



## REQUEST FOR QUOTATION (RFQ)

<b>RFQ NUMBER</b>	<b>SS/308/02/2022</b>
<b>DATE ISSUED</b>	
<b>PROJECT NAME</b>	<b>Research Portal WordPress Plugin Development</b>
<b>CLOSING DATE AND TIME</b>	<b>24 March 2022 @ 11:00 A.M.</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

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>
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:.....	<b>YES / NO</b>

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:.....	<b>YES / NO</b>
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:.....	<b>YES / NO</b>
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:.....	<b>YES / NO</b>
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:.....	<b>YES / NO</b>

## 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 SANSA Research Portal Wordpress Plugin Development

The SANSA Research Portal (<https://research.sansa.org.za>) is a gateway to share information on SANSA researchers, students and research-related project information. The portal currently exists as a standalone static HTML-based web site.

SANSA requires the Research Portal to be integrated into the main SANSA web presence (<https://www.sansa.org.za>) to share the design aesthetics of the main site, as well as make use of the CMS capability of the WordPress site to allow easy management of the content. The newly integrated functionality will provide SANSA Researchers a platform to share their research and current projects, especially with prospective students and collaborators.

The new functionality must be packaged and developed as a WordPress plugin to ensure the required functionality is implemented as required.

The design of the plugin must meet the requirements of the SANSA Corporate Style Guide and integrate seamlessly into the SANSA web presence.

From a researcher perspective the two main changes will be that researchers will gain CMS access to edit their own profiles and secondly have the added benefit of a blogging space to post content on their latest work.

Therefore, SANSA requires a service provider to re-design the Research Portal with the required added functionality and provide maintenance and support for a 3-year period.

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

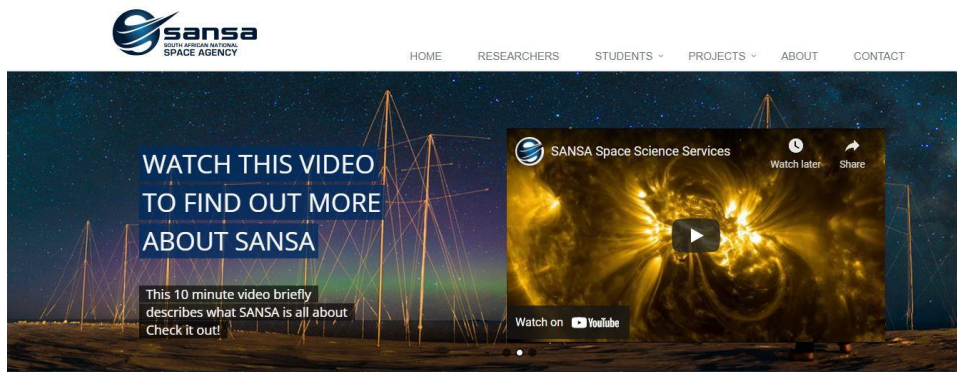
The new Research Portal should be incorporated with the main SANSA WordPress website with the following functionality, but not limited to:

- Portal Frontend Requirements
- Portal Backend Requirements
- Technical Requirements
- Plugin to be developed for Wordpress version  $\geq$  5.8.2
- Roles:
  - Administrator
  - Researcher
  - Student Administrator

The quote should also include the cost of maintenance and support of the plug-in for a three-year period along with an in-person training session with team members in **Hermanus, Western Cape** and a basic user manual.

## Cosmetic Changes

### Front page:



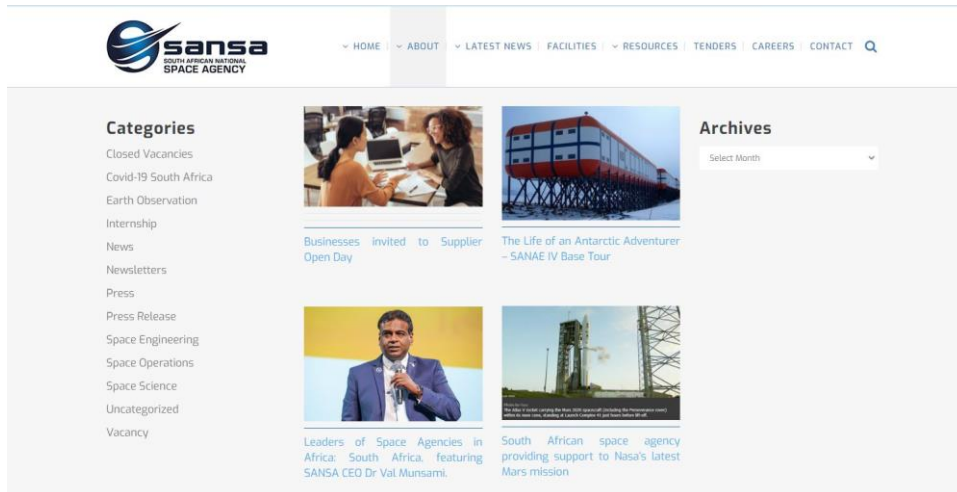
Welcome to SANSA's Research Portal!

