



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/301/02/2022
DATE ISSUED	25 February 2022
PROJECT NAME	Supply and deliver new 10 seater vehicle / people carrier
CLOSING DATE AND TIME	8 March 2022 at 16:30
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) ITEM 1(PETROL OPTION)	Total less trade in value
QUOTE PRICE (INCL VAT) ITEM 1(DIESEL OPTION)	Total less trade in value
QUOTE PRICE (INCL VAT) ITEM 2 (PETROL OPTION)	Total less trade in value
QUOTE PRICE (INCL VAT) ITEM 2 (DIESEL OPTION)	Total less trade in value
SIGNATURE	

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 state¹, SANSA Board members or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- The bidder is employed by the state;
- SANSA Board member; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament

Are you or any person connected with the bidder presently employed by the state? If so, furnish the following particulars: Name of person / director / trustee / shareholder/ member:..... Name of state institution at which you or the person connected to the bidder is employed..... Position occupied in the state institution:..... Any other particulars:.....	YES / NO
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<p>If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? If yes, did you attach proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the qualification of the bid) If no, furnish reasons for non-submission of such of:.....</p>	<p>YES / NO YES / NO</p>
<p>Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? If so, furnish particulars:.....</p>	<p>YES / NO</p>
<p>Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars:.....</p>	<p>YES / NO</p>
<p>Are you, or any person connected with the bidder aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars:.....</p>	<p>YES / NO</p>
<p>Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? If so, furnish particulars:.....</p>	<p>YES / NO</p>

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

- 2.1 This Standard Bidding Document must form part of all bids invited.
- 2.2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system
- 2.3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - 2.3.1 Abused the institution's supply chain management system
 - 2.3.2 Committed fraud or any other improper conduct in relation to such system; or
 - 2.3.3 Failed to perform on any previous contract.

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

Item	Question	Yes	No
2. 4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.1.1	If so, furnish particulars:		
2.4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.2.1	If so, furnish particulars:		
2.4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.3.1	If so, furnish particulars:		
2.4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.4.1	If so, furnish particulars:		

3. Certificate of Independent Bid Determination (SBD 9)

- 3.1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 3.2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 3.4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 3.5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

- A. I have read and I understand the contents of this Certificate;
- B. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- C. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- D. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- E. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) Has been requested to submit a bid in response to this bid invitation;
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- F. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- G. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (i) prices;
- (ii) geographical area where product or service will be rendered (market allocation)
- (iii) methods, factors or formulas used to calculate prices;
- (iv) the intention or decision to submit or not to submit, a bid;
- (v) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (vi) bidding with the intention not to win the bid.

H. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

I. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

J. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

4 REQUEST FOR QUOTATION: SUPPLY AND DELIVER NEW 10 SEATER VEHICLE / PEOPLE CARRIER

The South African National Space Agency (SANSA) wishes to replace one of its current fleet vehicles with a new 10-seater vehicle / people carrier for SANSA Hermanus located in Westcliff Hermanus in the Western Cape.

4.1 BACKGROUND TO SANSA

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

4.2 SCOPE OF WORK (Terms of reference)

SANSA hereby requests service providers to bid for a vehicle as per specifications below.

The bid must include a trade-in offer (no less than the official book value of the vehicle):

- 1 x 2011 2.5 Toyota Quantum, full-service history with owner's manual and SANSA branded. Current odometer reading is 131 076 km on 29 November 2021, with the following features:
 - Air conditioning
 - Power Steering
 - 5 Speed Manual transmission
 - Radio (Standard Toyota Head Unit)
 - Tow bar
 - 10 seater
 - White
 - Petrol
 - 4 doors (two (2) front doors, passenger side sliding door and rear boot lid)

NB: Bidder to remove branding immediately upon transfer of ownership from SANSA

Specifications new vehicle:

A white 10-seater vehicle / people carrier is required consisting of and including the following:

