



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/326/09/2022
DATE ISSUED	12/10/2022
PROJECT NAME	Readvertise - Gardening Services for a period of three years.
COMPULSORY BRIEFING SESSION	18/10/2022 at 11:00
CLOSING DATE AND TIME	21/10/2022 at 12:00
NAME OF PROPOSER/TENDERER	
CSD SUPPLIER NUMBER (MA NUMBER)	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PHYSICAL ADDRESS	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE	
IDENTITY NUMBER	
POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)	
COMPANY REGISTRATION NUMBER	
TAX REFERENCE NUMBER	
VAT REGISTRATION NUMBER	
QUOTE PRICE (INCL VAT)	
SIGNATURE	

Full details of directors / trustees / members / shareholders.

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

A. BIDDER'S DISCLOSURE (SBD 4)**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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

² 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.

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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

B. REQUEST FOR PROPOSAL FOR SANSA GARDENING

1. BACKGROUND TO SANSA

The South African National Space Agency (SANSA) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa

The Space Science Directorate of the South African National Space Agency is situated on 16 Hectares of “Fynbos” covered land at 1 Hospital Street, in the suburb of Westcliff, Hermanus. The property is in an approximately square configuration and has some small fauna (tortoises, mongooses, grysbuck & birds) and much indigenous flora in evidence. Buildings and lawns cover approximately 25% of the total land area and are concentrated mainly in the central part of the property.

2.1 SCOPE OF WORK (TERMS OF REFERENCE)

- 2.1.1 Resident fauna and flora are sensitive and are to be disturbed as little as possible during activities on site but small animals (tortoises etc) which could be injured by grass cutting machinery should be removed from danger prior to mechanical grass cutting operations.
- 2.1.2 The entrance to the premises is on the western end of Hospital Street and access is controlled by a 5.5m automated security gate. The premises are secured by electrified 2.3m high steel palisade fencing around the perimeter. There are various sensitive scientific installations on the premises which may not be disturbed or may only be approached with permission from the relevant department.
- 2.1.3 There is a vehicle track around the perimeter of the ground which together with various fire breaks provides fire protection to the property. The undeveloped section of the grounds is covered with a mixture of fynbos and young alien trees and saplings, mainly Bluegum and other eucalyptus varieties, Myrtle and Port Jackson interspersed with some Baileys wattle and Rooikrantz.
- 2.1.4 A plan of the grounds is available (please refer to Annexure B) where the total land area is divided into 16 x 1 Hectare squares. It is envisaged that bidders will quote for two-weekly servicing of relevant squares as indicated on Annexure B (blocks 5 & 6 and blocks 14 & 15 ; 4 x blocks in total) where lawn grass requires maintenance and should take into account that the lawned areas could change with time as new developments take place.
- 2.1.5 Before grass is to be cut by machine (eg. lawnmower or trimmer) the area must be **physically inspected** (on foot) for large seed cases/obstructions which could cause damage to the contractor’s machinery or break nearby windows and must be raked together, bagged and removed. Any such damage caused to SANSA’s property will be for the successful bidder’s account.
- 2.1.7 Grass cuttings and seed cases etc. (like those of the flowering gum) must be removed from SANSA premises and dumped in a legal manner at the bidders cost, if any.
- 2.1.8 Contractors must be aware that much of the lawned areas at SANSA abut open veld and fynbos and that there could be dangerous reptiles (snakes), spiders and bees present which could bite or sting employees with possible lethal effects.

