



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	EO/094/10/2021
DATE ISSUED	25 October 2021
PROJECT NAME	Project Management Toolsets
CLOSING DATE AND TIME	04 November 2021 @ 11h00
NAME OF PROPOSER/TENDERER	
TELEPHONE NUMBER	
CSD SUPPLIER NUMBER (MA 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
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 proof:.....	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 PROJECT MANAGEMENT TOOLSETS FOR EO

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.

SANSA has Programmes located in different sites situated in Pretoria, Gauteng, (Head Office and Earth Observation) Hartebeesthoek, Gauteng (Space Operations) and Hermanus, Western Cape (Space Science).

PURPOSE

SANSA is embarking on several key initiatives across different business areas. There is a need of a project management platform to assist with alignment and collaboration across the different workstreams. The division has adopted the agile methodology in delivering the key projects. The alignment to the strategy will be implemented using the Objectives Key Results (OKRs) methodology and this needs to be implemented as part of the project management platform. The project management platform must support the OKR methodology and ensure alignment between various work streams (Strategic Projects).

SANSA plans to adopt the Atlassian suite of products targeted for project and work management (i.e. JIRA or equivalent). SANSA is considering to make use of Confluence, JIRA Software and JIRA Service Management (or equivalent) to accomplish the project management requirements. The project management platform must have strong features to support collaboration and communications across the organisation.

The software will enable the South African National Space Agency (SANSA) to appropriately manage work of any type. SANSA is looking for a powerful work management tool, which will excel in managing projects from requirements and test case management and agile software development. The software should also contain the Advanced Roadmap features which will be useful to implement OKRs.

SCOPE OF WORK

The service provider should be able to supply SANSA with Jira licences (for Cloud) or equivalent as stated below. The software must be a customizable workflow engine. It must allow users to track issues, bugs, tasks, and other work items through a predefined workflow that users can modify to fit their requirements.

SANSA requires Software Project Management (Cloud) (50 users).

Features

- OKR management (using Advanced Roadmaps)
- Bug tracking
- For Software development and Cloud type of project, the tool must have mechanisms to integrate with code repositories like GitHub and Bitbucket.
- The tool must have capability to connect with Continuous Integration and delivery (CI/CD) tools, such as AWS CodePipeline.
- Product and project management
- Kanban software development
- Scrum software development
- Supports roadmap requirements and cross team alignment
- Work management (for business teams, such as HR, Finance, SCM and marketing)
- Customer service and ICT Helpdesk support
- Reporting and Dashboards, and custom Dashboard using a custom query language
- Custom Workflows

Work management:

- The tool must have templates and support management of business-type projects in the following non-technical departments:
 - o HR
 - o Finance
 - o Marketing
 - o Legal
 - o Sales
 - o Customer Service

Advanced Features:

- Data Residency (data must be hosted in the Europe (EU) region for now, however, the tool must have capability of moving data to within South Africa region when available)
- Unlimited storage capacity
- 24/7 Premium Support
- Audit logging
- Ability to integrate with other SANSA tools, such as Microsoft Teams and M-Files

Service Management System (Trouble ticketing systems) (50 users)

Service Management System empowers teams with everything they need to get started fast. Service Management System makes it easier to categorize service requests, incidents, problems, and changes by organizing and prioritizing these requests in a single place, and keeps your team on track with goals (or service level agreements).

Features

- Request Management
- Incident Management
- Problem Management
- Change Management
- Asset Management
- Configuration Management
- Knowledge Management
- High-velocity service management
- Track work across the enterprise through an open, collaborative platform
- Connect Dev and Ops
- IT service management

Collaboration and knowledge management system (Cloud) (25 users)

Features

- Create, Collaborate, and comment on pages & project plans
- Build a knowledge base for documentation & product requirements
- Share information between teams & the entire company

Security requirements:

- For Authentication, all the tools must be able to integrate with our corporate's directory services, such as Microsoft's Azure Active Directory.
- Authorization: The tool must have capability to control the level of access for users at granular level, there should be admin type of users and restricted access based on projects and team memberships. The tools should have capability to configure some users as read-only users.

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 R1000 000.00 (all applicable taxes included) and therefore the 80/20 system shall be applicable. The procedure for the evaluation of responsive tenders is Price and Preference method.

Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price only 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 price and preferencing evaluation, the bidder must submit the following as per table 2 below. If there is "No" on the Table 2 below, **the bidder who didn't submit the required document (s) will be required to submit within 3 working days and failure to do so will result in a disqualification.**

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		

Service provider to be a registered partner with the technology vendor (attach proof or URL link to online portal)		
Service provider must meet the requirements (software features), provide a detailed list of software features with their submission. NB: SANSA will at its discretion request the service provider to do a system demonstration of their project management toolset.		

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.

DESCRIPTION	Number of Users	AMOUNT (INCL VAT)
<i>Collaboration and knowledge management system (Cloud) – Enterprise Annual (24 months)</i>	25	
<i>Service Management System (Cloud) Enterprise Annual – 800 – 24 months</i>	50	
<i>Software Project Management (Cloud) Enterprise Annual – 6000 – 24 months</i>	50	
TOTAL CONTRACT AMOUNT (INCLUDING VAT)		

SPECIAL CONDITIONS

- (i) Quotations to be returned to Azola Nodali eo-scm@sansa.org.za / 012 844 0500
- (ii) The lead expert shall have an excellent command of both spoken and written English
- (iii) The total cost should be inclusive of all expenses, including disbursements costs, separated from professional fees.
- (iv) This RFP is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign a SDP agreement for shorter payment periods for EMEs.
- (v) Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.
- (vi) 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.

The offices of SANSA are situated at the following address:

**Mark Shuttleworth Street
The Innovation Hub
Lynnwood
Pretoria
0087**

TIMELINES

The successful service provider must be in the position to provide the service within 7 days after award

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.

Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);

CSD Registration Summary with a tax compliance status must be provided with the bid document

The quote must be valid for a period of 30 days

Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT

SANSA has the right to withdraw any quotation at any time within the validity of the quotation.

SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision

SANSA will not award the contract to any bidder who does not comply with the terms and conditions of the bid document and will at its own discretion appoint next highest scoring bidder

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.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>)

Signed

Date

Name

Position

Enterprise name

Bid Conditions

Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/sent 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

emailed proposals/quotations will be accepted. However, the onus is on the bidder to ensure that complete emailed 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