



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/298/02/2022
DATE ISSUED	01 February 2022
PROJECT NAME	Design, Installation and Maintenance of complete Audio & Visual Solution for the Space Weather building
CLOSING DATE AND TIME	14 February 2022 at 16:30
COMPULSORY VIRTUAL BRIEFING SESSION	07 February 2022 at 11:00 Please register using link below: https://bit.ly/3L0dDuU
CSD NUMBER	
NAME OF PROPOSER/TENDERER	
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 Persal 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 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)

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? (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.

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:

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.

REQUEST FOR Design, installation and maintenance of complete audio & visual solution for the Space Weather building

The South African National Space Agency (SANSA) requires a service provider to design, install and maintain a complete audio / visual solution for the new Space Weather Building **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 OVERVIEW

The Hermanus campus of the South African National Space Agency (SANSA) is currently undergoing major developments, especially with the addition of several new buildings to support migrating to a 24/7 operational Space Weather Centre. The new Space Weather building requires a complete audio / visual solution for the auditorium, foyer area and Space Weather Control Room.

The successful bidder will be responsible for:

- Design of the complete audio / visual solution as described in the scope of work
- Installation of the solution, working together with the architect- and construction team
- Provide maintenance and support for a period of 3 years on the solution.

For the period of the maintenance and support contract, the winning bidder will be appointed as the preferred supplier of all audio / visual equipment and services for the SANSA Hermanus campus.

A full 3D concept video of the new Space Weather building can be viewed at:

<https://www.youtube.com/watch?v=eICp6XEWoVo>

to give perspective to the requirements and operating environment.

4.2 Technical Requirements

4.2.1 Auditorium

The Auditorium consists of a stage in the front of the room, seating for 100 people (stepped), and a sound desk at the back of the room.

SANSA requires the following state-of-the art audio visual system that will:

- provide a cinema-type experience for professional viewing of video content
- have the ability to professionally stream events such as public lectures, conferences, etc with the integration of video, audio (including microphone) and screened presentation.

Typical equipment / functionality should include:

- Minimum 4K resolution digital projector
- Motorised projection screen to allow digital projector to screen video on the area above the stage (maximum usable viewing area to be calculated by bidder)
- Speaker and amplifier system providing clear cinema-quality sound
- Wireless presentation capability (application-free solution preferred) to be able for a presenter to cast their presentation with audio using Wifi without having to install a specific application.
- Full HD PTZ camera to allow recording of events such as public lectures, conferences. Bidder to provide best solution (using HDMI output or network streaming)
- Cordless microphone system (2-channel, lapel microphone and handheld microphone) for the presenter.
- Dedicated HDMI inputs at the stage area and sound desk for direct connection of a laptop, etc for presentations. Solution to include audio over HDMI so that standard analogue audio not to be used.
- Professional sound desk setup that will:
 - Provide a touch panel-based control panel at the stage and the sound desk for easy use of all the systems such as:
 - Adjusting the audio volume
 - Selecting / mixing different audio and video streams
 - Control of the motorised projection screen
 - Control the camera
 - Adjust the lightning
 - Adjust the air-conditioning
 - Professional system with software to make recordings of events, as well as streaming to different online platforms such as Youtube, Facebook, etc

Please note:

- The control / integration system must be able to integrate to a Building Management System using an open protocol such as BACnet for the actual control of the lightning and air-conditioning. The actual control elements for the lightning and air-conditioning will be procured on a separate process for the Building Management System.
- Dedicated 110mm sleeves have already been installed between the stage and the sound desk area to accommodate any cabling.
- Both the sound desk area and stage flooring consist of Legrand Soluflex flooring, allowing for all cables to terminate underneath the floorcovering. Suitable Legrand connectors, etc should be used for termination of cables.
- Any HDMI cables should be of converter-less fibre optics type.
- The sloped design of the room / ceiling might require the use of an ultra-short-throw projector. A bulkhead will be installed by the building construction team which needs to accommodate the motorised projector screen and the projector. The final integration will be determined together with the architect team.



The floor plan of the Auditorium is semi-circular. The stage is at the top, featuring a 'Stage' area with 'VINA THESIS FLOORING', 'WITH ACCESS FLOORING', and a 'timber stage - storage below'. The stage is 5,061 units wide and 2,530 units deep. It includes a 'VINYL SEATER LECTURE THEATRE' and a 'CARPET' area. The stage is flanked by 'FE DOOR' and 'EXIT' doors. The seating area is divided into several sections with varying row counts: 10 CHAIRS, 11 CHAIRS, 13 CHAIRS, 15 CHAIRS, 16 CHAIRS, 18 CHAIRS, 19 CHAIRS, and 20 CHAIRS. The total width of the seating area is 10,549 units. The depth of the seating area is 3,400 units. A 'Sound Desk' is located at the front of the seating area, with a 'SOUND DESK WITH ACCESS FLOORING' and '5 CHAIRS' nearby. The plan also shows 'W.O.I. (W.C.O. 02)' and 'W.O.I. (W.C.O. 03)' areas. The overall dimensions are 6,000 units by 2,270 units.

