



## REQUEST FOR QUOTATION (RFQ)

<b>RFQ NUMBER</b>	<b>SS/315/03/2022</b>
<b>DATE ISSUED</b>	<b>13 May 2022</b>
<b>PROJECT NAME</b>	<b>Artificial Grass Installation at Hermanus Science Centre</b>
<b>CLOSING DATE AND TIME</b>	<b>23 May 2022 at 12:00</b>
<b>NAME OF PROPOSER/TENDERER</b>	
<b>CSD SUPPLIER NUMBER (MA 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 / Peral 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 disqualification of the bid</b>                  If no, furnish reasons for non-submission of such proof:.....</p>	<p><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 ARTIFICIAL GRASS

4.1 The South African National Space Agency (SANSA) requires a service provider to supply and install artificial grass at the SANSA Science Centre outdoor area behind the interactive exhibit area according to SANSA's requirements. The SANSA Science Centre is located at the Hermanus division of SANSA located at Hospital street in Hermanus, Western Cape.

### 4.2 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

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

**SANSA** requires a service provider to install artificial grass and do basic renovations at the Science Centre outdoor area. The SANSA Science Centre is located at the Hermanus division of SANSA located at Hospital street in Hermanus, Western Cape.

If sub-contracting, it is expected from the lead supplier to manage and supervise the entire project (the lead supplier to respond to the RFQ). The lead supplier also needs to ensure compliance of specifications and requirements AND take full responsibility for logistics surrounding the project.

A project plan must be submitted, detailing how the project will be implemented. A Specific timeline is also required.

#### 4.3.1 General works required

##### a) Installation of Artificial Grass

- Flooring of the shaded area with tables: dimensions, 14,5m x 5,1m (approximate size). Install artificial grass.
- Remove grass and replace with artificial grass in areas with the same dimensions 4.7m x 3.1m (x 3) (approximate size).
- Treat area with herbicide to prevent future growth of flora.
- Compact treated area in preparation of installation.
- Black flooring (Damp Course) sheet must be installed in all areas before artificial grass is installed to prevent natural vegetation to flourish.

**The artificial grass should be 30mm Residential/Commercial artificial grass.**

##### b) Plumbing Work

- Remove the two basins on the wall and replace with two new Stainless still single well front wall mounting like the attached photo in figure 1. Basin size 545 mm x 380 mm.
- Remove and replace taps with two stainless steel taps like figure 2.
- Patch and repaint the wall after installation of the basins and taps.
- Refurbishment of paving and wooden benches (cleaning, repairs, painting)



Figure 1



Figure 2

Bidders will have to make appointment to come on site to take measures and inspect the area to provide proper costing.

**Note:**

- **The highest quality and standard of workmanship is expected, and SANSA will be monitoring the contractor to ensure delivery to expectations.**
- **All building rubble to be removed from site by contractor.**
- **No tools or equipment will be provided by SANSA.**
- **Any damage to surrounding structures caused by the contractor must be repaired to SANSA's satisfaction at the contractor's cost.**
- **The Science Centre is located in Hermanus in the Western Cape. All travel costs must be included in quotation.**

## 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 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 **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 80 points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table below



## Preference

**(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 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

### 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 Table1 below:

**Table 1:**

Criteria	Maximum Points
Company Experience	50
TimeLine/ Project plan	30
Warranty	20
<b>Total evaluation points for quality</b>	<b>100</b>

### Evaluation criteria 1: Company Experience

**Description:** Bidders experience in similar projects or similar areas and conditions in relation to the scope of work.

Bidder should indicate years of experience and briefly describe his/her experience relating to the scope work and provide client recommendation letters of projects of a similar nature

Please note that SANSa will be contacting references as part of the due diligence process for RFQs.

<b>Criteria</b>	<b>Maximum Points</b>
<b>Poor(Score= 0)</b>	Bidder has 0 to less than 2 years' experience and has not provided recommendation letters or the letters are not of projects of a similar nature
<b>Satisfactory (Score= 30)</b>	Bidder has 2 to less than 5 years' experience and has provided at least 3 recommendation letters of projects of a similar nature
<b>Good (Score= 50)</b>	Bidder has 5+ years' experience and has provided at least 5 recommendation letters of projects of a similar nature

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

Recent Client (within last 3 years)	Name and contact number of Client	Description of Project	Start Date and Completed date	Approximate value of the project

### Evaluation criteria 2: Project Plan

**Description:** Potential supplier to submit, with the RFQ, a detailed project plan indicating timelines and also provide an overview of the key personnel allocated for this project.

Criteria	Maximum Points
<b>Poor (Score = 0)</b>	No project plan submitted – doesn't indicate timeline nor key personnel
<b>Good (Score= 20)</b>	Supplier submitted overview of the key personnel that was incomplete or had no timeline
<b>Excellent (Score= 30)</b>	Satisfactory and complete overview of the key personnel and timelines

**Evaluation criteria 3: Warranty****Description: three (3) year warranty maximum 20 points**

<b>Criteria</b>	<b>Maximum Points</b>
<b>Poor (Score= 0)</b>	No warranty or less than three (3) years
<b>Good (Score= 20)</b>	A warranty of at least three (3) years

## 6. PRICING SCHEDULE

### Pricing Instructions

- **Bidders must attach a detailed quotation.**
- Price to include all costs with no unspecified cost to allow for a fair evaluation.
- Bidder may subcontract items from the work and in that case the bidder will be responsible for managing the project including payments made to subcontractors.
- Payment will be made based on deliveries and invoice approved by the project manager.
- **NO UPFRONT PAYMENTS**
- Offer to be valid for **60 days** from the bid closing date.

### PRICING SCHEDULE 1 - Bidders must attach a detailed quotation.

#### Total supply and install artificial grass and undertake renovations at the Science Centre

No	Description	Amount Incl VAT
1.	Supply and fit artificial grass as per specification	
2.	Supply and fit two stainless steel basins and taps as per specification	
3.	Refurbishment of paving and wooden benches (cleaning, repairs, painting)	
4.	Other costs – Specify	
	<b>TOTAL Incl VAT</b>	

#### NB:

Quote to include all costs. Bidders to note the location of the Science Centre and include any costs related to the location in the pricing schedule.

A detailed quotation to be sent with the RFQ.

**SANSA WILL ONLY PAY THE LEAD SUPPLIER AND THE LEAD SUPPLIER TO PAY THE SUB-CONTRACTORS**

SANSA reserves the right to select 1 or all of the items in the pricing schedule (item number 1 – 3) depending on available budget.

## 7. SPECIAL CONDITIONS

- a) Quotations to be returned to: Nicole Strauss at [nstrauss@sansa.org.za](mailto:nstrauss@sansa.org.za)
- b) Telephonic enquiries SCM Related: (028) 312 1196
- c) For technical enquiries please contact Thandile Vuntu on [tvuntu@sansa.org.za](mailto:tvuntu@sansa.org.za)
- 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) Quotation to include all costs.**
- g) Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.**
- h) 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)
- i) 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 on the project within 5 working days after official 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. Client references letters 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**
- j. SANSA reserves the right to select all or some of the indicated items based on available budget.**

## 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 SANSAs 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 SANSAs 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**