

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER	EO/103/11/2022
DATE ISSUED	30 November 2022
PROJECT NAME	Appointment of Specialist Consultant to assist with the development of the Space Infrastructure Hub (SIH) Phase 1 Mission User Requirements Specification
CLOSING DATE AND TIME	09 December 2022
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 Tax Reference Number	State Employee Number / Personal 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.

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

Full Name	Identity Number	Name of State institution

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,

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.

- 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 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 THE APPOINTMENT OF SPECIALIST CONSULTANT TO ASSIST WITH THE DEVELOPMENT OF THE SPACE INFRASTRUCTURE HUB (SIH) PHASE 1 MISSION USER REQUIREMENTS SPECIFICATION

1. BACKGROUND TO SANSAS

The South African National Space Agency (SANSAS) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to coordinate 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 Infrastructure Hub (SIH) was approved by the Presidential Infrastructure Coordinating Commission Council (PICC) as Strategic Integrated Project (SIP) No. 22: Digital Infrastructure (Government Gazette No. 812 of 24 July 2020).

2. SCOPE OF WORK (TERMS OF REFERENCE)

The South African National Space Agency (SANSAS) seeks the services of a specialist consultant to assist with the development of the Mission User Requirements Specification (URS) in its Earth Observation programme. The appointed consultant will collaborate closely with the SANSAS Earth Observation and Portfolio Management divisions to develop a set of mission-specific user requirement definitions that will inform the mission specifications of the first SANSAS space mission for the Space Infrastructure Hub Strategic Infrastructure Project (SIP22).

The Consultant will use the information synthesised from the recent SANSAS Thematic User Requirements process to finalise a comprehensive set of User Requirements reflecting first order mission needs and aims. Mission specific user requirements will be derived based on example products and algorithm classes, informing the spacecraft, payloads/sensors, data products and other appropriate mission parameters. The Consultant will also be expected to participate in SANSAS Concurrent Design Engineering Facility (CDEF) sessions focussed on conceptual mission definition. The provider is expected to work closely with the SANSAS team, communicating on a weekly basis. The work will be conducted over a four month period ending in March 2023.

Duties include (but not limited to):

- Identifying and efficiently documenting the first order high level mission requirements e.g. sensor type, ranges of potential spatial and temporal needs, ranges of appropriate sensor spectral and radiometric requirements etc. The available synthesis of the thematic user requirements will be used for this purpose and to inform.
- Summarise, across the nine key thematic areas identified, the major use cases, user archetypes and potential high order impact from the mission (given the existing international mission landscape). This information is



available from the thematic user requirements study, and will primarily need further synthesis and some user transactional testing.

- Identify, across the major thematic areas, appropriate examples of the key product classes required to address thematic user needs. This information is also mostly available from the thematic user requirements study, but will require some specialist refinement and optimisation based on the identified mission solution space.
- Identify, from the key example product classes across the thematic areas, the scientific requirements with regards to appropriate representative examples of biophysical and/or object based algorithm classes and atmospheric correction procedures.
- Identify, across the thematic areas, any critical sensor, spacecraft and or data handling requirements needed to meet the scientific and associated product needs.
- Describe, from the science requirements, a range of mission requirements with respect to, key mission parameters including (but not limited to) spectral resolution, spatial resolution, revisit, radiometric sensitivity, etc. These can be derived primarily using available information in public space on similar and highly complementary sensor types. These mission requirements should be stated across a range of threshold, breakthrough and goal type scenarios, with some informed with regard to the South African space industry's current capabilities.
- Provide an overarching synthesis of prioritised mission aims and associated threshold, breakthrough and goal mission requirements.
- Participation in SANSA's Concurrent Design Engineering Facility (CDEF) sessions, which will focus on conceptual mission definition development (in parallel with the above requirements development).
- Attending up to four (4) in-person meetings/work session at SANSA headquarters in Pretoria. The logistic price per session to be proposed as separate optional line item in the tender.

The ideal Consultant will have:

- Substantial (several missions) previous experience of developing earth observation user requirements and mission specifications within a South African context.
- Substantial (>10 years) experience of the South African space industry and knowledge of its current offerings and capabilities with regards to sensor systems and satellite buses.
- Ability to communicate with a diverse set of Earth Observation specialists and stakeholders.
- Good knowledge of broad Earth Observation markets i.e. knowledge and experience of commercial and freely available satellite data, products and the use of these in various economic sectors such as agriculture, water, and infrastructure monitoring.
- Effective communication skills.
- Excellent report writing skills.