The South African National Space Agency (SANSA) contributes to global space research through high-impact collaborative research and development ensuring South Africa is recognised as a leader in space science and technology. SANSA plays a key role in monitoring the near-Earth space environment and forms part of the worldwide network of space weather centres and magnetic observatories. The Agency is responsible for operating a distributed network of research infrastructure used for monitoring the near-Earth space environment over Southern Africa, Indian and Atlantic ocean, and Antarctica.

The research areas covered by SANSA are diverse and are focused under four main Agency programmes: Earth Observation, Space Science, Space Operations and Space Engineering. These focus areas include opportunities in remote sensing, Earth system science, geospatial programming, Antarctic research, climate change, space weather and ionospheric physics, aerospace and electronic engineering, computer science, software and systems engineering.

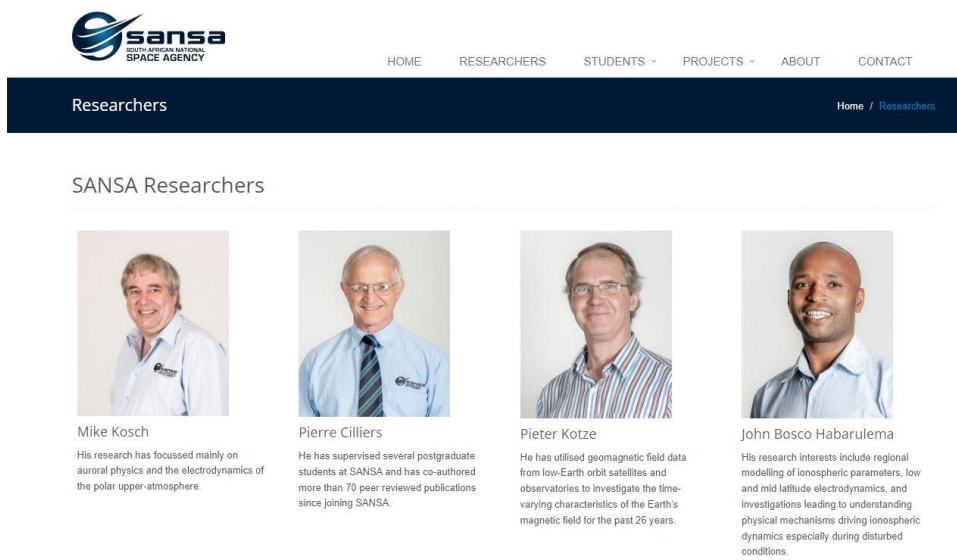
- At the top of the front page, there is a banner rotating a corporate video and two photos with captions. We would like to remove the current content and replace with the latest research news from SANSA. We can draw this content from the website.
  - <https://www.sansa.org.za/2022/02/07/sansa-researcher-dr-john-habarulema-honoured-with-stellar-nrf-rating/>
  - <https://www.sansa.org.za/2020/11/03/marion-island-sentinel-for-tsunamis-and-lightning/>
  - <https://www.sansa.org.za/2021/03/29/sprite-height-measured-over-africa-for-the-first-time/>
  - <https://www.sansa.org.za/2021/02/08/sansa-scientist-discovers-secret-hidden-in-the-northern-lights/>
- The welcome message can remain.
- The three buttons below the welcome message (**Researchers**, **Students** and **Opportunities**) should remain. Please add **Projects** – the buttons can either be feasible on the main page or under an obvious menu option
- The “Welcome to SANSA” and the “SANSA directories” does not have to migrate to the main website, as this information is already on the main website.
- The only SANSA stakeholder logos that should remain are the DSI, NRF, DFFE , and SANSA
- The menu buttons at the top of the current home page can be limited to home, researchers, students and projects. Contact Us information is currently in the footer and should remain there. These buttons could be listed in the same way the current press centre looks. With the buttons listed at the left of the screen.





<https://www.sansa.org.za/press-center/>

## Researchers



- The Research page can stay more or less the same with a photo gallery of the researchers.
- Once you click on a photo, you go to the researcher profile.
- The research profile needs additional changes, see next category.

