



## REQUEST FOR QUOTATION (RFQ)

<b>RFQ NUMBER</b>	<b>SS/310/03/2022</b>
<b>DATE ISSUED</b>	<b>17 March 2022</b>
<b>PROJECT NAME</b>	<b>Signage</b>
<b>CLOSING DATE AND TIME</b>	<b>28 March 2022 at 11:00</b>
<b>NAME OF PROPOSER/TENDERER</b>	
<b>CSD NUMBER</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>PHYSICAL ADDRESS</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	
<b>FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE</b>	
<b>IDENTITY NUMBER</b>	
<b>POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)</b>	
<b>COMPANY REGISTRATION NUMBER</b>	
<b>TAX REFERENCE NUMBER</b>	
<b>VAT REGISTRATION NUMBER</b>	
<b>QUOTE PRICE (INCL VAT)</b>	
<b>SIGNATURE</b>	

**Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Personal Number

**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

<p>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:.....</p>	<p><b>YES / NO</b></p>
<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?  (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, <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.	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:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

- A. I have read and I understand the contents of this Certificate;
- B. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- C. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- D. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- E. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) Has been requested to submit a bid in response to this bid invitation;
  - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience;
 and

- (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- F. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
- G. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (i) prices;
  - (ii) geographical area where product or service will be rendered (market allocation)
  - (iii) methods, factors or formulas used to calculate prices;
  - (iv) the intention or decision to submit or not to submit, a bid;
  - (v) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (vi) bidding with the intention not to win the bid.
- H. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- I. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

#### 4 REQUEST FOR QUOTATION FOR the provision of signage to SANSA Hermanus

The SANSA facility in Hermanus will need various indoor and outdoor signage and branding requirements over the next two years. The replacement of all current branding on the premises will have to be replaced due to a brand revamp and new signage is required for newly constructed buildings. SANSA is looking to appoint a service provider that is able to provide a wide variety of signage requirements over the next two years.

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

The signage needs for SANSA Hermanus will be rolled out two phases.

###### PHASE ONE

For phase one, the appointed service provider must create a signage master plan for the SANSA Hermanus facility, indicating signage that must be replaced and new signage that must be added. The signage master plan must also indicate the material/method of signage, the signage content and the cost associated with the signage. The signage master plan must conform to the new SANSA Corporate Identity and have a coherent overall design.

The signage master plan must be preceded by a site visit and done in consultation with the SANSA communications department and SHEQ representative/team. All travel costs must be taken into consideration when quoting.

###### PHASE TWO

Phase two of the project will entail the roll-out of the master-plan.

These two phases will have to run concurrently as there are urgent indoor and outdoor signage needs for the launch of the new building.

The service provider must be able to design, create and install the following types of indoor and outdoor signage, as well as remove existing signage:

- Light boxes
- Pylon signs
- LED Backlit signs
- LED programmable moving message board
- 3D illuminated letters (acrylic lit signage)
- Metal signs
- 3D Fabrication signs
- Wayfinding and safety signs
- Perspex signage
- Wall paper / wall decals / wall graphics
- Fleet graphics / vehicle branding

Only service Providers within 130 km radius of SANSA Hermanus will be considered.

Signage items on the pricing schedule is only for the purpose of an example to be used for evaluation purposes, and should include the design, manufacturing and installation cost of listed item.

## 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).**

The procedure for the evaluation of responsive tenders is **functionality (quality), price, 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

**(ORIGINAL/CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT 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 Contributor	Status Level of	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	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
<i>SABS letter from manufacturer</i>		
Distance from the SANSA Hermanus campus not more than 130 km  Address (please provide company address) _____ _____		

**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.

The allocation of points for the evaluation of quality/functionality is set out in Table1 below:

**Table 1:**

<b>Criteria</b>	<b>Maximum Points</b>
Project plan with detailed timelines	40
Company experience with reference letters and portfolio with photo evidence or video links, that are linked to references provided	30
Project team with necessary skills: Project manager Architect / designer Installation technician	30
<b>Total evaluation points for quality</b>	<b>100</b>

**Evaluation criteria 1: Project plan with detailed timelines**

Provide a project plan with detailed timeline for outside and inside office signage for the New Space Weather Building. Please see video on link for signage requirement.

