



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/275/09/2021
DATE ISSUED	15/09/2021
PROJECT NAME	SUPPLY AND DELIVER HARDWARE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS
CLOSING DATE AND TIME	23 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 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

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 HARDWARE CONSUMABLES FOR A PERIOD OF THREE (3) YEARS

The South African National Space Agency requires a service provider to supply and deliver hardware consumables for a period of three (3) years on an 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 hardware consumables which may be required over a period of three (3) years. This is not an exhaustive list and is included in the document for evaluation purposes only.

<u>Description</u>	<u>Qty</u>
Cistern mechanism kit Low level F/Flush (Side inlet)	5
Top Duel flush mechanism kit C/C complete	5
Front flush mechanism kit C/C (bottom inlet)	5
Thread tape 12mm x 12m x 0,1mm	10
Mackie cabinet locks (brass plated) 50mm	10
Mackie drawer locks (chrome plated)	10
Mackie Cam Locks 25 x 23mm (chrome plated)	10
Polymer Man hole frame and covers 700mm x 550mm (SABS approved)	3
corner bracket adjustable 48 x 48mm (white) plastic	30
corner bracket adjustable 45 x 50mm (white) Steel	30
corner bracket 100 x 100mm steel/galv	20
Tork Craft 18 Pce Combo drill bit set 3mm - 10mm (masonry,HSS steel and wood)	3
HSS 2mm steel drill bits	6
HSS 3mm steel drill bits	6
Sash Clamp 1200mm (Tork Craft or similar) Heavy Duty	2
Sash Clamp 600mm (Tork Craft or similar) Heavy duty	2
C-Clamp 4pce set (cast iron)	2
G-Clamp 150mm	2
Damp sealer 5L(white)	1
Hole saw set 16pce (wood)	2
Hole saw set 16pce carbon steel (Tork craft)	1
Heavy duty Hole saw 50mm (steel) Tork Craft with Mandrel	1
8pce Flat wood bit set 10 - 20mm	2
Shower mixer	3

40mm pvc couplers	10
50mm pvc couplers	10
50-40mm pvc reducers	10
100mm brass barrel bolts	5
150mm brass barrel bolts	5
Blind aluminium rivets 4,8 x 21mm	250
Blind aluminium rivets 4,8 x 18mm	200
Blind aluminium rivets 4,0 x 12mm	250
Blind aluminium rivets 3,2 x 12mm	200
Q20 lubricant 330g	5
universal toilet seat (white)	5
Brass cabin hooks 300mm	5
brass cabin hooks 150mm	5
ROK clay bricks	150
Thinners 5L	4
Turpentine 5L	3
Tennis court paint (Chrome Oxide Green)	1
40mm Padlocks (brass)	5
Disabled toilet doorlock and Handles	3
Extendable manual hedge shears	4
60mm core drill with mandrel	2
Coach screw and plugs 6x60mm (Eureka) galv	100
Coach screw and plugs 8x75mm (Eureka) galv	100
Coach screw and plugs 10x75mm (Eureka) galv	100
Rawl bolt with plugs 10x100mm	50
M8 x 80mm Topbolt Eye Bolt	10
M10 x 100mm Eye Bolt	10
Ferrari hinges (Hinge Slide-on full inset)	20
Marine silicone sealant	5
SikaBond construction Adhesive (Gray) cartridge	5
Sticks like Sh*t all weather adhesive (clear) cartridge	5
Hand garden Pruner (heavy duty)	3
Pattex Epoxy two part adhesive (clear)	5
7mm x 10m Sash Cord	4
Wall mounted 30Keys Cabinet steel (cream) 300x300x80mm	2
Hamiltons utility paint brush 50mm or similar	5
Hamiltons utility paint brush 75mm or similar	5
Hamiltons utility paint brush 25mm or similar	5
Wood Chisel set with plastic handle	2
Gardenia System 6042 Starter Kit	10
Garden hose 13mm x 30m	2
Building stone (13mm white stone)	5
Cement 42.5N 50kg similar to PPC	1
Delivery to SANSA Hermanus	1

4.2.2 Requirements during the period

- The supplier needs to source and supply the hardware consumables on request from SANSA

Notes:

- A detailed quote must be provided to be verified against the specifications in the Scope of Work
- 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, functionality (quality) 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 2) 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

(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

Eligibility criteria

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 2 below. If there answer is “No” on the Table 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		
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:		

Quality/Functionality:

Scores to 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
Reference Letters	20
Supply and delivery time frame	30
Trading Experience	30
SABS approved products	20
Total evaluation points for quality	100

Evaluation criteria 1: Reference letters

The potential supplier should provide reference letters on a clients letterhead which must not be older than three (3) years

Score	Reference Letters
0	Supplier submitted no reference letters
10	Supplier submitted two (2) or less reference letters
20	Supplier more than two (2) reference letters

Evaluation criteria 2: Hardware consumables supply and delivery time frame

The potential supplier should indicate their ability to supply consumables in the designated timeframe

Score	Supply and delivery time frame	Tick where applicable
0	Supplier did not provide any time frame to supply and deliver goods ordered	
10	Supplier is able to supply and deliver the ordered products (all items ordered) in more than two (2) working days but less than four (4) working days	
20	Supplier is able to supply and deliver the ordered products (all items ordered) within four (4) working days but more than two (2) working days	
30	Supplier is able to supply and deliver the ordered products (all items ordered) within two working days or less	

Evaluation criteria 3: Trading Experience

The potential supplier should indicate the number of years that they have been in business/trading