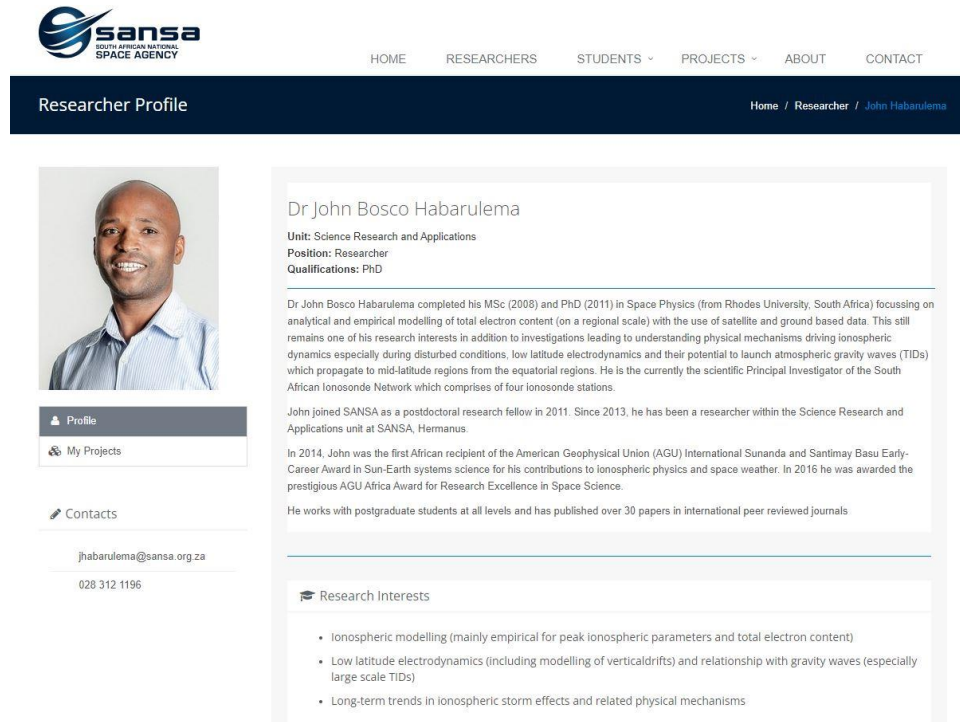


## Research profile:

**sansa**  
SOUTH AFRICAN NATIONAL  
SPACE AGENCY

HOME RESEARCHERS STUDENTS PROJECTS ABOUT CONTACT

Researcher Profile Home / Researcher / John Habarulema



- [Profile](#)
- [My Projects](#)
- [Contacts](#)

jhabarulema@sansa.org.za

028 312 1196

### Dr John Bosco Habarulema

**Unit:** Science Research and Applications  
**Position:** Researcher  
**Qualifications:** PhD

---

Dr John Bosco Habarulema completed his MSc (2008) and PhD (2011) in Space Physics (from Rhodes University, South Africa) focussing on analytical and empirical modelling of total electron content (on a regional scale) with the use of satellite and ground based data. This still remains one of his research interests in addition to investigations leading to understanding physical mechanisms driving ionospheric dynamics especially during disturbed conditions, low latitude electrodynamics and their potential to launch atmospheric gravity waves (TIDs) which propagate to mid-latitude regions from the equatorial regions. He is the currently the scientific Principal Investigator of the South African Ionosonde Network which comprises of four ionosonde stations.

John joined SANSa as a postdoctoral research fellow in 2011. Since 2013, he has been a researcher within the Science Research and Applications unit at SANSa, Hermanus.

In 2014, John was the first African recipient of the American Geophysical Union (AGU) International Sunanda and Santimay Basu Early-Career Award in Sun-Earth systems science for his contributions to ionospheric physics and space weather. In 2016 he was awarded the prestigious AGU Africa Award for Research Excellence in Space Science.

He works with postgraduate students at all levels and has published over 30 papers in international peer reviewed journals

---

**Research Interests**

- Ionospheric modelling (mainly empirical for peak ionospheric parameters and total electron content)
- Low latitude electrodynamics (including modelling of vertical drifts) and relationship with gravity waves (especially large scale TIDs)
- Long-term trends in ionospheric storm effects and related physical mechanisms

- The name, photo and bio (with designation, department and qualification) and the research interest need to remain
- Contact details must include email, phone number, link to ORCID profile and link to Research Gate profile and link to (full) publication list (if external).
- Instead of listing publications underneath research interest, we would like to add a blog where Researchers can write a blog and add images about their current work.
- There must be a short menu on the left with the following options: Profile, **Projects**, , **blog**
  - Projects: this should take you to a list of projects. There should be past, ongoing, and new Projects (NB – This should also be linked to the Project page listed on the home page)
  - Blog – all the previous blog posts
- Researchers would need to be able to adjust all these elements, so please create a Researcher role with these permissions.
- Please note that the Researcher role should constrain the Researcher in terms of layout, font etc however allow content to be changed.

