



## REQUEST FOR QUOTATION (RFQ)

<b>RFQ NUMBER</b>	<b>SS/313/03/2022</b>
<b>DATE ISSUED</b>	<b>22 March 2022</b>
<b>PROJECT NAME</b>	<b>GUARDHOUSE EXTENSION AND UPGRADE AT THE SANSa HERMANUS CAMPUS</b>
<b>CLOSING DATE AND TIME</b>	<b>30 March 2022</b>
<b>COMPULSORY BRIEFING SESSIONS</b>	<b>24 March 2022 at 12:00</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>CSD Number</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 / Persal 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>
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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?  <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)**

- 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?  <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.
- 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:

**<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:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(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.

#### 4. REQUEST FOR QUOTATION FOR: GUARDHOUSE EXTENSION AND UPGRADE

The South African National Space Agency (SANSA) invites service providers to submit proposals for the extension and upgrade of the **Security Guardhouse** at the Hermanus Campus in the Western Cape

##### 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

##### 4.1 SCOPE OF WORK (TERMS OF REFERENCE)

SANSA invites suitably qualified service providers to submit proposals for the extension and upgrade **of the Security Guardhouse at the SANSA Hermanus Campus** as per specifications below.

**It's imperative that all bidders attend the compulsory site inspection before quoting on the job. Bidders should not that a suitably qualified technical representative MUST attend the site briefing as technical details related to the scope will be shared, and Bidders must take their own measurements. Failure to attend or failure to send an appropriate representative will result in the bid being disqualified.**

##### GENERAL NOTES:

- SANSA Hermanus is located in the Westcliffe suburb of Hermanus in the Western Cape, and all work will need to be carried out on site in Hermanus
- Bidders must include the provision of a portable, temporary security guard office with running water and electricity from start to completion of this project.
- Bidders must include moving of Energisers, CCTV and other equipment to the temporary structure in order to keep security operational during the construction phase
- Bidders must include provision for electrical points to accommodate all equipment
- Plans for the new Guardhouse must be drawn up by a registered Architect (bidder to arrange)
- Pre-submission of plans must be discussed with SANSA before submission to council
- Plans to be submitted to council for approval (bidder to arrange)
- Copies of Approved Plans must be submitted to SANSA for new structure in both hard and soft copies
- The plans must incorporate the colours, tiles specs, finishes etc as suggested below
- Bidders must factor in rerouting of existing water, sewer, electrical and fibre connections. There is also a septic tank located on the eastern side of the current structure



## **SPECIFICATIONS**

Refer to annexure A as a reference guide to the floor layout of the envisaged new guardhouse. Annexure A is a reference to the layout, however the Architect designs can incorporate aesthetics, flow, functionality and placement of various rooms.

### **Plans**

The plans must be drawn up bearing in the mind the current building designs, and allowing for seamless integration with the current aesthetic designs on site.

Submission of plans for council approval.

Design should take into consideration the existing services and available space for the extension of the current to completed guardhouse.

Current guardhouse size – Approximate size 14m<sup>2</sup>

New guardhouse design – New design size 36m<sup>2</sup> (**do not exceed**)

### **List of required areas within the new guard house**

- Control room / monitoring environment CCTV and other equipment i.e. Fence alarm etc
- Open seating area (break room)
- Kitchenette
- Toilets x 2
- Holding cell
- General viewing area / administrative

### **Pre-Construction / Civil works**

Remove tree behind the current guardhouse including root system and other protruding root systems

Existing Canopy is currently attached to the building and alternative mounting solution to be addressed

Extend existing canopy lining up with the new structure on east and western sides

Current asbestos roof to be removed and discarded with a controlled process

### **Foundation**

Extend existing foundation to accommodate additional floor space

The site has a high water table and foundation must factor in this requirement and must also accommodate weeping holes

## Walls

- Interior walls and window sills – smooth plaster finish, painted in matt white (two coats white Acrylic PVA – matt finish)
- Exterior walls and window sills – smooth plaster finish, painted in white (brilliant white)
- All interior and exterior walls including ceilings to be painted with two coats of Acrylic PVA (brilliant white)
- All rooms must include ventilation bricks as the area will be occupied 24/7/365 occupation

## Doors

- Entry and exit doors - wooden doors and frames (Solid)
- Varnish doors in Red mahogany
- Brass Handles, Scroll Short (CV31sn) – Satin Nickel with 3 lever lock sets

## Windows

- All window frames to be replaced with Anthracite Grey aluminum windows and waterproofed
- Tint windows for one way view (film rating 35%)
- **NB** – Main front facing window needs to be a horizontal sliding window from left-hand to right-hand side

