



## REQUEST FOR QUOTATION (RFQ)

<b>RFQ NUMBER</b>	<b>SS/290/11/2021</b>
<b>DATE ISSUED</b>	<b>15 November 2021</b>
<b>PROJECT NAME</b>	<b>Preferred supplier for electrical repairs, maintenance and installation services for a period of three (3) years</b>
<b>COMPULSORY SITE MEETING</b>	<b>24 November 2021 at 11:00 SANSa Hospital Street Hermanus</b>
<b>CLOSING DATE AND TIME</b>	<b>30 November 2021</b>
<b>CSD NUMBER</b>	
<b>NAME OF PROPOSER/TENDERER</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>PHYSICAL ADDRESS</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	
<b>FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE</b>	
<b>IDENTITY NUMBER</b>	
<b>POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)</b>	
<b>COMPANY REGISTRATION NUMBER</b>	
<b>TAX REFERENCE NUMBER</b>	
<b>VAT REGISTRATION NUMBER</b>	
<b>QUOTE PRICE (INCL VAT)</b>	
<b>SIGNATURE</b>	

**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 state<sup>1</sup>, 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

<sup>1</sup>“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:.....	<b>YES / NO</b>
--	-------------------------

<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?  <b>(Note: Failure to submit proof of such authority, where applicable, may result in the qualification of the bid</b>                  If no, furnish reasons for non-submission of such of:.....</p>	<p><b>YES / NO</b>  <b>YES / NO</b></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><b>YES / NO</b></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><b>YES / NO</b></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><b>YES / NO</b></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><b>YES / NO</b></p>

**2. Declaration of Bidder's past supply chain management practices (SBD 8)**

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

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

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

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

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

Item	Question	Yes	No
2. 4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?  <b>(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).</b>	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)?  <b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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.</b>	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 bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.

3.3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.

b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

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

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

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 consortium<sup>3</sup> 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.

<sup>3</sup> 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.

## **REQUEST FOR QUOTATION FOR A PREFERRED SUPPLIER FOR ELECTRICAL REPAIRS, MAINTENANCE, and INSTALLATION SERVICES FOR A PERIOD OF THREE (3) YEARS**

The South African National Space Agency (SANSA) requires a service provider to render **electrical repairs, maintenance, and installations for a period of three (3) years for the Hermanus division of SANSA located in Hermanus, Western Cape.**

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

### **4.1 SCOPE OF WORK**

SANSA is seeking a suitably qualified and experience service provider to provide electrical repairs, maintenance and installation services for the SANSA Hermanus campus. The campus is situated in the suburb of Westcliffe in Hermanus in the Western Cape province, and has numerous buildings utilised for office and laboratory space, accommodation, and instrumentation huts. The facility is a magnetically clean facility, and will be moving to 24 hour operations from 2022. Backup power is supplied to the site via a Generator which will be replaced in early 2022, and there are numerous internal and external electrical outlets on the site.

The objective is to repair and maintain all electrical infrastructure on site. The services rendered must be done in a sustainable cost-effective manner whilst minimising downtime and ensuring safety, functionality, effectiveness, and compliance to legislations for all electrical installations.

An electrical contractor will be appointed to undertake repairs and maintenance of all electrical installations, testing, new installations, commissioning and decommissioning of electrical circuits which cover both the interior and exterior installations of buildings at SANSA Hermanus over a period of three (3) years on an as and when required basis. The successful bidder shall provide all necessary test equipment and labour to perform required inspection, testing, repairs and maintenance to affected electrical reticulation with minimal downtime.

**The Bidder's team should include electricians with valid wiremen's licence, and be an approved electrical installer with proof of satisfactory service delivery.**

**The electrical services rendered will be on the SANSA Hermanus campus located in Westcliffe, Hermanus. Bidders MUST be in a position to be onsite within 30 minutes of a request from SANSA in the event of emergencies.**

The scope of work includes but is not limited to the below mentioned:

- Provision of Certificate of Compliance
- Installation, repairs and maintenance of:
  - Distributions boards
  - Day and night switches including timers
  - Earth leakage
  - Fans including extractor and other
  - Geyser Connections and terminations



- Lighting Circuits
- Load balancing
- Luminaires
- Plug circuits
- Plug points
- Poor earthing including earth spikes, earthing loops, earth lattice grids, earth plates
- Cable joint repairs, Cable replacement and other
- Thermographic inspections
- Trunking including mounting, wiring, connections
- Wiring faults such as loose connections, burnt wires
- Wire ways
- Star/Delta starters and motors

## EVALUATION CRITERIA

SANSA promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

SANSA is committed to achieving Government’s transformation objectives in terms of the Preferential Procurement Policy Framework Act.

The value of this bid is estimated not to exceed R500 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

**Please Note: the above amount (R500 000) is not the Budget Amount for this Project but is the Treasury threshold for request for quotation (RFQ).**

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

**Preference**

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

**Calculation of points for B-BBEE status level contributor**

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table 1 below

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**Eligibility Criteria**

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 2 below. If the answer is “No” on the Table 2 below, the bidder who didn’t submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3<sup>rd</sup> 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		
Registered with ECASA, ECB or equivalent		
Registered with the Department of Labour (DoL)		
Certified copy of registration card (“Wireman’s Licence”) OR proof of employment of a registered person.		
The allocated Electricians have passed a Trade Test; have an N3 minimum (including a Technical Senior Certificate), and passed the National Exam on SANS 10142-1.		

