



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/276/09/21
DATE ISSUED	22/09/2021
PROJECT NAME	National Science Week Documentary
CLOSING DATE AND TIME	15/10/ 2021
COMPLUSORY VIRTUAL BRIEFING SESSION	5 /10/2021 at 11:00 via Zoom Please register using the following link: https://bit.ly/3hSaYq7
NAME OF PROPOSER/TENDERER	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PHYSICAL ADRESS	
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.....	YES / NO
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Position occupied in the state institution:..... Any other particulars:.....	
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:.....	YES / NO YES / NO
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:.....	YES / NO
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:.....	YES / NO
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:.....	YES / NO
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:.....	YES / NO

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 FOR NATIONAL SCIENCE WEEK 2021 DOCUMENTARY

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)

The South African National Space Agency (SANSA) in Hermanus aims to produce a documentary film for the National Science Week 2021.

SANSA was awarded a grant by the South African Agency for Science and Technology Advancement (SAASTA) for the production of this documentary and need the services of a professional videographer to create the documentary.

Documentary topic:

- 1) A perspective on how learners perceive attitudes to science in policymaking in South Africa.
- 2) Can South Africa be considered influential in science, technology and innovation: Looking into some of the local inventions and discoveries, as well as the scientific areas in which South Africa has geographic or knowledge advantage.

The documentary will be aimed at projecting the voice of the youth with regards to the value of science policymaking in South Africa. The policies that govern SANSA and South Africa's space programme will be utilised to ignite the conversations. Taking it a step further the real life impact of the Space Policy will be used to illustrate how policy implementation comes to life in an agency such as SANSA.

Five (5) learners from different high schools and backgrounds will be interviewed on what they think of science policymaking in South Africa, and how they feel about the Space Policy. In addition, SANSA has recently employed four Space Weather Forecasters who were unemployed graduates and are now joining the Space Programme as the first ever forecasters. The young people will also be interviewed and their views contrasted within those of the high school learners.

As far as possible the documentary will be filmed in the backdrop of the SANSA Hermanus Facility, and will include already available space related footage to set the scene.

If practically possible, the high school learners will be interviewed at their schools. Individuals will be selected ahead of the time and provided with the Space Policy in order to prepare. Where possible, learners will give answers in their home language.

The final documentary will be published on SANSA's website and social media pages as well as on SANSA's YouTube channel. The documentary will also be made available to SAASTA for national dissemination to stakeholders.

The Service Provider will be responsible for pre-production, production and post production. For Pre-production, the service provider must give assistance with the script, the outline for the documentary and the shooting schedule.

During production, the service provider will be responsible for filming the documentary and supplying all the needed equipment to do so.

The Service provider will be responsible for editing the documentary and provide music, voice overs and translations (captions) where needed.

The documentary must be a maximum of 45 minutes in duration.

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 1) and the minimum threshold of 70 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	16
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.

Table1: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
Attendance of Compulsory Virtual Briefing session		

Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **70 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 2 below:

Table 2:

Criteria	Maximum Points
Company Experience	40
Capacity	20
Understanding the task at hand	20
References	20
Total evaluation points for quality	100

Evaluation criteria 1: Company Experience

The experience of the bidder in similar projects and conditions in relation to the scope of work will be evaluated.

Bidder should very briefly describe their experience in this regard, complete table below and attach proof to this schedule.

Name of the Organisation, contact person, telephone number and email address.	Description of similar work (please add a link to examples of work)	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Year completed

The scoring of the company experience in similar projects will be as follows:

	Tenderer's (Company) experience
Poor (score 10)	Tenderer has less than 2 yrs experience in videography such as corporate videos.
Fair (score 20)	Tenderer has more than 2 and less than 3yrs in videography such as corporate videos.
Good (score 30)	Tenderer has more than 3 and less than 5yrs in videography such as corporate videos.

Excellent (score 40)	Tenderer has more than 5yrs in videography such as corporate videos.
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Evaluation criteria 2: Capacity

The capacity of the bidder in similar projects and conditions in relation to the scope of work will be evaluated.

Bidder should provide details of the personnel and appropriate technical equipment. Presentation of the team, with CV's and functional responsibilities of the key people to be engaged in the production of the documentary.

	Tenderer's Capacity
Poor (score 10)	The bidder has provided insufficient evidence of experience of project team in relation to script writing, producing, directing, shooting and editing. Inadequate list of equipment to be used has been provided.
Fair (score 15)	The bidder has provided sufficient evidence of competent experience of project team in relation to script writing, producing, directing, shooting and editing. A list of basic equipment to be used has been provided.
Good (score 20)	The bidder has provided sufficient evidence of extensive experience of project team in relation to script writing, producing, directing, shooting and editing. An extensive list of equipment to be used has been provided.

List of equipment. (please complete table below. Attach separate page if space below is not enough)

Description and specification of equipment	Proof Attached Yes or No

Evaluation criteria 3: Understanding of task at hand

The bidder's understanding of the task at hand in relation to the scope of work will be evaluated.

Bidder should provide a 300-600 word response to how you would creatively approach the task – include ideas and vision of this projects.

	Tenderer's Understanding of task at hand
Poor (score 10)	The bidder has little understanding of the scope of work and a less creative approach to the task at hand.
Fair (score 15)	The bidder has an clear understanding of the scope of work and creative approach to the task at hand.
Good (score 20)	The bidder has an excellent understanding of the scope of work and creative approach to the task at hand.

Evaluation criteria 4: References

The references for similar projects completed in relation to the scope of work will be evaluated.

Please complete the table below. Letters provided will be advantages. Please note that SANSA will contact supplied references as part of the due diligence process for RFQ awards.

	Tenderer's References
Poor (score 0)	No contactable references
Fair (score 10)	between 2 (two) and 1 (one) contactable reference.
Good (score 20)	3 (three) and more contactable references

Organisation/ Company	Scope of work conducted / Project description	Value of Contract	Contract Period	Contact person	Telephone and email address

7. PRICING SCHEDULE

Pricing Instructions 1. The Bidder must price all items;

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 cost for travel and accommodation where applicable to be covered and included into cost of the three project phases mentioned below namely:

Pre-Production

Production

Post-Production

DESCRIPTION	AMOUNT (EXCL VAT)
Pre- Production	
Production	
Post-Production	
Translation Costs	
Any other costs (please specify)	
TOTAL CONTRACT AMOUNT (EXCLUDING VAT)	
VAT (15%)	
TOTAL CONTRACT AMOUNT (INCLUDING VAT)	

8. SPECIAL CONDITIONS

- a) Quotations to be returned to: Nicole Strauss (nstrauss@sansa.org.za)
- b) The lead expert shall have an excellent command of both spoken and written English.
- c) The service provider shall commit to post support where and when required by SANSA.
- d) Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.
- e) Contract will not be awarded unless original Tax Clearance Certificate is submitted (Electronic copy should be send and the original will be requested from the recommended bidder)
- f) The offices of SANSA are situated at the following address:
Hospital Street
Hermanus
7200

9. TIMELINES

The successful service provider must be in the position to complete the project within 9 weeks after the appointment letter has been issued by SANSA. Kindly note that the required completion date for this project is 30 November 2021, penalties will be imposed for late submission of deliverables.

10. 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 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**

11. 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

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.