



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/321/07/2022
DATE ISSUED	21 July 2022
PROJECT NAME	Facilitator for Management Strategic Session for SANSa Hermanus
CLOSING DATE AND TIME	29 July 2022 at 11:00
NAME OF PROPOSER/TENDERER	
TELEPHONE NUMBER	
CSD SUPPLIER NUMBER (MA 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 Personnel 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..... Position occupied in the state institution:..... Any other particulars:.....	YES / NO
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 disqualification of bid If no, furnish reasons for non-submission of such proof:.....	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 QUOTATION FOR FACILITATOR FOR MANAGEMENT STRATEGIC SESSION

The South African National Space Agency requires the services of a Facilitator for a Management Strategic Session for the SANSA Hermanus Facility in August 2022.

4.1 BACKGROUND TO SANSA

The South African National Space Agency (SANSA) is a public entity under the Department of Science and Innovation (DSI). It 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. SANSA has 3 campus locations which house the various components of the business. The SANSA Hermanus Campus is located in the Western Cape, and has been previously responsible for the Space Science Programme. During 2022, SANSA is transitioning to a new Business Model which has various implications including the need to relook the business strategy and the role of the Hermanus Facility. In addition, SANSA Hermanus is reaching conclusion of a major 3-year project to operationalise Space Weather with a 24/7 service offering, and enhanced capability. Currently, 70 SANSA employees are based at the Hermanus Facility, and for the first time under the new Business Model various functions have been centralised.

SANSA is listed as a schedule 3A public entity and is administered according to the Public Finance Management Act (PFMA). The Hermanus Facility operates on a mixed income model and requires a substantial amount of revenue income to meet its financial requirements.

PURPOSE

The main purpose of the service is to provide facilitation services to **SANSA HERMANUS** in support of the strategic planning process **SANSA** is embarking on. The services will include the design and facilitation of the strategic planning process and preparation of the strategic planning workshop report.

SCOPE OF WORK

The main requirement is for facilitation services for **SANSA Hermanus** to support the SANSA strategic planning process. The services will include the design and facilitation of the strategic planning process and preparation of a draft strategic plan.

The service provider will be expected to design the strategic planning session, and facilitate the strategic planning process. It is anticipated that a total of 20 – 25 members will attend the strategic planning session including CEO, Executives, and Functional Managers. The dates that have been booked for the session is the **15 – 17 August 2022**, and the location will be in the Overstrand area (To be determined).

The strategic planning process should focus, among other things, on the following:

- Review SANSA's core ideology (mission, vision brand and values);
- Do a situational analysis for the SANSA Hermanus Facility;
- Review the Space Weather Project and map the project to SANSA's new business model;
- Align the Facility's future requirements to the core ideologies;
- Outline required functions, processes and systems to ensure the delivery of the strategic plan;
- Define Strategic Goals and Outcomes for the facility for the period 2023 - 2028;
- Reflect on the capacity and growth aspects for the Facility looking at immediate, short-term and long-term;

- Define outcomes, outputs, targets, and major activities;
- Define the role that the Hermanus Facility will play within the New Business Model;
- Determine resource and budgetary requirements for implementing the strategic priorities;
- Identify monitoring, review and reporting requirements;
- Develop an action plan for going forward

DELIVERABLES:

The service provider will be expected to deliver the following:

- Strategy Workshop Design – Setting out the workshop design with reference to levels of participation; thematic sessions and outcomes; methodologies; workshop agenda; and pre-workshop preparation and documentation.
- Facilitation of Strategy Workshop in **HERMANUS** - Facilitate 3-Day August session with the SANSA Hermanus Management team and key role-players in accordance to the scope of work;
- Strategy Workshop Report – Record of the strategic planning workshop proceedings

The Strategic Planning Process will run as follows:

- Discussion with Managing Director responsible for SANSA Hermanus in the week of 8 August 2022 (Virtual)
- 3 Days with the SANSA Team in August 2022 – dates set are 15 – 17 August 2022
- Strategic Workshop Report – within 3 weeks of Strategic Session

5 TECHNICAL PROPOSAL

The technical proposal must include the following:

- Methodology to be employed in delivering on this assignment,
- Detailed prior experience of completing similar assignments with 10 verifiable references,
- Detailed CV of the facilitator that will complete this assignment.

