



REQUEST FOR QUOTATION (RFQ)

RFP NUMBER	SS/271/08/2021
DATE ISSUED	25/08/2021
PROJECT NAME	Transport for SANSa Hermanus shift workers
CLOSING DATE AND TIME	2ND September 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 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)

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
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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: Transport for shift workers in Hermanus

The South African National Space Agency (SANSA) requires the services of a service provider to deliver a shuttle service to SANSA shift workers for a period of two (2) years, in Hermanus, Western Cape, South Africa

4.1 BACKGROUND TO SANSA

The South African National Space Agency (SANSA) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa

4.2 SCOPE OF WORK (TERMS OF REFERENCE)

SANSA requires the services of a service provider to deliver a shuttle service to SANSA shift workers for a period of two (2) years. The service must be provided within Hermanus, Western Cape, and the following scope of work will apply:

- Provide transport service for shift workers from points of residence to SANSA Hermanus and return daily (24/7/365)
- At least 50% of the transport required will be after-hours (night and weekends) as these are shift workers
- The vehicles must be able to transport at least 2 – 4 shift workers at a time
- Vehicles must be always clean and in good working order, service records should be up to date and readily available (vehicles will, periodically, be inspected by SANSA Facility Services).
- Drivers must be in possession of valid driver's licence plus PDP at all times.
- Service must be available as required – although a schedule will be provided the services must also be available on demand to meet the changing requirements of the business.
- Drivers to be vetted by SANSA (name and identification and licence to supplied)
- Vehicle insurance should include transportation of passengers/third party insurance (evidence of insurance to be provided throughout the service period)
- The successful service provider must avail themselves for regular project meetings relating to the delivery of these requirements.

4.2.1. LOCATION

All requirements will be within the town and surrounding area of **Hermanus** in the Western Cape (specifics to be communicated once secured)

4.3. RFQ CONDITIONS

- Service Providers shall provide full and accurate answers to all (including mandatory) questions posed in this document and are required to explicitly state either "Accept" or "Not Accept" (with a ✓) regarding compliance with the

requirements. Where necessary, the Service Provider shall substantiate their response to a specific question.

- A “√” under “Accept” will be interpreted as full compliance/acceptance to the applicable paragraph. A “√” under “Not Accept” will be interpreted that the Bidder/s has/have read and understood the paragraph, but the bidder does **not accept** the content of the applicable paragraph.
- The following bid conditions will govern the contract between SANSA and the successful service provider, and the bidder needs to indicate acceptance of the conditions stipulated:

	ACCEPT	NOT ACCEPT
The Bidder will duly complete and sign this standard bid document and a Service Level Agreement (which will be provided after award).		
SANSA retains the right not to accept the lowest, highest or any bid, or to only accept part of any bid.		
PROVISIONS RELATING TO VEHICLES AND DRIVERS		
The Service Provider warrants that cars or buses utilised to fulfil the obligations in terms of this bid will be in working order, roadworthy and available for the duration of the contract.		
Only vehicles that are tested and found to be roadworthy at a vehicle testing station, are to be used by the Contractor to perform his obligations under this Contract.		
<p>If it is found at any time during the contract period that any of the vehicle are not licensed, roadworthy, and/or unsuitable, the Contractor shall immediately at his own expense arrange for alternative licensed and roadworthy vehicle to provide transport and inform the SANSA Project Manager accordingly.</p> <p>The Contractor shall during this period be afforded 14 (fourteen) days within which to repair such vehicle to a roadworthy and suitable condition.</p> <p>Should the Contractor fail to inform the Project Manager, immediately and/or repair the vehicle within 14 (fourteen) days, SANSA reserves the right to cancel this contract.</p>		

<p>All drivers under this contract must be licensed according to the class of vehicle they are driving.</p> <p>The contractor shall ensure that vehicles are not driven by drivers while under the influence of alcohol or other illegal substances or while suffering from any medical condition precluding him/her from operating a vehicle or rendering him/her unfit to do so</p>		
<p>The vehicle shall be kept in a neat, clean and hygienic condition and no smoking is allowed in the vehicle</p>		
STATUTORY AND CRITICAL REQUIREMENTS		
<p>Valid Driving Licences with Professional Driving Permits for passenger transport (i.t.o. the National Road Traffic Act, 1996 (Act no. 93 of 1996)) or any other applicable legislation, for all drivers to be employed by the Service Provider on the Transport Contract, must be provided with the submission of this bid and every time a new driver is appointed on this contract.</p>		
<p>Valid Motor Vehicle Licences and roadworthy certificate discs (MVLI) (i.t.o. the National Road Traffic Act, 1996 [Act no. 93 of 1996]) shall be attached to the RFQ document for all to be used on this contract.</p>		
<p>Contractors shall ensure that all vehicles and drivers at all times comply with the provisions of the Road Traffic Act (Act no. 29 of 1989), as amended, and the Road Traffic Regulations, as amended, with which provisions they acknowledge they are fully acquainted</p>		
<p>PENALTIES</p> <p>The following penalties will be levied if the Contractor does not comply with the Time Schedule for the transportation. (These are considered to be less serious offenses)</p>		
<p>20% of the daily tariff for late drop off or pickups, that is within a 30 min range.</p>		
<p>30% of the daily tariff for late drop off or pickups, that is within a greater than 30 min range</p>		
<p>The following incidences of late coming and non-compliance with Contract provisions, are considered serious and may lead to the cancellation of the Contract</p>		
<p>If late drop offs or pickups occur more than three times in a month or otherwise are seen as a regular occurrence</p>		
<p>If the drivers jeopardise the lives of passengers being transported by driving negligently or while intoxicated with alcohol or other illegal substances or while suffering from any medical condition precluding him/her</p>		