- Anti-lock braking system (ABS)
- Driver and passenger airbags as a minimum
- Engine Capacity minimum 2.5 litre
- Fuel supply – Petrol / Diesel
- Manual/Automatic transmission
- Power Steering
- Power output of not less than 120kw
- Electric windows in front as a minimum
- Factory fitted air conditioning
- Smash and Grab Film 35% Visual light transmission, 100 micron (thickness)

- Cloth, fabric upholstery
- Engine immobiliser and remote central locking
- Factory installed Radio, MP3 player, Bluetooth, USB Connection
- Minimum 3 year Comprehensive Warrantee
- Service and Maintenance plan - 7 year, min 200 000km

Additional Requirements

- Towbar and Socket
- Vehicle Branding to SANSA Specification
- Transfer current tracking system from current to new vehicle
Tracking unit specification: MK11 unit with relay, speed buzzer and tag

Additional information

- The service provider must be prepared to bring a sample vehicle to SANSA offices in Hermanus for test driving to assist with the evaluation at a date and time to be confirmed.
- The supplier to have local certified servicing agent which must be located within 50 km radius from Hermanus CBD for the type of vehicle offered for maintenance under the extended service plan.
- Suppliers are requested to quote on both a manual transmission and an automatic transmission vehicle in order for SANSA to make a choice,

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 **R1000 000** (all applicable taxes included) and therefore the **80/20** system shall be applicable.

Please Note: the above amount (R1000 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 three stages:

- Firstly, the bidder will have to comply with eligibility criteria as per Table 2
- Thereafter 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

- 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

To be eligible for the functionality, 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) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
Can accept trade-in		
The service provider must be in a position to bring the vehicle to SANSA Hermanus offices to test drive it for evaluation purposes		
Local certified servicing agent (if yes, please complete provide details below.		

Name of local Servicing agent:

Address:

Contact Details:

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:

Criteria	Maximum Points
Extended Services & Maintenance (200 000km minimum)	35
Meet all the requirements as per Specification – see paragraph 4.2	65
Total evaluation points for quality	100

Evaluation criteria 1: Extended Service and maintenance

Service and maintenance:

- Service provider must include: extended service and maintenance top-up plan to cover 7 years or a minimum 200 000km.
- SANSA is not liable for call out fee (Call out fee should be included in the maintenance plan)
- Guarantees and warranties must be included

Evaluation	Extended Service and Maintenance
Poor (Score 0)	The supplier does not include a service plan or a maintenance plan which includes all service parts, or replacement parts covered by guarantees and warranties (either one will result in a score of zero)
Satisfactory (Score 15)	The supplier includes a service plan and maintenance plan for a minimum of 90 000km or five (5) years
Good (Score 35)	The supplier includes an optional extended service and maintenance plan for a minimum of 200 000km or seven (7) years

Evaluation criteria 2: Meet all requirements

Service providers will be evaluated as per below table

Please indicate if the offer is to specifications by ticking Yes / No on the table below

Bidder to provide brochure with specifications

Offer meet specification?	YES	NO
Anti-lock braking system (ABS)		
Driver and passenger airbags as a minimum		
Fuel supply – Petrol / Diesel		
Automatic transmission		
Manual transmission		
Power Steering		
Power output of not less than 120kw		
Electric windows in front as a minimum		
Factory fitted air conditioning		
Smash and Grab Film 35% Visual light transmission, 100 micron (thickness)		
Cloth, fabric upholstery		
Engine immobiliser and remote central locking		
Factory installed Radio, MP3 player, Bluetooth, USB Connection		
Minimum 3 year Comprehensive Warrantee		
Service Maintenance plan - 7 year, min 200 000km		
Engine Capacity minimum 2.5 litre		
Additional Requirements		
Towbar and Socket		
Vehicle Branding to SANSA Specification		
Transfer tracking unit to new vehicle		

Score	Meet all requirements
0	Supplier did not meet all required specifications as per above checklist
65	Supplier meets all the required specifications as per above checklist

PRICING SCHEDULE

Pricing Instructions.