- 2.1.9 Grass cuttings and seed cases etc. (like those of the flowering gum) must be removed from SANSA premises and dumped in a legal manner at the bidders cost, if any
- 2.1.10 Garden services (cutting and edging of lawns), ground rehabilitation (mulching the poor soil areas with grass clippings) and repairs and maintenance to irrigation system(where needed) may be done in cooperation with the Facility Services Unit.
- 2.1.11 A signed service report authorised by the relevant SANSA project manager or his delegate must accompany every invoice and/or statement submitted for payment by the contractor.
- 2.1.12 Finally, there are some rare species of fynbos and wild orchids present on SANSA'a premises and where these can be identified or are marked, they must be left undamaged and undisturbed.
- 2.2 The successful bidder will be required to sign a Health & Safety Agreement with respect to contractor personnel engaged on any SANSA Space Science site.
- a. The workers of the successful bidder must wear a permanent and easily recognisable means of identification in the form of the company's logo or name permanently fixed to the back of their protective clothing and all necessary PPE (safety boots, gloves, safety glasses, ear protection & hard hats) must be allowed for in the bidders budget and supplied to workers and the use thereof enforced by the successful bidder.
 - b. SANSA reserves the right to refuse entry/working on the premises if the required protective clothing/equipment is not used during working operations on site.
 - c. Unauthorised removal of SANSA's assets from these premises is strictly forbidden and any transgressions by the successful bidder and/or his personnel will have serious legal implications.
 - d. The successful bidder's personnel must be confined to their work area only
- 2.3 All other services related to **Gardening services** that is not described above will be requested on a quote basis.

C. 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 R1 million (all applicable taxes included) and therefore the **80/20** system shall be applicable.

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 3) 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

1. 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 Table1 below

Table1: B-BBEE level and points

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

2. Eligibility Criteria

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 2 below.

If there is “No” on the Table 2 below, the bidder who didn’t submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		

3. 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 Table3 below:

Table 3: Quality/Functionality Criteria

Criteria	Maximum Points
Capacity and equipment (to be employed per shift at the Hermanus Site)	40
On-site supervision (time physically spent on site per shift)	30
Tenderer’s (Company) experience	30
Total evaluation points for quality	100

Evaluation criteria 1: Capacity and Equipment

Description:

Indicate the number of machine/operator units which will be employed per shift at SANSA Space Science.

Tenderers should list in detail his or her maximum complement of machine/operator units which will/can be employed at SANSA Space Science.

The description should be put in tabular form with the following headings:

Type of equipment	Indicate the number of units which can be employed at SANSAs Space Science in one shift	Full-time operators for these machine Yes/No	Number of operators available
Lawnmower			
Line trimmer			
Blower			
Pickup/trailer			
Other (please specify)			

The scoring of the tenderer’s capacity and equipment is as follows(3 points per unit as specified in above table) :

Poor (score = 10)	Tenderer has up to four machine/operator units available.
Satisfactory (score = 20)	Tenderer has more than four up to seven machine/operator units available.
Good (score = 30)	Tenderer has more than seven up to nine machine/operator units available.
Very good (score = 40)	Tenderer has ten or more machine/operator units available.

Evaluation criteria 2: On-site Supervision

Description:

Indicate the he number of hours spent by the shift supervisor at SANSAs Space Science.

The description should be put in tabular form with the following headings:

On-site shift supervisor available Yes/No	Daily control over PPE/Safety Yes/No	Indicate the number of hours spent physically supervising work team/shift	Normal start and end time of weekday work shifts

The scoring of the tenderer’s supervisory capacity will be as follows (4 points per hour as specified in above table):

Poor (score = 0)	Tenderer has no on-site shift supervisor - specify how control is exercised under “Notes” below.
Satisfactory (score = 10)	Tenderer has on-site supervisor present for one up to three hours per shift
Good (score = 20)	Tenderer has on-site supervisor present for more than three up to six hours per shift.
Very good (score = 30)	Tenderer has on-site supervisor present for more than six up to eight hours of the shift.
Notes:	

D. PRICING SCHEDULE

Pricing Instructions (please complete the schedule below and insert total cost where indicated)

1. The Bidder must price all items;
2. Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
3. Payment will be made based on the deliverables (proven progress) for the services rendered/goods received.
4. Payment will only be made on the basis of invoices provided.
5. Offer to be valid for 30 days from the bid closing date.