Figure 2 Top view of Auditorium



Figure 3 Auditorium view from stage to sound desk



Figure 4 Auditorium view from sound desk to stage

4.2.2 Space Weather Control Room

The Space Weather Control Room will be used by the operations team to monitor space weather activity on a large video wall. The control desk will make provision for 4 desktop computers. Tour groups will not be able to enter the restricted space of the control room. A glass partition separates the control from the foyer area.

SANSA requires the following functionality:

- Audio system inside the control room
 - Suitable bulkhead mounted speakers (possible 4 to 6 speakers)
 - An audio amplifier that:
 - Have different interface to connect audio inputs:
 - normal stereo input connection (to be used by the video wall controller in the server room)
 - handle audio from different devices using technology such as Bluetooth, Wifi, etc.
 - Amplifier to be remotely controlled via a PC application or similar.
 - (Or any other technology to accommodate the above requirements).
- Wireless audio presentation system
 - The presenter will be inside the control room, the tour group will be in the foyer area and will be able to see the presenter and the video wall through the glass partition.
 - 3 Bulkhead speakers mounted just outside the control room (in the foyer area) will allow the tour group to hear the presenter.
 - The presenter will need to speak using a cordless microphone system to the tour group on the outside of the glass partition.
 - The tour group will need to have a transmitter unit on their side of the glass partition to be able to pose questions to the presenter in the inside of the control room. Covid-19 protocols needs to be kept in mind. A single transmitter unit can be used by the tour guide to allow the tour group to speak to the presenter.
 - As an example, a system similar to <https://soundinduction.co.uk/pages/listen-technologies-listentalk-system> can be considered with the necessary interfacing to the Space Weather Control Room audio system.

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Figure 6 Foyer area looking into Control Room



Figure 7 Bulkhead outside of Control Room

4.3 Warranties

- All equipment to be covered by a 3-year extended warranty
- 3-year Software maintenance warranty on all software

4.4 Service Level Agreement (SLA)

- The service provider will be appointed as the preferred provider for all services, repairs or replacement of any items (or part thereof) and any future expansion of the system, for the duration of the contract.
- The service provider to provide maintenance and support for a period of 3 years on all equipment and software of the video wall.
- SLA will be billed annually (fixed price) and be calculated to include the following:
 - On average, two (2) emergency events per year
 - Two (2) general maintenance events per year
- Emergency events constitutes any event where any device or software failure occurs prohibiting the successful operation of the video wall
- General maintenance events include checking of all hardware, cabling, etc as well as software system updates.
- Response times
 - Emergency events:
 - It is expected that a reported issue is acknowledge within 2 hours. The acknowledgement should also include the plan of action to rectify the problem.
 - A technician to be onsite within 3 hours to action the repair after reported issue was acknowledged
 - General maintenance events:
 - Maintenance events to be scheduled 4 weeks in advanced

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 R1 000 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

Please Note: the above amount (R1 000 000) 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 1 below. If the answer is “No” on the Table 1 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 1: Eligibility Criteria

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

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 2:

Evaluation Criteria	Maximum Points
Technical proposal / Approach	50
Tenders’ experience (Company)	20
Response Time	15
Warranties	15
Total evaluation points for quality	100

Evaluation criteria 1: Service proposal/Approach

The proposal should articulate what the tenderer is offering for the price tendered in the pricing data. This should include a company profile, project methodology (timelines, etc) and a detailed list (design) of equipment that will be used for the audio/visual solution.

The scoring of the service proposal will be as follows:

	Service proposal/Approach
Non Responsive (score 0)	Tenderer has not provided a proposal
Poor (score 20)	The proposed approach proposal is generic and not tailored to address the specific project objectives and requirements. The proposed approach does not adequately deal with the critical characteristics of the projects. All key activities are included in the activity schedule, but are not detailed. There are minor inconsistencies between timing, projects deliverables and the plan or approach or detailed required specifications.
Satisfactory (score 40)	The proposed approach is specifically tailored to address all scope of work objectives and requirements; and is sufficiently flexible to accommodate changes that may occur during execution. The proposed approach is good; all important activities are indicated in the proposed approach and their sequencing is appropriate and consistent with project objectives and requirements. There is a fair degree of detail that facilitates understanding of the proposed scope of work.
Good (score 50)	Besides meeting the “satisfactory” rating, the important proposed approach issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables and meets the specifications 100%. The proposed approach details ways to improve the project outcomes and the quality of the outputs. The proposed approach has included value added services that is relevant to the project. The sequencing and timing of activities are very well defined, indicating that the tenderer has optimized the use of resources and the work plan permits flexibility to accommodate contingencies and risks.

