER (MA NUMBER)</b>	
<b>TELEPHONE 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 / 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:.....	<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?	<b>YES / NO</b>

<p>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:.....</p>	<p><b>YES / NO</b></p>
<p>Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?                  If so, furnish particulars:.....</p>	<p><b>YES / NO</b></p>
<p>Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?                  If so, furnish particulars:.....</p>	<p><b>YES / NO</b></p>
<p>Are you, or any person connected with the bidder aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?                  If so, furnish particulars:.....</p>	<p><b>YES / NO</b></p>
<p>Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?                  If so, furnish particulars:.....</p>	<p><b>YES / NO</b></p>

1. Definitions

- 1.1. **“bid”** includes advertised competitive bids, written price quotations or proposals;
- 1.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 1.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

**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 TO INSTALL CONCRETE FOOTPATHS AND EXTEND EXISTING BRICK PATHWAYS AT SANSA

The South African National Space Agency (SANSA) requires a service provider to install concrete footpaths and extend existing brick pathways at their offices in Hermanus in the Western Cape.

##### 4.1.1 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

##### 4.1 SCOPE OF WORK

SANSA requires a supplier to install concrete footpaths of approximately 116 running meters in conjunction with extending existing walkways. The SANSA Hermanus campus is a magnetically clean environment and all materials used MUST be confirmed by the project manager before use. The campus has a wide range of flora and fauna that MUST be taken into consideration for this project. Great care should be taken to ensure the environment and wildlife remains unharmed.

Pathways and plinths should have a medium brush/broom concrete finish to allow for a nonslip surface. Measurements should be confirmed by all attendees at site meeting. Only nonmagnetic materials to be used in concrete mixture. Existing wire ways should also be considered.

The project must be completed by no later than **12 March 2021**

Bidders are expected to attend a **COMPULSORY** site meeting on **Friday 29th of January 2021 @11h00** at South African National Space Science (SANSA) Hermanus Hospital Street Hermanus. Bidders to bring their **own measuring tool/equipment** to confirm measurements. Bids from bidders who did not attend the site meeting will not be considered.

##### **4.1.1. Pathways**

- Pathway 1 - outside Techno Lab area of approximately 1.5m (W) x 30m (L) x 150mm (D)
- Pathway 2 - from Main existing pathway to Temperature Chamber of approximately 22m (L) x 1.5m (w) x 150mm (D) and across to Evaluation Hut
- Pathway 3 - from Main existing pathway to Evaluation Hut to be approximately 6m (L) x 1.9m (W) x 150mm (D)
- Pathway 4 - from Main pathway to Chalet 1 & 2 of approximately 1.1m (W) x 58m (L) x 150mm (D)

##### **Bidder to:**

- Clear all obstacles from ground service areas (grass, reeds, tree roots etc.)
- Fill up, level and compact.
- Crusher dust to be used for filling
- Concrete surface to be  $\pm 150\text{mm}$  thick
- Concrete mixture strength to be  $25\text{Mpa}$
- 19mm white stone to be used in concrete mixture
- Expansion joints to be inserted at 3meter intervals
- Precast Kerbing (1000mm (L) x 150mm (H) x 75mm (W)) to be used as borders.
- Medium broom/brush finish surface texture.
- Pathways has to allow for water runoff.

#### **4.1.2. Paving**

- Extend existing Paving with  $\pm 3\text{m}^2$  □ Dune pavers 200 x 98.5 x 50mm
- Excavate area, compact and level
- Bevelled Cement edges to prevent pavers from moving



- NB:**
1. All building rubble must be removed from site by contractor.
  2. No tools or equipment will be provided by SANSA.
  3. Any damage to surrounding structures caused by the contractor must be repaired to SANSA's satisfaction at the contractor's cost
  4. All work to be carried out on site at SANSA Hermanus and all costs related to the location to be included in the quotation and carried by the contractor.

#### **4. 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 evaluation of the bids will be conducted in the following three stages:

Firstly, the bidder will have to comply with eligibility criteria as per Table 2. Thereafter 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 document.

Only qualifying bids will be 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.