Schedule A: Deliverable based activity and cost schedule

			Total Cost for 3 years including VAT		R
Work Component (reference to Scope of Work)	Deliverables	Monthly cost per deliverable in Year 1	Annual Cost per Deliverable (incl VAT) for Year 1 Monthly cost x 12	Annual Cost per Deliverable (incl VAT) for Year 2 Monthly cost including escalation x 12	Annual Cost per Deliverable (incl VAT) for Year 3 Monthly cost including escalation x 12
Annexure B, Block No.5 Area 1 hectare	Mowing/trimming grassed area around Security hut, paths, roads & firebreaks – twice per month	R	R	R	R
Annexure B, Block No.6 Area 1 hectare	Mowing/trimming grassed area in front of main building around paths, roads & firebreaks – twice per month	R	R	R	R
Annexure B, Block No.14 Area 1 hectare Note : Sensitive Area!	Mowing/trimming grassed area around buildings, lawns, paths, roads - twice per month	R	R	R	R
Annexure B, Block No.15 Area 1 hectare Note : Sensitive Area!	Mowing/trimming grassed area around buildings, paths, roads - twice per month	R	R	R	R
Areas around Space Weather Centre Building, Guest Accommodation and Main building	Maintain Plant Beds, De-weed, fertilise mulch twice per month or when required	R	R	R	R
Total annual cost per year for three years including annual escalation in years 2 and 3.			R	R	R
Ad hoc item(non-evaluating item)					
(i)	Repairs to 1m section of irrigation pipe		R	R	R
(ii)	Replace pop-up		R	R	R

E. SPECIAL CONDITIONS

- a) Quotations to be returned to: Nicole Strauss at nstrauss@sansa.org.za
- b) The service provider shall commit to post support where and when required by SANSA.
- c) 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)
- d) This RFQ is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign a SDP agreement for shorter payment periods for EMEs.
- e) The offices of SANSA are situated at the following address:
- f) **SANSA Space Science**
Hospital Street
Westcliff
Hermanus, 7200

F. TIMELINES

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

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

H. 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;
- iv) confirms that the contents of this questionnaire/forms (SBD 4) 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.treasury.gov.za/divisions/ocpo/sc/generalconditions/>)

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/sent 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

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete 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.

COMPLIANCE WITH PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) ("POPIA")

1. The Constitution guarantees citizens the right to privacy, including the right not to have the privacy of their communications infringed.

2. POPIA aims to promote the protection of privacy through the application of its guiding principles for the processing of personal information in a context-sensitive manner.

Committed to your Privacy

3. SANSA fully comprehends that your personal and company information is valuable to you; your privacy is just important to SANSA. SANSA commits to safeguarding and lawfully processing your personal information.

Purpose for Processing your Personal Information

4. SANSA collects, holds, uses and discloses your personal information mainly to provide you with access to its services. SANSA will only process your personal information for a purpose you would reasonably expect, including:

- Complying with any legal and regulatory requirements such as contract agreements, etc.
- Confirming, verifying and updating your details.
- Invoicing or paying you to ensure payment and tax compliance.

5. SANSA may collect your personal information which may include your first name and last name, company name and its registration number, identity numbers, email address, physical or postal address, other contact information, banking details, etc.

Consent to Disclose and Share your Personal Information

6. SANSA may need to share your personal information, with third parties, to provide advice, and/or services. Where SANSA shares your personal information, it will take all reasonable precautions to ensure that the third party will treat your personal information with the same level of protection as required by SANSA.

Request and Access to your Personal Information

7. Should you require further information on this or have any concerns about how your personal information is processed or used, you can contact SANSA's Information Officer: Ms Andiswa Mlisa on 012 844 0358 and amlisa@sansa.org.za

8. You can request access to the personal information SANSA has on you at any time. If you think that SANSA has outdated information, you may request to update or correct it. You can also opt-out and request the removal of your personal information at any time. If there are any lawful reasons for requiring SANSA to retain any information, SANSA will advise so.

9. PLEASE TAKE NOTE that your personal information is securely hosted on infrastructure / system managed by SANSA. SANSA assures you that your information will not be shared for any marketing or promotional purposes without your consent.

10. SANSA will continue to manage, monitor, refine and develop policies, processes and systems. This will ensure that SANSA takes every practical and reasonable step(s) to ensure data protection, is in line with POPIA.

END