## Students



### Meet SANSA Students



Nicola Oford

Affiliation: Rhodes University

Qualification: MSc Space Science



Makhosi Dubazane

Affiliation: Rhodes University

Qualification: MSc Space Science



Amore Nel

Affiliation: North-West University

Qualification: MSc Physics



Nigussie Giday

Affiliation: Rhodes University

Qualification: MSc Physics



Jean-Claude Uwamahoro



Phillip Lourens Prinsloo



Etienne Eben Vos



Tighe Barris

- Home and profiles remain as is
- Please add a category for past students – there are past students who became researchers (such as, for example, Amore Nel). The alumni profile and research profile would have to be linked.
- The student administrator would need to access and edit this section – please create such a role with relevant permission for the student page and the student profiles

## Projects

This can also remain as is and needs to link with the projects listed on the Research Profile

### Please note the following:

- 1) The Research Portal is managed from the SANSA Hermanus campus located in Hermanus in the Western Cape and all training will need to be conducted on-site in Hermanus.
- 2) SANSA's Chief Scientists and Student Administrator, who will play a key role in managing the content, are in the Western Cape.
- 3) The SANSA Project Manager for the Research Portal upgrade will be available throughout the project for consultation.
- 4) The successful service provider will be required to provide support and maintenance services a 3-year period for the research portal.
- 5) A Service Level Agreement will be entered into between SANSA and the successful service provider.

## 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 R500 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

**Please Note: the above amount (R500 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

**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:**

Criteria	Maximum Points
Adherence to the specification	50
Previous experience with similar projects including Portfolio of evidence	30
References	20
<b>Total evaluation points for quality</b>	<b>100</b>

**Evaluation criteria 1: Adherence to the specification**

Provide a detailed design proposal including mock-ups of the Research Portal with the following pages:

Landing Page

One Researcher Profile

The Project page

Note that the design proposal should also include a time-line for the re-design of the Research Portal according to the scope of work.

Criteria	Maximum Points
<b>Poor (Score= 0)</b>	No detailed design proposal or mock-ups provided. Design proposal with mock ups provided, but not in line with Research Portal standards, styles and aesthetics. Any combination of the above conditions will result in zero.
<b>Good (score = 30)</b>	A detailed design proposal with mock-ups provided that are in line with Research Portal standards, styles and aesthetics.
<b>Excellent (score = 50)</b>	A detailed design proposal with mock-ups provided that are in line with Research Portal standards, styles and aesthetics. Added recommendations on functionality provided. Ease of use

	Clarity User friendly plug-in design
--	---

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

The bidder should provide documentation indicating past experience:

- A detailed list of at least 3 similar projects, short description of the project including access to portfolio of evidence (Hyperlink).

No	Project Description	Date of Completion	Link

Criteria	Maximum Points
<b>Poor (Score= 0)</b>	No information provided or less than 3 past projects completed of a similar nature to the Scope of Work. Any combination of the above conditions will result in zero.
<b>Satisfactory (Score= 20)</b>	At least 3 past projects completed of a similar nature to the Scope of Work.
<b>Good (score = 30)</b>	More than 3 past projects completed of a similar nature to the Scope of Work.

### Evaluation criteria 3: Contactable references

The supplier must supply at least 3 contactable clients for whom similar work has been done. Please note that SANSA will contact the references as part of the due diligence process for this RFQ.

Score	Delivery /time frame
<b>Poor (Score= 0)</b>	No information provided or less than 3 contactable references provided. Any combination of the above conditions will result in zero.
<b>Satisfactory (Score= 10)</b>	At least 3 contactable references provided.
<b>Good (score = 20)</b>	More than 3 contactable references provided.

- 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

Description	Price (Incl. VAT)
Development Cost	
Training (in-person on-site in Hermanus)	
Travelling Costs	
Maintenance and Support Year 1	
Maintenance and Support Year 2	
Maintenance and Support Year 3	
Any other costs (please specify)	
<b>TOTAL (Incl. VAT)</b>	

### Note :

- 1) That the SANSA project manager will inspect the completed portal and payment will only be authorised after project manager has signed off that the work has been satisfactorily completed.
- 2) The offer to be valid for 30 days from the bid closing date.
- 3) A detailed quotation must accompany in the bid and must include all costs as no unspecified costs will be accommodated.
- 4) The majority of the SANSA team members involved are based in Hermanus, Western Cape, and any costs associated with this location must be specified.

## 7. SPECIAL CONDITIONS

- a) Quotations to be returned to: Bazola Mkuyana at [bmkyana@sansa.org.za](mailto:bmkyana@sansa.org.za) 028 285 0086
- 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 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.