1. The Bidder must provide two offers, one for Automatic Transmission and a second for Manual Transmission.
2. The Bidder must price all items and provide pricing for both Petrol and Diesel
3. Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
4. Payment will be made based on the deliverables (proven progress) for the services rendered/goods received.
5. Payment will only be made on the basis of invoices provided.
6. Offer to be valid for 30 days from the bid closing date.

Item 1: Automatic Transmission

No	Description	Quantity	Amount INCL VAT (Petrol)	Amount INCL VAT (Diesel)
1	White 10-seater vehicle / people carrier as per specification under paragraph 4.2	1		
2	Licence registration and delivery to SANSA Hospital Road Hermanus	1		
3	Extended service / maintenance plan minimum 200 000km or seven (7) years	1		
4	Fitted Tow-bar and trailer socket			
5	SANSA vehicle branding	1		
6	Tracking unit transfer			
7	Other costs			
	Total including VAT			

NB: A detailed quotation to be sent with the RFQ

Trade in Offers:

Item	Description	Quantity	Including VAT
1	Offer on 2011 Toyota Quantum 2.5, full service history with owner's manual and SANSA branded. Current odometer reading is 1313412km, as at 23 February 2022	1	R
	Total		R

TOTAL PRICE LESS TRADE-IN = R

Item 2: Manual Transmission

No	Description	Quantity	Amount INCL VAT (Petrol)	Amount INCL VAT (Diesel)
1	White 10-seater vehicle / people carrier as per specification under paragraph 4.2	1		
2	Licence registration and delivery to SANSA Hospital Road Hermanus	1		
3	Extended service / maintenance plan minimum 200 000km or seven (7) years	1		
4	Fitted Tow-bar and trailer socket			
5	SANSA vehicle branding	1		
6	Tracking unit transfer			
7	Other costs			
	Total including VAT			

NB: A detailed quotation to be sent with the RFQ

Trade in Offers:

Item	Description	Quantity	Including VAT
1	Offer on 2011 Toyota Quantum 2.5, full service history with owner's manual and SANSA branded. Current odometer reading is 131 076km, as at 29 November 2021	1	R
	Total		R

TOTAL PRICE LESS TRADE-IN = R

Please note the following:

Suppliers can make an appointment with SANSA SCM office at 028 312 1196 to arrange to evaluate the 2011 Toyota Quantum 2.5 to be traded-in in order to provide the costing required above.

Prior award, supplier will be contacted by a SANSA SCM Official in Hermanus to arrange for test driving.

6. SPECIAL CONDITIONS

- a) Quotations to be returned to: nstrauss@sansa.org.za contact 0283121196
- b) The vehicle brand to have local servicing and maintenance agent within 50km radius from Hermanus CBD. Proof of contact details to be provided in writing.
- c) The supplier shall commit to post support where and when required by SANSA.
- d) Trade in value to be deducted from the new vehicle offer
- e) SANSA reserves the right not to accept the trade in offer on the vehicle
- f) Supplier must be registered on the Central Supplier Database (CSD) before closing date of the RFQ. Suppliers should contact SANSA well in advance of the closing date to request assistance with CSD registration if required.
- g) **A supplier summary from the CSD** should be submitted indicating verified tax clearance status.
- h) The offices of SANSA are situated at the following address:
Hospital Road
Hermanus
Western Cape

7. TIMELINES

The successful service provider must be in the position to deliver within 21 calendar days after the purchase order has been issued by SANSA.

8. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and score points with respect to the criteria, tenderers should provide the following supporting documentation.

- a. Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);
- b. A **CSD summary with tax compliant status to be submitted** to the SANSA with the RFQ
- c. Brochure with specifications
- d. The quote must be valid for a period of 30 days
- e. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- f. All pages of quotation must be signed by the responsible person
- g. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- h. **SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision**

9. 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 bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder will be disqualified. Please return this document with the supporting documents.

2. Bid Document Submission

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

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

END