## Floors

- Remove old vinyl tiles from existing structure
- Screed entire floor area to have even surface throughout the new constructed building
- Prepare surfaces for tiling with key coat
- Floors to be retiled with A-grade 430 x 430mm non-slip, Urban Grey Matt Ceramic floor tile (PG1UUR200518) with 5mm spacing between tiles
- Grout – Dove grey
- 70mm (height) Urban Grey tile skirting to be fitted around newly tiled floor area throughout the new structure

## Kitchen Area

- Remove old kitchen sink and cabinet.
- Install light grey, gloss 30mm thick Formica post form countertop
- Install new drop in, single end bowl sink – 900 x 510 x 140mm, stainless steel.
- Fit sink with Chrome, Highrise Swivel Sink mixer with side lever (TVKIKAO3/CH)
- Backsplash above sink area and counter area tiles with a Platoon Ivory Mosaic 300 x 300 x 4mm (FTMO0297)
- Mosaic sealer to be applied over backsplash
- Grout - White

- Install white melamine cabinets under sink with one shelf on the inside (including doors and handles)
- Fit two deep roller drawers 500 (w) x 450 (h) x 450 mm (d)
- Fit cabinet with a top shelf and hang rail underneath, flush next to sink cabinet
- Fit an additional broom cabinet – 2060(h) x 470(w) x 575(d)
- Fit a microwave shelf between the window and right-side wall – 600(w) x 400 (h) x 350mm (d)
- Solid brushed stainless steel T-bar cabinet handles 220 x 10mm to be used (RAR115)
- Install light grey, gloss 30mm thick Formica post form countertop for camera screens in surveillance room

### Restroom

- Cover walls from floor to ceiling with 600 x 300mm Starbuck Grey Matt Ceramic wall tile (WS1CSB20A7L) with 3 mm spacing between tiles
- Insert Brede Stone and Glass Listello border (FTLS 0125) 298 x 48 x 8mm – Border to be inserted in the middle of walls, between floor and ceiling, around the whole room
- Wall tiles to be laid in a horizontal pattern
- Grout – White
- Replace old cornice with new rhino cornice – Cornice should cover all possible gaps between tile and ceiling
- Fit Lebo white floor standing cabinet and basin (XXBSCBLEB450CW) – 450 x 800 x 260mm
- Install single lever basin mixer (tap) – TVJA7440/CH
- Fit chrome Urban Cube toilet roll holder

### Electrical work

- **All Electrical work must be flush mounted, no surface mounts for this installation allowed, excluding control room/monitoring room**
- Replace old, recessed sockets with 16A 4x4 double switched sockets complete (PS675R-P)
- Replace two surface mounted socket outlets with new 16A 4x4 double switched sockets complete (PS675R-P)
- Install recessed switched socket 16A + Euro 4x4 complete (PS680-P) for microwave
- Replace old restroom light with Surface Circular 350mm round IP44 rated, LED light with white body (cool white 3000K)
- Replace old kitchen light with Slimline 4ft Alu 40w LED linear light IP33 (SKU: ML-LL-4ft-40w)
- Replace old light switch with new light switch (L122-P)
- Neaten up all loose hanging electrical and network cables and restore trunking
- Chasing, conduits and replastering to be included

### Ceiling

- Paint cornice with the same paint as indicated
- Fit cornice for a finished look

## Roofing

Replace current roof with non-magnetic roof covering to reduce the buildings magnetic signature

Install fascias, gutters and downpipes to divert water away from the building

## General

- Aluminium tile trims to be inserted at all sharp edges to ensure a neat finish
- 2 mm Edging to be included around all cut edges of countertops and kitchen cabinets
- All plumbing adjustments, components and chasing to be included
- All chased areas to be replastered, primer and repainted

## Please Note:

- **The SANSA Hermanus campus is a magnetically clean environment and therefore all materials utilised MUST be non-magnetic and will be inspected by the project manager before use.**
- **Should part of the project be outsourced, please submit documents of the outsourced contractor.**
- **No tools or equipment will be provided by SANSA**
- **SANSA will not store any equipment or tools**
- **Work to be done during working hours 07h45-16h30 Monday – Friday**
- **All building rubble to be removed off-site**
- **Work site to be left clean and tidy after each working day**
- **SANSA requires a dedicated project manager (site foreman) from the supplier who will be on-site every day of the project to oversee and guide the team.**
- **Quality workmanship is important – the Guard House is the front of site for the Hermanus facility and needs to look good as well as be a comfortable working environment for the guards.**

## 4.2. 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 R 1 000 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

**Please Note: the above amount (R 1 000 000) is not the Budget Amount for this Project but is the Treasury threshold for request for quotation (RFQ).**

- 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
- 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

**(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	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**Eligibility Criteria**

To be eligible for functionality 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		
CIDB Grade 2 GB		
Registered Architect (SAIA, SACAP or similar)		If yes, please provide registration number and include a copy of certification in your submission
Structural Engineer (SAICE, Istruct or similar)		If yes, please provide registration number and include a copy of certification in your submission
Electrical Installer must be registered with Department of Labour under Act 6(4) of the Electrical Installation regulations.		If yes, please provide registration number
Technical representative attended the compulsory 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 3: Quality/Functionality Criteria**

