



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/260/05/2021
DATE ISSUED	12 July 2021
PROJECT NAME	Servicing, repairs and maintenance of Fire Alarm Systems for a period of three (3) years
CLOSING DATE AND TIME	22 July 2021
COMPULSORY BRIEFING SESSION	15 July 2021 at 11:00 Hospital street, Hermanus
CSD NUMBER	
NAME OF PROPOSER/TENDERER	
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 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

<p>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:.....</p>	<p>YES / NO</p>
<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 qualification 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)

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

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

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

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

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

Item	Question	Yes	No
2.4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (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.

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

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

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 FOR THE SERVICING, MAINTENANCE AND REPAIRS OF THE SANSA HERMANUS FIRE ALARM SYSTEM FOR A PERIOD OF THREE (3) YEARS

The South African National Space Agency (SANSA) requires a service provider to render **Servicing, Maintenance and Repairs of the Fire Alarm System for a period of three (3) years for the Hermanus division of SANSA located in Hermanus, Western Cape.**

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

Employer's objectives

The objective is to maintain the serviceability and operability of Fire Alarm System at SANSA Hermanus in a sustainable manner at the lowest operating and maintenance costs while ensuring compliance to general safety and related legislation. The specifications and requirements in this document comprise the description of the Works.

SANSA makes use of PZ100 Fire Alarm System

4.1.1. The required services are:

- BI-annual fire alarm service of the Fire Alarm Systems infrastructure at SANSA Hermanus and these systems are located in office buildings, accommodation buildings and other associated buildings.
- Maintenance of the Fire Alarms Systems infrastructure at SANSA Hermanus in response to a call out.
- The bidder shall provide all necessary components, spares, test equipment and labour to perform the required inspection, testing, maintenance and repairs of such equipment.
- **Note: Servicing/Compliance certificates to be included after each service.**

4.1.2. Existing Fire Alarm System:

- Inspection, Testing and Maintenance (ITM) and repair services for all fire alarm devices that are listed below but not limited to:
 - Smoke Detectors
 - Heat Detectors
 - Manual Call points.
 - Audible Devices (sounders)
 - Visual Devices (strokes)
 - Voice Evacuation Devices
 - Fire Alarms Control Panels
 - Power Supply Devices
 - Batteries
 - Wiring

- RF-Link to security company control room

Please note that the above relates to existing fire alarm system installations on the campus. The campus building infrastructure will be expanded during the period December 2021 to December 2022, and allowance should be made for the additional installations to be included in the contract.

4.1.3. Fire Alarm Panel Locations:

- Fort Knox Accommodation
- Main Building (Office Block)
- Research Building (Office Block)
- Science Advancement Centre (Exhibition area, classroom and offices)
- Student Residence Accommodation
- Technical Building (Offices, and Laboratories)
- Technolab (Offices, and Laboratories)
- Space Weather building (currently under construction, due to be completed in December 2021)
- Visitor's accommodation (currently under construction, due to be completed in March 2022)
- Additional wing to be added to the current Student Residence (construction in 2022, due to be completed in December 2022)

4.1.4. Request for installation will be done on a per quote basis. SANSA reserves the right to test the market for comparative pricing on future installations and make use of alternative service provider if the successful service provider cannot match the comparative pricing

Please note that the campus is located in the suburb of Westcliffe in Hermanus in the Western Cape, and potential bidders will be required to attend a compulsory briefing session in order to assess the extent of the current and proposed fire alarm system installation sites. Potential bidders will also be required to confirm their ability to service the campus.

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).

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

Preference

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

Calculation of points for B-BBEE status level contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table 1 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, price and preferencing evaluation, the bidder must submit the following as per table 2 below. If the answer is “No” on the Table 2 below, the bidder who didn’t submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
SAQCC-Fire Registration or equivalent		

Attendance of compulsory briefing session		
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Quality/Functionality:

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

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

Table 3:

Criteria	Maximum Points
Company Experience	50
Technician/s Experience	50
Total evaluation points for quality	100

Evaluation criteria 1: Company Experience

Provide a detailed list of all Fire Alarm System maintenance work and projects that have been successfully completed over the past 5 years

- Company Name
- Contact person at company
- Contact number
- Service / Installation date
- Description of Service
- Value

Please note that SANSA will be contacting references to verify information as part of the due diligence for this RFQ.