Score	Trading experience
0	Supplier trading for three (3) years or less
10	Supplier trading for more than three (3) years but less than six (6) years
20	Supplier trading for more than six (6) years but less than nine (9) years
30	Supplier trading for nine (9) years or more

Evaluation criteria 4: SABS approved products

The potential supplier to include a signed letter indicating that they supply SABS approved products

Score	SABS approved products
0	Supplier has not included a letter in their submission
20	Supplier included a letter in their submission

6 PRICING SCHEDULE

Pricing Instructions

- 1 The pricing schedule is utilized for evaluation purposes only
- 2 Price to include all costs with no unspecified cost to allow for a fair evaluation.
- 3 Payment will be made based on deliveries and invoice approved by the project manager
- 4 Offer to be valid for 30 days from the bid closing date.
- 5 The price should not include a mark-up of more than 15% per item over the said period. SANSA reserves the right to compare prices with the market and purchase from other suppliers should the winning bidder exceed the mark-up of 15%.
- 6 A quotation will be requested prior to issuing a purchase order.
- 7 The quantities in Table 3 represent an estimated requirement for the said period and is based on the estimated requirements. SANSA reserves the right to order less or more quantities according to the business requirement and to add related items to purchase requests.
- 8 Please indicate Yes/No in the last column according to ability to supply the product listed or an equivalent.

Table 3: Pricing Schedule

<u>Description</u>	<u>Qty</u>	<u>Unit Price (Incl VAT)</u>	<u>Total Price (Incl VAT)</u>	<u>YES/NO</u>
Cistern mechanism kit Low level F/Flush (Side inlet)	5			
Top Duel flush mechanism kit C/C complete	5			
Front flush mechanism kit C/C (bottom inlet)	5			
Thread tape 12mm x 12m x 0,1mm	10			
Mackie cabinet locks (brass plated) 50mm	10			
Mackie drawer locks (chrome plated)	10			
Mackie Cam Locks 25 x 23mm (chrome plated)	10			
Polymer Man hole frame and covers 700mm x 550mm (SABS approved)	3			
corner bracket adjustable 48 x 48mm (white) plastic	30			
corner bracket adjustable 45 x 50mm (white) Steel	30			
corner bracket 100 x 100mm steel/galv	20			
Tork Craft 18 Pce Combo drill bit set 3mm - 10mm (masonry,HSS steel and wood)	3			
HSS 2mm steel drill bits	6			
HSS 3mm steel drill bits	6			
Sash Clamp 1200mm (Tork Craft or similar) Heavy Duty	2			
Sash Clamp 600mm (Tork Craft or similar) Heavy duty	2			

C-Clamp 4pce set (cast iron)	2			
G-Clamp 150mm	2			
Damp sealer 5L(white)	1			
PVA Paint 20L(white)	1			
Hole saw set 16pce (wood)	2			
Hole saw set 16pce carbon steel (Tork craft) or similar	1			
Heavy duty Hole saw 50mm (steel) Tork Craft with Mandrel	1			
8pce Flat wood bit set 10 - 20mm	2			
Shower mixer	3			
40mm pvc couplers	10			
50mm pvc couplers	10			
50-40mm pvc reducers	10			
100mm brass barrel bolts	5			
150mm brass barrel bolts	5			
Blind aluminium rivets 4,8 x 21mm	250			
Blind aluminium rivets 4,8 x 18mm	200			
Blind aluminium rivets 4,0 x 12mm	250			
Blind aluminium rivets 3,2 x 12mm	200			
Q20 lubricant 330g	5			
universal toilet seat (white)	5			
Brass cabin hooks 300mm	5			
brass cabin hooks 150mm	5			
ROK clay bricks	150			
Thinners 5L	4			
Turpentine 5L	3			
Tennis court paint (Chrome Oxide Green)	1			
40mm Padlocks (brass)	5			
Disabled toilet doorlock and Handles	3			
Extendable manual hedge shears	4			
60mm core drill with mandrel	2			
Coach screw and plugs 6x60mm (Eureka) galv	100			
Coach screw and plugs 8x75mm (Eureka) galv	100			
Coach screw and plugs 10x75mm (Eureka) galv	100			
Rawl bolt with plugs 10x100mm	50			
M8 x 80mmTopbolt Eye Bolt	10			
M10 x 100mm Eye Bolt	10			
Ferrari hinges (Hinge Slide-on full inset)	20			
Marine silicone sealant	5			

SikaBond construction Adhesive (Gray) cartridge	5			
Sticks like Sh*t all weather adhesive (clear) cartridge	5			
Hand garden Pruner (heavy duty)	3			
Pattex Epoxy two part adhesive (clear)	5			
7mm x 10m Sash Cord	4			
Wall mounted 30Keys Cabinet steel (cream) 300x300x80mm	2			
Hamiltons utility paint brush 50mm or similar	5			
Hamiltons utility paint brush 75mm or similar	5			
Hamiltons utility paint brush 25mm or similar	5			
Wood Chisel set with plastic handle	2			
Gardenia System 6042 Starter Kit	10			
Garden hose 13mm x 30m	2			
Building stone (13mm white stone)	1 cube			
Cement 42.5N 50kg	5			
Delivery Fees to SANSA Hermanus (assume ten (10) deliveries per annum)	10			
Total (for evaluation purposes)				

NB: Bidder must be in position to supply all items listed in table.

- Due to limited storage space, the supplier will be required to deliver as and when required.
- The goods should be delivered within 3 working days from receiving the Purchase Order
- Bidders must include the costs for delivery to the SANSA campus in Hermanus in the Western Cape.

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 2-4 days** 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 (<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