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

<b>Criteria</b>	<b>Maximum Points</b>
<b>Poor (Score= 0)</b>	No information provided.
<b>Fair (score = 10)</b>	The project plan or timeline is lacking elements of the scope of work
<b>Good (score = 40)</b>	A detailed project plan, with timeline and covering the entire scope of work.
<b>Excellent (score = 50)</b>	A detailed project plan, with timeline, covering the entire scope of work as well as innovative solutions to design and implementation.

**Evaluation criteria 2: Previous experience with similar projects**

Company experience with reference letters and portfolio with photo evidence or video links, that are linked to references provided. Please note that SANSA reserves the right to contact the references as part of the due diligence process for RFQs.

Please complete the table below:

No	Project Description	Company name	Contact Person and number	Date of Completion	Value	Link / photos

Criteria	Maximum Points
<b>Poor (Score= 0)</b>	No information provided, less than 3 past projects completed of a similar nature to the Scope of Work, less than 3 reference letters or no photo evidence. Any combination of the above conditions will result in zero.
<b>Good (Score= 15)</b>	At least 3 past projects completed of a similar nature to the Scope of Works. Provision of 3 reference letters on letterheads and clear contact details with photo evidence or links provided.
<b>Excellent (score = 25)</b>	More than 3 past projects completed of a similar nature to the Scope of Works. Provision of more than 3 reference letters on letterheads and clear contact details with photo evidence or links provided

**Evaluation criteria 3: Project team with necessary skills:**

Bidder should provide CV's of Key personnel that includes the following, but is not limited to:

Project manager

Architect / designer

Installation technician

<b>Score</b>	<b>Project team with necessary skills</b>
<b>Poor (Score= 0)</b>	No information provided or not all of the above mentioned project team are provided. Any combination of the above will result in zero.
<b>Good (Score= 15)</b>	CV's for the core project team mentioned above has been provided. The core project team has a minimum of three years' experience.
<b>Excellent (score = 25)</b>	CV's for the core project team mentioned above has been provided. Provision of CV's of additional members that will add value or benefit the project. The core project team has more than three years' experience.

- The description should be put in tabular form as per the below table, and include the following:

<b>Recent Client</b>	<b>Contact number and contact person</b>	<b>Description of project</b>	<b>Year completed</b>

## 6. PRICING SCHEDULE

### Note

- The pricing schedule should include all anticipated costs to allow for a fair evaluation.
- Phase 1 will be a fixed cost
- Phase 2 costs will be used for evaluation purposes only. This part will be required on an as and when required basis.
- All travel costs must be included.
- Please note that all signage will be installed at the SANSA Hermanus campus in Hermanus in the Western Cape.

Description	Price (Incl. VAT)
<b>Phase 1:</b>	
Signage Master plan	
Travel to Hermanus (2 x trips for development of plan)	
<b>Phase 2: (For evaluation purposes only)</b>	
1,5m x 1,2m 3D illuminated logo	
30cm x 15 cm PVC office signage	
1m x 0,5m Programmable LED moving signage	
Car wrap signage – Toyota Corolla Sedan	
Travel to Hermanus (per km rate)	
Any other costs (please specify)	
<b>TOTAL (Incl. VAT)</b>	

## 7. SPECIAL CONDITIONS

- a) Quotations to be returned to: Nicole Strauss at [nstrauss@sansa.org.za](mailto:nstrauss@sansa.org.za) 028 285 0048
- b) Technical contact and Communication Practitioner: Daleen Fouche [dfouche@sansa.org.za](mailto:dfouche@sansa.org.za) 028 285-0103. The Project Lead will be available throughout the project for consultation. The service provider shall commit to post support where and when required within reason by SANSA.
- 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 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)
- e) SANSA reserves the right to request potential bidders to present their proposals to the evaluation committee.
- f) The successful service provider will be expected to sign a Service Level Agreement with SANSA
- g) The offices of SANSA are situated at the following address:  
**Hospital Street**  
**Hermanus**  
**7200**

## 8. TIMELINES

The successful service provider must be in the position to start the project within 1- week after the purchase order has been issued by SANSA.

## 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. Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE).
- b. 5 References including organisation name, contact person and contact numbers.
- c. CSD Registration Summary with a tax compliance status must be provided with the bid document
- 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**
- i. SANSA will not award the contract to any bidder who does not comply with the terms and conditions of the bid document and will at its own discretion appoint next highest scoring bidder**

## 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*

### Bid 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

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 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.