Score	Delivery /time frame
0	The supplier did not include any details
15	The supplier provided three (3) or less references related to the scope of work. Supplier will only score the full 15 points when all relevant cells has been completed in the grid below.
30	The supplier provided more than three (3) but less five (5) references related to the scope of work. Supplier will only score the full 30 points when all relevant cells has been completed in the grid below.
50	The supplier provided more than five (5) references related to the scope of work. Supplier will only score the full 50 points when all relevant cells has been populated in the grid below.

Reference company name	Contact Person	Contact Number/Email address	Date of Service / Installation	Description of Service / Installation	Value

Evaluation criteria 2: Technician/s Experience

The technician/s must have experience in fitting, servicing and maintaining fire alarm systems. The grid below must be completed in full in order for SANSA to establish the Technicians servicing, maintenance and installation ability.

Score	Maximum Points
0	No information supplied
30	The technician has three (3) years or less experience. The technician/s score can only be given when all relevant cells has been completed in the grid below.
50	The technician has four (4) years or more experience. The technician/s score can only be given when all relevant cells has been completed in the grid below.

Company name (service, maintenance or installation)	Contactable person	Duration of project	Scope of Work performed by the Technician

5 PRICING SCHEDULE

Pricing Instructions

1. The Bidder must price all items; The number of call outs included in the pricing schedule is an estimate and will be used for evaluation purposes only to allow for a fair evaluation. The number of call outs will be determined according to the emergency and maintenance requirements of SANSA. The unit rate will however be fixed for the period of the contract.
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.
6. All work to be performed at the SANSA Hermanus campus in the Western Cape.

6.1 Maintenance and Service

Description of Product and Service as per scope of work	Type	Frequency	Quantity	Detail	Year 1		Year 2		Year 3	
					Total Price per unit (incl. VAT)	Total Price (incl. VAT)	Price per unit (incl. VAT)	Total Price (incl. VAT)	Price per unit (incl. VAT)	Total Price (incl. VAT)
Fire Alarm Service	Service	Bi-annual	2	As shown in scope of work						
Call out fee (Normal Rates)	Maintenance	Ad-hoc	12							
Call out fee (After hour rates)	Maintenance	Ad-hoc	12							
Rate per km (if applicable)	Travel									
Other Costs										
TOTAL PER YEAR										
TOTAL OF SERVICE FOR										

THE DURATION OF THE CONTRACT										

7. SPECIAL CONDITIONS

- a) RFQ responses to be returned to Nicole Strauss at nstrauss@sansa.org.za / 028 285 0048
- b) The contractor shall have an excellent command of both spoken and written English.
- 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 summary indicating compliant tax status should be submitted with the proposal. Potential suppliers should contact SANSA for assistance in registering on the CSD.
- e) Please note that all services and requirements are to be rendered on site at the SANSA Hermanus facility at the address given in g.
- f) SANSA reserves the right to select any, all or no options offered to best suit the needs of SANSA and its budget.
- g) The offices of SANSA are situated at the following address:
Hospital Street
Westcliff
Hermanus
7200

8 SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

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

- a. A B-BBEE status level verification certificate must be submitted in order to qualify for preference points for B-BBEE);
- b. A supplier summary indicating valid tax clearance should be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD.
- c. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT. The quote must be valid for a period of 30 days.
- d. Quotation to include travelling, training aids and certificates of completion
- e. Quotation should be quoted per day not per person.
- f. All pages of quotation must be signed by the responsible person
- g. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- h. SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision

9 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

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

Tender Conditions

1. Disqualification

Please note that if a tender document is not filled in correctly or completely, or is delivered/send after the tender closing time, or the valid tax clearance certificate is not submitted with the proposal, then unfortunately that tenderer will be disqualified. Please return this document with the supporting documents including the valid tax clearance certificate.

2. Tender 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 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