



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/264/06/2021
DATE ISSUED	09/06/2021
PROJECT NAME	SUPPLY AND DELIVER ELECTRICAL CONSUMABLES FOR A PERIOD OF THREE (3) YEARS
CLOSING DATE AND TIME	17 June 2021 @ 16h00
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 member / Personal member

1. DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the state¹, 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

¹“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
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<p>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? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid) If no, furnish reasons for non-submission of such of:..... </p>	<p>YES / NO YES / NO</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>YES / NO</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>YES / NO</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>YES / NO</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>YES / NO</p>

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? (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).	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)? To access this Register enter the National Treasury's website, www.treasury.gov.za, 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.	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 bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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 consortium³ 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.

³ 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 SUPPLY AND DELIVER ELECTRICAL CONSUMABLES FOR A PERIOD OF THREE (3) YEARS

The South African National Space Agency requires a service provider to supply and deliver electrical consumables for a period of three (3) years on a as and when required basis 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

4.2.1 Product specifications

The list below contains examples of the electrical consumables which may be required over a period of three years. This is not an exhaustive list and is included in this document for evaluation purposes only.

Description	Qty
Osram L 36 W/640 cool white Fluorescent tubes (1,2m) (25 p/ box)	1box
Osram L 36 W/640 cool white Fluorescent tubes (1,5m) (25 p/ box)	1box
Osram duluxstar 15 W/840 cool white Screw in bulbs (energy saver)	1 box
Osram duluxstar 15 W/840 cool white bayonet bulbs (energy saver)	2boxes
Starters	2boxes
8W/840 energy savers	10
conversion Kit LED 18W 6000k or similar	10
Spot bulbs to fit into 2L bar	10
LED T8 double Fluorescent fitting with Diffuser 1540x176x65mm	10
LED T8 double Fluorescent fitting with Diffuser 1238x176x65mm	10
LED Tube - T8 Vapour proof LED fittings double 1278x129x90mm	6
LED Tube - T8 Vapour proof LED fittings double 1578x129x90mm	6
Eurolux C9A - round bathroom ceiling light or similar - Alabaster or similar	3
Open channel LED Fluorescent Tube Double channel 1530x24x100	6
Open channel LED Fluorescent Tube Double channel 1238x24x100	6
T8 LED Tubes 1,2m	2box
T8 LED Tubes 1,5m	2box
T8 LED Tubes 600mm	1box
4 x 4 double plug sockets	5
20mm x 4m conduits	1
4-way PVC junction boxes	1
External light timers	5
External light sensors	5
3M 82-A1 CABLE JOINT KIT 2.5-4mm 1.1kV 5343	10
3M SELF FUSING RUBBER TAPE NO 23 79430	10
Dedicated 16A Red plugs tops	20

cabtyre cable 2.5mm black	30m
Power Worx adaptor 1 x euro	10
Single pole lighting switch	1
Power Worx adaptor 1 x shucko	10
Ellies multiplug surge protected 8 way	10
Double Coupler Extension Cord Plug Socket	10
3 Way Adaptor	10
2m Power Cable, C13, IEC to C14, IEC, 10 A, 250 V	10
1m Power Cable, C13, IEC to South Africa 3P, South African Plug, 10 A, 250 V	10
Dedicated Kettle Plug to Red 3 Pin Power Cord(3 output)	10
Kettle Plug to 3 Pin Power Cord(3 output)	10
Extension reel 1.0mm 25m surge protector ellies	2
Heat shrink roll black (3mm,6mm,9mm,12mm)	2 each size
Heat shrink roll red (3mm,6mm,9mm,12mm)	2 each size
Cable ties black (2.5x150mm, 2.5x100mm, 4.8x400, 4.8x300mm)	2 each size
Cable ties white (2.5x150mm, 2.5x100mm, 4.8x400, 4.8x300mm)	2 each size
Insulation tape black and red (13mmx33m)	2 each colour
Strip connector 16a 12way	20
20A circuit breaker	1
Insulated ring terminal, M4, M5, M6, M10 Stud Size red	Each in a pack of 100
Insulated ring terminal, M4, M5, M6, M10 Stud Size black	Each in a pack of 100
French Colour Coded Bootlace Ferrule Crimp terminal Kit, 0.5 mm ² , 0.75 mm ² , 1.5 mm ² , 1 mm ² , 2.5 mm ² , 4 mm ² , 6 mm ² , 10 mm ²	2 kits

4.1.2. Requirements during the period:

- The supplier needs to source and supply the electrical consumables on request from SANSA
- A detailed quote must be provided to be verified against the specifications as and when required. SANSA reserves the right to compare prices received from the winning bidder throughout the three year period to the market.
- Delivery cost to the following address to be included in the quote:
SANSA
c/o Hospital Street and Ravenscroft Road
Hermanus
7200

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		
Bidder must be in position to supply all items listed in table below.		
Branch within 60km radius of Hermanus		
Branch name, address, Contact details of branch manager:		

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 deliverables and invoices approved by the project manager.