- Own provision for any and all computer, software and internet equipment or facilities used by the supplier in the execution of this tender (except where equipment/software are unique to the SANSA process and therefore customer furnished).

Service providers are requested to provide quotation for this assignment for a period of four (4) months.

Key deliverables (invoiceable) are anticipated to be:

Deliverable 1 Start + 2 weeks: Detailed table of contents and short workplan

Deliverable 2 Start + 6 weeks: Draft URS document v1.0 with gap & effort identification

Deliverable 3 Start + 10 weeks: Draft URS document V2.0 with $\pm 80\%$ completion

Deliverable 4 Start + 12 weeks: Preliminary URS document with any additional CDEF considerations

Deliverable 5 Start + 14 weeks: Final URS document deliverable

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 **85 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

Table 1: 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 **85 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 Table 3 below:

Table 3: Quality/Functionality Criteria

Criteria	Maximum Points
Experience of national user & mission requirements	50
Experience of the South African space industry and knowledge of its current offerings and capabilities	30
Knowledge of broad Earth Observation markets i.e. knowledge and experience of commercial and freely available satellite data, products and the use of these in various economic sectors	20
Total evaluation points for quality	100

Evaluation criteria 1: Substantial previous experience of developing earth observation user requirements and mission specifications within a South African context

Description: Evidence should include a very short description of involvement in previous relevant projects and initiatives. Contact details for references for previous projects should be provided.

Criteria	Maximum Points
Poor (Score= 0)	No previous experience of South African earth observation user and/or mission requirements
Limited (Score= 20)	Limited (1 mission) previous experience of South African earth observation user and/or mission requirements
Good (Score= 50)	Substantial (>1 mission) previous experience of South African earth observation user and/or mission requirements

Evaluation criteria 2: Substantial experience of the South African space industry and knowledge of its current offerings and capabilities with regards to sensor systems and satellite buses

Description: Evidence should include a very short description of involvement in previous relevant projects and initiatives, and/or very short statements on key industry capabilities to demonstrate knowledge.

Criteria	Maximum Points
Poor (Score= 0)	No previous experience of South African space industry and knowledge of its current offering & capabilities
Limited (Score= 20)	Limited (<10 years) previous experience of South African space industry and knowledge of its current offering & capabilities
Good (Score= 30)	Substantial (>10 years) experience of the South African space industry and knowledge of its current offerings and capabilities

Evaluation criteria 3: Knowledge of broad Earth Observation mission landscapes and markets i.e. knowledge and experience of commercial and freely available satellite data, products and the use of these in various economic sectors

Description: Evidence should include short statements of at least three examples of emerging recent developments or opportunities in the international Earth Observation mission landscape, with verifiable reference points such as web sites or reports.

Criteria	Maximum Points
Poor (Score= 0)	Poor or unevidenced knowledge of broad Earth Observation mission landscapes and markets i.e. < three or poorly evidenced mission examples.
Good (Score= 20)	Good knowledge of broad Earth Observation mission landscapes and markets i.e. three or more well evidenced mission examples.

D. PRICING SCHEDULE

Pricing Instructions

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.
6. Quotation to include all cost inclusive of VAT and disbursements.

DESCRIPTION	AMOUNT (EXCL VAT)
TOTAL CONTRACT AMOUNT (EXCLUDING VAT)	
VAT (15%)	
TOTAL CONTRACT AMOUNT (INCLUDING VAT)	

E. SPECIAL CONDITIONS

- a) Quotations to be returned to: Azola Nodali [eo-scm@sansa.org.za](mailto:scm@sansa.org.za)/anodali@sansa.org.za
- b) The service provider must have an excellent command of the English language.
- 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 RFP is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign an SDP agreement for shorter payment periods for EMEs.
- e) The offices of SANSA are situated at the following address:
Enterprise Building
Mark Shuttleworth Street
The Innovation Hub
Lynnwood, Pretoria
0187

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. A method statement of how the tenderer proposes to implement the project.
- b. B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);
- c. 3 References including organisation name, contact person and contact numbers
- d. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- e. All pages of quotation must be signed by the authorised person
- f. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- g. 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/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

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. SANSAS 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. SANSAS may need to share your personal information, with third parties, to provide advice, and/or services. Where SANSAS 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 SANSAS.

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 SANSAS's Information Officer: Ms Andiswa Mlisa on popi_paia@sansa.org.za.

8. You can request access to the personal information SANSAS has on you at any time. If you think that SANSAS 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 SANSAS to retain any information, SANSAS will advise so.

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

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

END