from operating a vehicle or rendering him/her unfit to do so.		
If a Contractor should use unlicensed or unroadworthy buses.		
If any other provision as stated in the agreed upon Contract is breached.		
INSURANCE COVER		
SANSA accepts no liability for any claims that may result from the Transport Services provided in terms of this RFQ.		
The Contractor shall take out sufficient insurance cover for any claims in the rendering of Transport Services. Proof of such cover should be provided.		

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 **functionality (quality), price and preference** method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 1) 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
- Thereafter, only the qualifying 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 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 the **FUNCTIONALITY** evaluation, the bidder must submit the following as per table 1 below.

If there is “**No**” on the Table below, or the bidder didn’t submit the required document (s) with their bid , the relevant bid will be rejected.

Table 1: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
• CSD Registration Summary Report with a compliant tax status		
• Certified copies of valid driver licences with Professional Drivers Permits (PDP’s)		

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 Table1 below:

Table 2:

Criteria	Maximum Score
Experience and expertise	60
Maintenance and service record	40
Total	100

Evaluation criteria 1: Experience and Expertise

Supplier must submit suitable contactable client/passenger reference letters indicating services provided as well as the distance travelled and period applicable. Please note that SANSA will be contacting the references as part of the due diligence process.

Criteria	Experience and expertise
Non-responsive (score 0)	No references submitted
Poor (score 20)	Up to three (3) suitable contactable client/passenger reference letters supplied
Good (score 50)	Up to five (5) suitable contactable client/passenger reference letters supplied
Excellent (score 60)	More than five (5) suitable contactable client/passenger reference letters supplied

Evaluation criteria 2: Maintenance and service record

Supplier must submit a certified copy / copies of the service record (s) as well as that of the respective vehicle/s licence disc(s). **NOTE:** Certified copies cannot be older than one month.

Criteria	Maintenance and service record
Non-responsive (score 0)	No service record (s) available or no valid vehicle licence disc(s) (absence of either will result in a zero score (0))
Poor (Score 20)	Service record (s) available only, but licence disc not valid OR Service record (s) not available, but licence disc is valid
Good (score 30)	Service record (s) available and valid vehicle licence disc (s)

Excellent (Score 40)	Full-service record (s) available and valid vehicle licence disc (s)
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References: Please fill in contactable reference as per Evaluation Criteria 1 below:

Reference Name	Transport Supplied From/to/distance (km)	Date (Period) of service / frequency of use	Contact Details
e.g. Joe Soap	Passenger Vehicle Grotto Beach to SANSA 15.2km (return)	3 Jul 2019 – 30 Jun 2021	+27 285 1000 / 083 123 4567

6 PRICING SCHEDULE

Pricing Instructions:

- The Pricing Schedule below should be completed for evaluation purposes. Please note that the costs will be according to actual usage and this table will only be used for evaluation.
- Price to include all costs per journey and not by number of passengers.
- Bidders should also complete the second table with the per km rate which will be utilised for the actual journey.
- Offer to be valid for 30 days from the bid closing date.
- Please note that the service **MUST** be delivered in the Hermanus area.

Deliverable Scenario (for evaluation purposes only)	Cost for Year 1 (incl. VAT)	Cost for Year 2 (incl. VAT)	Total (incl VAT)
Transport of shift workers from Point A and Point B to SANSA Hermanus and return (total km = 12 km per journey X 2 journeys = 24 km) – calculate at 24 km per day for 365 days			
Additional cost applied for after-hours journey – calculate at 9 journeys per week for 52 weeks (1 journey = 12 km) – please indicate if this cost is included above			
Any other costs (please specify)			
Total Cost			

Deliverables	Rate per km (incl. VAT) Year 1	Rate per km (incl. VAT) Year 2
Transport (2 x years)		
Any other costs (please specify)		
Total Cost		

7. SPECIAL CONDITIONS

- 7.1 Quotations to be returned to: Siphamandla Oupa (soupa@sansa.org.za) 028 285 0000
- 7.2 The service provider shall commit to post support where and when required by SANSA.
- 7.3 Payment will be done on receipt of logbook documents, with payments done within 30 days of receipt of invoice.
- 7.4 Contract will not be awarded unless supplier is registered on the **Central Supplier Database**. 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.*
- 7.5 SANSA reserves the right to select any, all or no options offered in section 6 to best suit the needs of SANSA and its budget.
- 7.6 The offices of SANSA are situated at the following address:
Hospital Street
Hermanus
Western Cape

8. TIMELINES

The successful service provider must be in the position to provide the service from 1 September 2021 or as soon as possible thereafter.

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. A B-BBEE status level verification certificate or affidavit must be submitted in order to qualify for preference points for B-BBEE);
- b. The quote must be valid for a period of 30 days
- c. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- d. All pages of quotation must be signed by the responsible person
- e. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- f. **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/tenders/>)

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.

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