Table 2: Pricing Schedule

<u>Description</u>	<u>Qty</u>	<u>Unit Price (Incl VAT)</u>	<u>Total Price (Incl VAT)</u>
Osram L 36 W/640 cool white Fluorescent tubes (1,2m) (25 p/ box)	1box		
Osram L 36 W/640 cool white Fluorescent tubes (1,5m) (25 p/ box)	1box		
Osram duluxstar 15 W/840 cool white Screw in bulbs (energy saver)	1 box		
Osram duluxstar 15 W/840 cool white bayonet bulbs (energy saver)	2boxes		
Starters	2boxes		
8W/840 energy savers	10		
conversion Kit LED 18W 6000k or similar	10		
Spot bulbs to fit into 2L bar	10		
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Eurolux C9A - round bathroom ceiling light or similar - Alabaster or similar	3		
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Open channel LED Fluorescent Tube Double channel 1238x24x100	6		
T8 LED Tubes 1,2m	2box		
T8 LED Tubes 1,5m	2box		
T8 LED Tubes 600mm	1box		
4 x 4 double plug sockets	5		
20mm x 4m conduits	1		
4-way PVC junction boxes	1		
External light timers	5		
External light sensors	5		
Single pole lighting switch	1		
3M 82-A1 CABLE JOINT KIT 2.5-4mm 1.1kV 5343	10		
3M SELF FUSING RUBBER TAPE NO 23 79430	10		
Red plugs	20		
3 core electrical cable 2.5mm black	30m		
Power Worx adaptor 1 x euro	10		
Power Worx adaptor 1 x shucko	10		
20A circuit breaker	1		

Ellies multiplug surge protected 8 way	10		
Double Coupler Extension Cord Plug Socket	10		
3 Way Adaptor	10		
2m Power Cable, C13, IEC to C14, IEC, 10 A, 250 V	10		
1m Power Cable, C13, IEC to South Africa 3P, South African Plug, 10 A, 250 V	10		
Dedicated Kettle Plug to Red 3 Pin Power Cord(3 output)	10		
Kettle Plug to 3 Pin Power Cord(3 output)	10		
Extension reel 1.0mm 25m surge protector ellies	2		
Heat shrink roll black (3mm,6mm,9mm,12mm)	2 each size		
Heat shrink roll red (3mm,6mm,9mm,12mm)	2 each size		
Cable ties black (2.5x150mm , 2.5x100mm, 4.8x400 , 4.8x300mm)	2 each size		
Cable ties white (2.5x150mm , 2.5x100mm, 4.8x400 , 4.8x300mm)	2 each size		
Insulation tape black and red (13mmx33m)	2 each colour		
Strip connector 16a 12way	20		
Insulated ring terminal, M4, M5, M6, M10 Stud Size red	Each in a pack of 100		
Insulated ring terminal, M4, M5, M6, M10 Stud Size black	Each in a pack of 100		
French Colour Coded Bootlace Ferrule Crimp terminal Kit, 0.5 mm ² , 0.75 mm ² , 1.5 mm ² , 1 mm ² , 2.5 mm ² , 4 mm ² , 6 mm ² , 10 mm ²	2 kits		
Delivery Fees to SANSA HERMANUS (assume 4 deliveries per annum)	12		
Total (for Evaluation Purposes)			

7. SPECIAL CONDITIONS

- a) Quotations to be returned to: soupa@sansa.org.za
- b) For any related queries, please send to sdavids@sansa.org.za / 028 285 0012
- 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 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.
- e) 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 4-7 weeks** after each purchase order has been issued by SANSA, and the delivery time frame should be specified with each quotation. SANSA reserves the right to go elsewhere should the awarded supplier not be able to deliver at any point during the contract period.

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 (<https://www.sansa.org.za/wp-content/uploads/2019/06/15-RT15-2016-Annexure-N-General-Conditions-of-Contract.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