



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/314/03/2022
DATE ISSUED	23 March 2022
PROJECT NAME	Request for Proposals for High Density Filing Cabinets for storage solution at SANSA Hermanus
CLOSING DATE AND TIME	31 March 2022 at 11:00
COMPLUSORY BRIEFING SESSION	28 March 2022 at 12:00
CIDB GRADING	
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 / Personal Number

1. DECLARATION OF INTEREST (SBD 4)

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

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

¹"State" means –

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

Are you or any person connected with the bidder presently employed by the state? If so, furnish the following particulars: Name of person / director / trustee / shareholder/ member:..... Name of state institution at which you or the person connected to the bidder is employed.....	YES / NO
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Position occupied in the state institution:..... Any other particulars:.....	
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)

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 PROPOSAL FOR HIGH DENSITY FILING CABINETS

The South African National Space Agency requires the services of a suitably qualified supplier to design, supply and fit high density filing cabinets as a storage solution at the SANSA Hermanus campus in 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/PROJECT BRIEF

SANSA requires a suitably qualified supplier to design, supply and fit high density filing cabinets, in the best possible way. The units will be primarily purposed for secure storage.

NB:

- 1. All proposed cabinets must fit in locations, dimensions listed below.**
- 2. No tools or equipment will be provided by SANSA.**
- 3. Successful bidder to supply all materials and labour.**
- 4. The work required is on the SANSA Hermanus Campus in Hermanus in the Western Cape.**
- 5. A compulsory briefing session will be held on 28 March 2022 at 12:00 at SANSA, Hospital Street, Hermanus to explain the current problem and provide any outstanding details.**
- 6. Suppliers will also be given an opportunity (via appointment) to inspect locations on the site prior to providing a bid submission.**

The SANSA Hermanus Facility is a magnetically clean environment and therefore all materials utilised **MUST** be non-magnetic and be confirmed by the project manager before use.

Background

SANSA Hermanus has three (3) available storage areas where groceries, stationary files and promotional goods are stored.

Current available space

<u>Building name</u>	<u>Room name</u>	<u>Approximate Dimensions (floor space)</u>
Main Building	H13	4.5m x 3.5m = 15.75m ²
Main Building	Safe	3.8m x 1.9m = 7.22m ²
Science Engagement Storeroom	Open Area	7.0m x 3.9m = 27.3m ²

Requirements

1. The cabinets should be individually lockable as there is a variety of items which will be kept separately and managed by different officials.
2. The type of shelving required:
 - a. Room H13: There should be a combination of shelving for lever-arch files, shelving for consumable goods, and shelving with lockable doors.
 - b. Walk-in safe: Shelving for lever-arch files and archive boxes
 - c. Science Engagement Storeroom: There should be a combination of shelving for promotional items, brochures, and small equipment. The shelving should be adjustable.
3. The cabinets should be easily movable on the tracks within the units.
4. The cabinet system should be designed to use the space optimally and provide the best solution to contain as much content as possible, yet allow for movement in the storeroom
5. The cabinet system should enable the officials to store as much as possible but also allow for movement within the storeroom for unpacking and arrival of goods
6. The cabinet system must be secure and allow for effective management of access
7. The cabinets should include an adjustable shelving arrangement
8. The cabinets should have sturdy handles
9. The left and right side should be movable units
10. The rocking force on the unit should be light
11. Each rack should have a braking device to assist when unit filled to capacity
12. Transmission should be bearing driven

SANSA requires bidders to submit a proposal including design, and a pricing proposal for the supply and fit of high-density filing cabinets for storage as above.

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 two stages:

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 1) and the minimum threshold of 70 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

Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **70 points** and over to be assessed on their financial offer and preference score.

Eligibility Criteria

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 2 below. If the answer is “No” on the Table 2 below, the bidder who didn’t submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 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		
Attendance of compulsory briefing session		

The evaluation of the functional / technical details of the proposal will be based on the following criteria:

	Evaluation criteria	Weighted score
1	Experience of the company Experience of the company with respect to specific aspects of the project/ comparable projects	30
2	Performance on past projects Bidders to provide details of previous clients	30
3	Project Proposal/ Methodology and Design (Approach paper which responds to the Project Brief with the best solution to address SANSA’s mobile storage solution needs and outlines proposed approach / methodology and design)	40
	TOTAL	100

Refer to **Annexure A** - List of Returnable document for the scoring sheet that will be used to evaluate functionality.

7. SUBMISSION OF PROPOSALS

- a. Proposals submitted by companies must be signed by a person duly authorised.
- b. SANSA will award the contract to qualified bidder(s) whose proposals determined to be most advantageous to SANSA, taking into consideration the technical (functional) solution, price and BBBEE.

8. PRICING PROPOSAL

- a. The Pricing Proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- b. The price needs to be provided in South African Rand (incl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- c. Payment will be according to the SANSA Payment Terms and Conditions.

9. APPOINTMENT OF SERVICE PROVIDER

- a. The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- b. Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, SANSA reserves the right to appoint an alternative supplier.

10. SPECIAL CONDITIONS

- a) Proposals to be returned to the SANSA SCM Office: Bazola Mkuyana at bmkuyana@sansa.org.za
- b) Technical queries may be addressed to Shahwaal Davids at sdavids@sansa.org.za
- c) All requests for viewing of the storage space should be done via the SANSA SCM Office.
- d) The lead expert shall have an excellent command of both spoken and written English.
- e) The service provider shall commit to post support where and when required by SANSA.
- f) Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.
- g) The offices of SANSA are situated at the following address:
Hospital Street
Hermanus
7200

11. TIMELINES

The successful service provider must be in the position to commence with services within 7-10 days after the purchase order has been issued by SANSA.

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

13. 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 <https://www.sansa.org.za/wp-content/uploads/2019/06/15-RT15-2016-Annexure-N-General-Conditions-of-Contract.pdf>

Signed

Date

Name

Position

*Enterprise
name*

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

Tender Conditions

1. Disqualification

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

2. Tender Document Submission

Faxed and emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete faxed or email documents have been received by the SANSA by the due time. Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.