



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	DEA 001/11/2022
DATE ISSUED	30 November 2022
PROJECT NAME	Communications Agency for DEA
CLOSING DATE AND TIME	09 December 2022 @ 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 Tax Reference Number	State Employee Number / Peral 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.



Full Name	Identity Number	Name of State institution

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.

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.



- 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 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 COMMUNICATIONS AGENCY

The South African National Space Agency requires the services of a communications agency on behalf of SANSA.

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

2. SCOPE OF WORK (TERMS OF REFERENCE)

The Agency will be required to deliver as per below scope of work for a period of 6 months:

Communications Agency Specification		
Services	Description of Service - Specifications	for a 6 month period
Digital Marketing		
Content creation	5 days a week on Twitter, LinkedIn, Website Blogs, Facebook and adapted per platform	+/- x120
Posting	per platform	
Community management	For social media platforms (Twitter, LinkedIn, Website Blogs, Facebook)	
Analysis and reporting	Monthly report for each report	x6
SEO Optimisation	Monthly report and adjustments of all digital channels	x6
Monthly Newsletter	Collating, Designing of newsletter & circulation to database	x6
Streaming and Podcast Services		
Podcast Audio & Video Editing	Once a month, including six episodes that have already been produced -to be edited. Each episode is 10minutes	x6
Podcast Intro/Promo Editing		x6

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 **Functionality, Price** and **Preference** method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 1) and the minimum threshold of **70 points** explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price 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.

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 Table 1 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 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		

D. Functionality/Quality:

Quality:

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 is set out in Table1 below:

Table 1

Criteria	Maximum Points
Portfolio of evidence	40
Tenderer's experience (Company)	20
Project team experience	40
Total evaluation points for quality	100

Evaluation criteria 1: Portfolio of evidence

The service provider must submit one or more samples of each of the following. Portfolio of evidence must be shared digitally via a Dropbox, WeTransfer. A link to be sent via e-mail to eo-scm@sansa.org.za:

1. Graphic Design
 - o Evidence of previous work completed
2. Digital communication. Provide evidence of each of the following:
 - o Digital Campaigns managed
 - o Website design,
 - o , and
 - o electronic newsletter.
 - o Business Social Media campaigns that have been managed
 - Information that is available for reporting on social media campaigns
3. Podcasts
 - o Provide evidence of planning for podcasts
 - o Provide links to these podcasts

Provide your methodology to develop integrated digital media plans

The portfolio of evidence must show an excellent understanding of effective science and strategic communication, professional visual design, a good understanding of a company Corporate Identity (CI) and strong editing skills.

The scoring of the portfolio of evidence will be as follows:

Scores	Portfolio of evidence
Unsatisfactory (Score 0)	No submission of portfolio of evidence
Poor (Score 20)	Poor portfolio of evidence submitted. Does not meet all the requirements as per the above evaluation criteria.



Good (Score 30)	High quality and relevant portfolio of evidence submitted which meets at least 80% of the requirements as per the above evaluation criteria.
Excellent (Score 40)	Excellent quality and relevant portfolio of evidence submitted which meets all of the requirements as per the above evaluation criteria as well as additional value added services.

Evaluation criteria 2: Tenderer’s Experience (Company)

The bidder must present at least 3 valid reference letters (on client's letter-head) from companies for which they have provided similar services. Letters must indicate the periods in which such services were rendered.

Failure to provide all 3 reference letters will result in a score of zero in this category/criterion

The experience of the tenderer (company) in similar projects or similar areas and conditions in relation to the scope of work will be evaluated.

The scoring of the company experience will be as follows:

Points 20	Company Experience
Unsatisfactory (score 0)	No reference letters of work on projects of a similar nature
Poor (score 5)	Less than 3 years' experience and 3 reference letters of work on projects of a similar nature,
Good (score 10)	3 to 5 years' experience as well as at least 3 reference letters of work on projects of a similar nature
Excellent (score 20)	6 years' or more experience as well as at least 3 or more reference letters of work on projects of a similar nature

Evaluation criteria 3: Project team

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

Experienced design and editorial team must be assigned for this project. The service provider must have an experienced account manager designers and social media specialists

The experience of the key personnel (all levels of management) in similar projects or similar areas and conditions in relation to the scope of work will be evaluated - CV's or individuals' profiles must be submitted.

The scoring of the experience of all proposed project team members will be evaluated as follows:

Score	Project Team Experience
Unsatisfactory (score 0)	Service provider has not provided the proof or relevant skills of team CV/profiles and/or proof of qualifications.
Poor (score 5)	Key personnel (account manager, , designers, content developers, digital/social media-specialists,) each have limited levels of experience (less than 3 years) based on their CV's/Profiles attached.
Good (score 30)	Key personnel (account manager, designers, content developers, digital/social media specialists,) each have extensive levels of experience (3-5 years) based on their CV's/Profiles attached.
Excellent (score 40)	Key personnel (account manager, designers, content developers, digital/social media specialists,) each have outstanding levels of experience (more than 5 years) based on their CV's/Profiles attached.

*Scoring will be based on an average of team member's CV's submitted.

E. 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.

DESCRIPTION	AMOUNT (EXCL VAT)



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

F. SPECIAL CONDITIONS

- a) Quotations to be returned to 012 844 0500 anodali@sansa.org.za/eo-scm@sansa.org.za
- b) The project lead 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
Innovation Hub
Pretoria 0087

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
- f.

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

Purpose for Processing your Personal Information

4. SANSAS collects, holds, uses and discloses your personal information mainly to provide you with access to its services. SANSAS 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 SANS. SANS assures you that your information will not be shared for any marketing or promotional purposes without your consent.

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