Business location within the Overstrand District Municipality (30 minutes drive from the Hermanus campus)		
---	--	--

### Quality/Functionality:

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

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

**Table 3:**

<b>Criteria</b>	<b>Maximum Points</b>
Company's experience	40
Key Staff qualifications and experience	25
Contactable references	25
Practical exercise	10
<b>Total evaluation points for quality</b>	<b>100</b>

### Evaluation criteria 1: Company Experience

Provide a detailed list of all electrical maintenance work and projects that have been successfully completed over the past 3 years and on-going projects with a similar scope of work of this document. Include the duration of each project and contract periods.

<b>Score</b>	<b>Supply of items</b>
<b>0</b>	Bidder did not provide details of any projects
<b>20</b>	Bidder provided list of projects, but the list is lacking details as requested in scope and evaluation criteria
<b>40</b>	Bidder provided a detailed list of all projects including ongoing projects that adequately demonstrates ability to meet scope of work requirements

**Evaluation criteria 2: Key Staff Qualifications and Experience**

Supervisor/Foreman/Artisan who will be doing the work must be in possession of wireman's licence. The electrician must have experience of 3 years or more. All qualifications need to be recognised by the Department of Higher Education & Training / Quality Council for Trades & Occupations. Please provide a short CV or documented information and qualifications of main electrician that will be responsible for the SANSA campus.

<b>Score</b>	<b>Maximum Points</b>
<b>0</b>	Bidder did not provide any information on minimum qualifications criteria OR any details of experience (either will result in a score of zero)
<b>15</b>	Bidder submitted a copy of wireman's license, and the electricians experience. Electrician lacks sufficient experience and details on completed projects not sufficient for full evaluation
<b>25</b>	Bidder submitted a copy of wireman's license, and the electrician/s experience. Electrician has 3 or more years of experience. Bidder supplied list of projects that the electrician has completed

**Evaluation criteria 3: Contactable references**

The supplier must supply reference letters or completion certificates from clients. Please note that SANSA will contact references as part of the due diligence for RFQs.

<b>Score</b>	<b>Delivery /time frame</b>
<b>0</b>	Service provider did not supply any references letters or completion certificates
<b>15</b>	Service provider supplied less than three (3) reference letters or completion certificates
<b>25</b>	Service provider supplied three (3) or more reference letters or completion certificates

**Evaluation criteria 4: Practical exercise – process evaluation**

Supplier must supply pricing and methodology for completing the process indicated in each of the scenarios below. Please note that details must be provided for BOTH scenarios. A separate typed sheet may be attached with the information provided.

<b>Score</b>	<b>Show practical experience – process</b>
<b>0</b>	Service provider did not complete practical exercise process
<b>10</b>	Service provider completed exercise table and demonstrated good understanding of maintenance work





## 5 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. The pricing of exercises 1 & 2 are for evaluation purposes only, but the rest of the pricing should remain unchanged throughout the 3-year period.

### Rates for electrical services

Description of Product	Year 1	Year 2	Year 3	Total Price (incl. VAT)
	Price per unit (incl. VAT)	Total Price (incl. VAT)	Price per unit (incl. VAT)	
Labour Rate/hour (fixed rate per year)				
Labour Rate/hour (after hours) (fixed rate per year)				
Call out fee (if applicable) (fixed rate per year)				
Thermographic inspections				
Certificate of Compliance				
Any other costs (please specify)				
<b>Total pricing</b> carried over from exercise 1				
<b>Total pricing</b> carried over from exercise 2				
<b>Total price</b>				

## 6. SPECIAL CONDITIONS

- a) RFQ responses to be returned to Nicole Strauss at [nstrauss@sansa.org.za](mailto:nstrauss@sansa.org.za)
- b) For technical enquiries: Shahwaal Davids - Facility Services Manager 028 285 0036
- c) The facilitator shall have an excellent command of both spoken and written English.
- 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 supplier is registered on the **Central Supplier Database**. A supplier summary indicating compliant tax status should be submitted with the proposal. Potential suppliers should contact SANSA for assistance in registering on the CSD.
- f) **Please note that all services and requirements are to be rendered on site at the SANSA Hermanus facility** at the address given in i.
- g) The services will be rendered on an as and when required basis with a purchase order issued for each project.
- h) SANSA reserves the right to select any, all or no options offered to best suit the needs of SANSA and its budget.
- i) The offices of SANSA are situated at the following address:  
**Hospital Street**  
**Westcliff**  
**Hermanus**  
**7200**

## 7. TIMELINES

The successful service provider must be in the position to commence within two (2) weeks after SLA has been signed by both parties.

## 8 SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

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

- a. A method statement of how the service provider proposes to implement the project (deep cleaning and servicing of sanitary bins). The Supplier should provide the following documentation:
  - o Service proposal including Service schedule,
  - o Resource allocation, and
  - o Organogram showing the team of people available for service delivery as per scope of work
- b. A B-BBEE status level verification certificate must be submitted in order to qualify for preference points for B-BBEE);
- c. 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.
- d. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT. The quote must be valid for a period of 30 days.
- e. Quotation to include travelling, training aids and certificates of completion
- f. Quotation should be quoted per day not per person.
- g. All pages of quotation must be signed by the responsible person
- h. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.



- i. 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

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

### Tender Conditions

#### 1. Disqualification

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

#### 2. Tender Document Submission

Faxed and emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete faxed or email documents have been received by the SANSA by the due time.

Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

END