**(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 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

**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		
Attended compulsory site meeting		
<b>CIDB grading of at least 1GB - proof to be attached.</b>		

### 5.3 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.

Bidders will be evaluated on:

- Previous Experience in similar concrete projects
- Capability to provide services on time.
- Warranty on workmanship

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

Criteria	Maximum Points
Previous Experience	50
Detailed Project Plan with Timelines / Capability to provide services on time.	30
Warranty on Workmanship	20
<b>Total evaluation points for quality</b>	<b>100</b>

### Evaluation Criteria 1: Previous Experience

Indicate the experience of the bidder in relation to the scope of work, at least three contactable references to be provided as per the table below. Bidders should very briefly describe their relevant experience in this regard and attach this to this schedule.

The description should be put in tabular form with the following:

Employer, contact person and telephone number, where available	Description of work (service)	Date started and date completed


### Reference letters to be attached

The scoring of the bidder's experience will be as follows:

<b>0</b>	Bidder does not have experience in similar projects
<b>30</b>	Bidder has completed at least two (2) of similar nature ( <b>attach client reference</b> ) and has provided less than three reference <u>letters</u> (zero points will be allocated to insufficient reference <u>letters</u> provided)
<b>50</b>	Bidder has completed three (3) or more projects of similar nature and provided <b>three (3) or more reference <u>letters</u></b>

### Evaluation criteria 2: Project Plan with Timelines

The potential supplier should explain how they will manage to complete the project on time (SANSA requires completion by no later than 12<sup>th</sup> of March 2021.

- A detailed project plan must be provided indicating a timeline
- Provide an overview of the team to be allocated for this project.

<b>Score</b>	<b>Time Scale</b>
<b>0</b>	No project plan / project plan submitted - doesn't indicate timeline/ the contractor will not complete the project by the said date.
<b>20</b>	Supplier submitted an overview of the team, which include the workforce and supervisor and can only complete the project after the 12 <sup>th</sup> of March 2021
<b>30</b>	Supplier submitted an overview of team, which include workforce and supervisor and is able to complete the project before or by the 12 <sup>th</sup> of March 2021

### Evaluation criteria 3: Warranty on Workmanship

The potential supplier to provide a signed letter indicating workmanship warranty

<b>Score</b>	<b>Workmanship warranty</b>
<b>0</b>	No warranty or less than a year
<b>20</b>	A warranty of at least one (01) year on workmanship

## 6. PRICING SCHEDULE

### Pricing Instructions

- **Price to include all costs with no unspecified cost to allow for a fair evaluation. No amendments will be made on pricing after the award.**
- Payment will be made based on deliveries and invoice approved by the project manager and NO advance payment to be made.
- **A 5% retention will be withheld for a minimum of six months**
  - The retention payment will be released under the following conditions
    - All work has been completed satisfactorily to SANSA standards
    - All snag list items were addressed and completed
    - No signs of cracks appearing in cement pathways
    - No sagging of paving
    - No broken/cracked pavers
    - No damming of water occurs on the pathways or paving
- The work will be carried out at the SANSA Hermanus campus. Any costs associated with the location must be included in the pricing schedule below. SANSA does not provide accommodation or transport to contractors.

Items description	Size	Total cost (incl. VAT)
Pathway 1 - outside Techno Lab area	1.5m (W) x 30m (L) x 150mm (D)	
Pathway 2 - from Main existing pathway to Temperature Chamber	6m (L) x 1.9m (W) x 150mm (D)	
Pathway 3 - from Main existing pathway to Evaluation Hut	approximately 6m (L) x 1.9m (W) x 150mm (D)	
Pathway 4 - from Main pathway to Chalet 1 & 2	1.1m (W) x 58m (L) x 150mm (D)	
<b>Any Other Costs- please specify</b>		
<b>Total Value incl. VAT</b>	<b>R</b>	

## 7. SPECIAL CONDITIONS

- a) Quotations to be returned to Gert Wepener: [gwepener@sansa.org.za](mailto:gwepener@sansa.org.za)
- b) For any related queries Tel. (028) 285 0048
- c) The lead expert shall have an excellent command of both spoken and written English.

- 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:  
**Hospital Road**  
**Hermanus**  
**Western Cape**

## 9. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and score points with respect to the criteria, tenderers should provide the following supporting documentation.

- a. Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);
- b. A **CSD summary with tax compliant status to be submitted** to the SANSA with the RFQ
- 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**

## 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**