Evaluation criteria 2: Bidder’s experience (Company) + contactable references

The tenderer must clearly indicate the Tenders’ experience (Company) by submitting a list of contactable client references for projects completed of similar nature. SANSA will be contacting references as part of the due diligence procedure for tenders.

The scoring of this criterion will be evaluated as follows:

	Tenders’ experience (Company)
Non Responsive (Score 0)	The bidder has no contactable references
Poor (score 5)	The bidder has provided 3 or less contactable references
Satisfactory (score 10)	The bidder has more than three (3) but less than five (5) contactable references.
Good (score 20)	The bidder has more than five (5) contactable references

Company	Project value	Contact Number	Year of installation

Bidder's year's experience	_____ Years
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Evaluation criteria 3: Response Time

This criteria evaluates typical response times for emergency events.

The scoring of this criterion will be evaluated as follows:

	Response Time
Non Responsive (Score 0)	No information supplied in proposal
Poor (score 5)	Bidder only able to provide emergency response time of more than two (2) hours; technician will only be available onsite after more than three (3) hours to do repairs.
Satisfactory (score 10)	Bidder can guarantee emergency response times of two (2) hours for acknowledgement of emergency event; technician on site in three (3) hours to do repairs.
Good (score 15)	Bidder can guarantee emergency response times less than two (2) hours of acknowledgement of emergency event; technician on site in less than three (3) hours to do repairs.

Please tick where applicable and provide details for measures that are in place to adhere to proposed response time:

Response Time	Tick where applicable	Details of measures that are in place to adhere to proposed response time. (Attach additional document, if space below is insufficient)
Emergency Response is in more than a day, or no information provided. Any of these conditions above will result in a zero score.		
Bidder only able to provide emergency response time of more than two (2) hours. Describe what measures are in place to adhere to your proposed response time.		
Bidder can guarantee emergency response times of two (2) hours of acknowledgement of emergency even. Describe what measures are in place to adhere to your proposed response time.		
Bidder can guarantee emergency response times less than two (2) hours of acknowledgement of emergency event. Describe what measures are put in place to adhere to your proposed response time.		

Evaluation criteria 4: Warranties

This criteria evaluates the available hardware and software maintenance warranties provided by the bidder.

The scoring of this criterion will be evaluated as follows:

	Available hardware and software warranties
Non Responsive (Score 0)	No information supplied in proposal
Poor (score 5)	Bidder can only provide a one-year warranty either the equipment and/or the software.
Good (score 15)	Bidder can provide an extended 3 year warranty to cover the hardware and software warranties for a period of 3 years.

5 PRICING SCHEDULE

Pricing Instructions

1. The Bidder must price all items;
2. Pricing must 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.

#	Item Description	Price (Inc VAT)
1	Equipment for Auditorium	
2	Equipment for Space Weather Control Room	
3	Installation (incl. travelling, accommodation, etc)	
4	Training	
5	Other expenses (Please specify)	
	<i>Maintenance / Repair Contract (SLA)</i>	
5	Year 1 cost	
6	Year 2 cost	
7	Year 3 cost	
Total Cost		

* Detailed quotation with full breakdown of individual items to be provided with bid

B-BBEE Status Level of Contribution:

6 SPECIAL CONDITIONS

- a) RFQ responses to be returned to Ms N Strauss
nstrauss@sansa.org.za / 028 312 1196
- b) The facilitator shall have an excellent command of both spoken and written English.
- 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 summary indicating compliant tax status should be submitted with the proposal. Potential suppliers should contact SANSA for assistance in registering on the CSD.
- e) Please note that all services and requirements are to be rendered on site at the SANSA Hermanus facility at the address given in g.
- f) SANSA reserves the right to select any, all or no options offered to best suit the needs of SANSA and its budget.
- g) The offices of SANSA are situated at the following address:
Hospital Street
Westcliff
Hermanus
7200

8 TIMELINES

The successful service provider must be in the position to commence immediately after SLA has been signed by both parties and the purchase order has been issued by SANSA.

9 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/sent 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