6 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, Price and Preference** method.

- 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 will be evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price only and the 20 points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table below

Preference

(ORIGINAL/CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SOWRN 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 **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
Approach paper indicating methodology and how the service provider will go about executing the assignment according to the scope of work	60
Tenderer (Company)'s experience and references in Strategic Planning	20

Team member (s) experiences in related/similar projects	20
Total evaluation points for quality	100

Evaluation criteria 1: Methodology and proposal outline

The methodology must respond to the proposed scope of work and outline the proposed approach complete with examples where relevant. The proposal should include:

- How the service provider will deliver on the deliverables.
- Strategy facilitation sessions/interventions implemented previously and outcomes achieved.

The scoring of the proposed approach paper will be as follows:

	Methodology
Poor (score 20)	The proposal is poor or is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the scope of the work. The proposal omits important outcomes and understanding of scope of work is inconsistent with the approach paper.
Good (score 40)	The proposal is specifically tailored to address all scope of work objectives and requirements; and is sufficiently flexible to accommodate changes that may occur during execution. The work plan fits the methodology well; all important activities are indicated in the activity and their sequencing is appropriate and consistent with project objectives and requirements. There is a fair degree of detail that facilitates understanding of the proposed scope of work.
Excellent (score 60)	Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of the deliverables. The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value added services that is relevant to the project. The sequencing and timing of activities are very well defined, indicating that the tenderer has optimized the use of resources and the work plan permits flexibility to accommodate contingencies and risks.

Evaluation criteria 2: Tenderer’s (Company) experience in Strategic Planning

The experience of the tenderer (company) in similar projects or similar areas and entities as well as conditions in relation to the scope of work will also be evaluated. Tenderers should very briefly describe the experience in this regard and attach this to the schedule below.

	Tenderer’s experience – facilitation projects completed
Non-compliant	Less than three references in similar projects provided

Good (score 10)	Facilitator have extensive levels of experience (between 5 -15 years) based on their CV attached
Very good (score 20)	Facilitator have outstanding levels of experience (more than 15 years) based on their CV attached

The service provider will be required to commit a dedicated, high-level facilitator who will act as the primary point of contact and liaison with SANSA. The experience of the facilitator must be confirmed within the proposal.

An experienced facilitator must be assigned to this project.

The experience of the tenderer's facilitator in similar projects and conditions in relation to the scope of work will be evaluated (minimum of five references). CV must be submitted.

PRICING SCHEDULE

Price must include the entire scope of work and any other expenses e.g. travelling and accommodation that assist the service provider in delivering the final product to SANSA as per the scope of work and within the deadlines.

Work Component (Reference to Scope of Work)	Deliverables	Total per Work Component (Excl. VAT)
Travelling to HERMANUS or Surrounds		
Accommodation		
TOTAL AMOUNT(EXCL VAT)		
VAT (15%)		
TOTAL AMOUNT(INCL VAT)		

7 SPECIAL CONDITIONS

- a) Quotations to be returned to: nstrauss@sansa.org.za / 028 – 312 1196
- b) The facilitator shall have an excellent command of both spoken and written English
- c) The service provider shall commit to post support where and when required, within reason by SANSA.
- d) The total cost should be inclusive of all expenses.
- e) Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.
- f) **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)
- 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 provide the service as per the scope of work and deliverables after the purchase order has been issued by SANSA.

- Discussion with Managing Director in the week of 8 August 2022 (Virtual)
- 3 Days with the SANSA Team in August 2022 – dates set are 15 - 17 August 2022
- The draft strategic session report will need to be delivered within 3 weeks of the strategic session.

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. CSD Registration Summary with a tax compliance status must be provided with the bid document
- 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. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- f. **SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision**
- g. **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.

END