<b>Quality criteria</b>	<b>Maximum number of points</b>
Previous Experience	30
Project Plan with Timelines	50
Warranty on Workmanship	20
<b>Total evaluation points for quality</b>	<b>100</b>

**Evaluation Criteria: Previous Experience**

Indicate the experience of the tenderer in projects of similar nature and conditions in relation to the scope of work over the last three (3) years will be evaluated – at least three contactable references. Tenderers should very briefly describe his or her experience in this regard and attach this to this schedule. Please note that SANSA reserves the right to contact references as part of the due diligence process for RFQs.

The description should be put in tabular form with the following headings

<b>Employer, contact person and telephone number, where available</b>	<b>Description of work (service)</b>	<b>Date started and date completed</b>


The scoring of the tenderer's experience will be as follows:

<b>0</b>	Tenderer has completed no construction projects of similar nature
<b>10</b>	Tenderer has indicated one but less than 3 completed construction projects of similar nature (attach client reference)
<b>20</b>	Tenderer has completed 3 but less than 5 completed construction projects of similar nature (attach client reference)
<b>30</b>	Tenderer has more than 5 completed construction projects of similar nature. (Attach client references)

### Evaluation criteria 2: Project Plan with Timelines

The potential supplier should explain how they will manage to complete the project on time (SANSA requires completion within four (4) weeks of the award):

- A detailed project plan must be provided indicating a timeline
- Provide an overview of the team to be allocated for this project, including the architect and the site foreman who will manage the project

<b>Score</b>	<b>Time Scale</b>
<b>0</b>	NO project plan / project plan submitted doesn't indicate timeline / no indication of the project team available for this project – either one will result in a score of 0.
<b>20</b>	Supplier is able to complete the project within ten (10) weeks, and provided an overview of the project team available
<b>35</b>	Supplier is able to complete the project within nine (9) weeks, and provided an overview of the project team available
<b>50</b>	Supplier is able to complete the project within eight (8) weeks or less, provided a detailed overview of the project team including an architect and on site foreman, and provided an overview of the project team available



**Evaluation criteria 3: Warranty on Workmanship**

The potential supplier to provide a signed letter indicating workmanship warranty on all aspects of the construction

<b>Score</b>	<b>Workmanship warranty</b>
<b>0</b>	No warranty
<b>15</b>	A warranty of one (1) year on workmanship
<b>20</b>	A warranty of two (2) years or more on workmanship

## 5. PRICING SCHEDULE

### Pricing Instructions

1. Payment will be made based on the deliverables for work done, and NO advance payments will be made.
2. Payment will only be made on the basis of work completed satisfactorily, and invoices provided and approved by the project manager.
3. Offer to be valid for 30 days from the bid closing date.
4. Pricing to include all costs related to the site being at SANSA Hermanus

DESCRIPTION	AMOUNT (Incl VAT)
Architectural Design, submission and permit costs	
Tree Removal and root system	
Canopy extension and structural engineers cost	
Portable guard office rental	
Removal of Asbestos roofing sheets	
Roofing	
Plumbing	
Aluminium	
Electrical	
Carpentry	
Painting	
Tiling	
Other Building Related Costs not included in list above	
Travel costs, if applicable	
Any other costs (please specify)	
<b>TOTAL AMOUNT (INCLUDING VAT)</b>	

**NB: a formal quotation to be sent with proposal. The pricing schedule above and formal quotation must include all applicable costs and there can be no variation after award has been made.**

**SANSA reserves the right to accept all or part of the quotation within the project budget**

## 7. SPECIAL CONDITIONS

- a) Quotations to be returned to: nstrauss@sansa.org.za / 028 312 1196
- b) **A compulsory site inspection and briefing meeting to be held on 24 March 2022 at 12:00**  
**Attendance by a qualified technical representative of the bidder is essential before quoting on the aforementioned job. Failure to attend will result in bid being disqualified.**
- c) 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.
- d) **A supplier summary from the CSD** should be submitted indicating verified tax compliance status.
- e) This RFQ 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.
- f) The offices of SANSA are situated at the following address:  
**Hospital Road**  
**Hermanus**  
**Western Cape**

## 8. TIMELINES

The successful service provider must be in the position to complete the project within 04 weeks after the purchase order has been issued by SANSA. Time lines required MUST be indicated in project plan submitted.

## 9. 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. Project plan indicating time lines
- b. 3 References including organisation name, contact person and contact numbers;
- c. Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);
- d. **A supplier summary from the CSD** indicating verified tax compliance status
- e. The quote must be valid for a period of 30 days
- f. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- 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.***

#### **RFQ 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**