

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER	CO 258/12/2022
DATE ISSUED	15 December 2022
PROJECT NAME	Provision of Strategic Research, Technical & Facilitation Support: Key Strategic Initiatives
CLOSING DATE AND TIME	24 January 2023 @ 16:30
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 / 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

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.

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

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 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

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.

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Position

Name of bidder

B. REQUEST FOR PROPOSAL FOR PROVISION OF STRATEGIC RESEARCH, TECHNICAL & FACILITATION SUPPORT: KEY STRATEGIC INITIATIVES

1. BACKGROUND TO SANSAS

The South African National Space Agency (SANSAS) is a Schedule 3A Public Entity that formally came into existence on 03 December 2010 in terms of the Public Finance Management Act (No.1 of 1999 as amended by Act 29 of 1999). According to the South African National Space Agency Act (Act 36 of 2008) the entity was established to:

"...provide for the promotion and use of space and co-operation in space-related activities, foster research in space science, advance scientific engineering through human capital and support the creation of an environment conducive to industrial development in space technologies within the framework of national government policy..."

The SANSAS Act (Act No. 36 of 2008) provides the following primary objectives of the entity:

- Promoting the peaceful use of outer space.
- Supporting the creation of an environment conducive to industrial development in space technology.
- Fostering research in space science, communications, navigation, and space physics.
- Advancing scientific, engineering, and technological competencies and capabilities through human capital development outreach programmes and infrastructure development.
- Fostering international cooperation in space related activities.

2. SCOPE OF WORK (TERMS OF REFERENCE)

In alignment with the SANSAS 2020-2025 Strategic Plan, a key mandate of SANSAS relates to the following:

i) Supporting the creation of an environment conducive to industrial development in space technology, ii) Fostering research in space science, communications, navigation, and space physics, iii) Advancing scientific, engineering, and technological competencies and capabilities through human capital development outreach programmes and infrastructure development; and fostering international cooperation in space-related activities.

This mandate advocates the need for SANSAS to adopt a different approach towards its strategic initiatives including the industry development strategy, skills development strategy and African engagement strategy.

These initiatives will bear on the effectiveness of SANSAS fulfilling its mandate in a more

comprehensive manner. This approach is intended to demonstrate the full value SANSA can deliver to the broader public and the local industry, thus ensuring full delivery on its mandate as enshrined in the SANSA Act and policy mandate.

The scope of the assignment is to deliver research services, review current strategic material and provide technical, strategic and facilitation support for key strategic initiatives towards the accomplishment of the outcomes outlined in the SANSA 2020 – 2025 Strategic Plan in line with the broader strategies and priorities of government. Key deliverables are as outlined below:

- Conduct a comprehensive assessment of the strategy frameworks in light of the key objectives of the industry development, skills development and Africa engagement strategies and determine whether the recommended approach, outcomes and expected impact of the strategies are comprehensive enough to guide achievement of the organisational mandate taking into consideration developments relating to the SANSA Business Model.
- Conduct market research on the identified key strategic initiatives including the industry development strategy, Africa Engagement strategy and Skills Development strategy and do a comparative study to analyse and evaluate the conclusions to support the recommendation of the ideal approach, initiatives, and strategic partnerships to be pursued in order to accomplish the desired strategic outcomes,
- Provide advisory and technical support to the Strategic Initiatives Manager on the development, prioritisation and implementation of the strategic initiatives,
- Draft an implementation plan for the strategies in line with the Annual Performance Plan and the 5 - year Strategic Plan (2020 - 2025) of the organisation in alignment with the SANSA mandate, priorities, and strategies.
- Consider inputs from the Shareholder and Department of Trade, Industry and Competition (**the dtic**) to finalise the draft implementation plans with revised annual targets for 2022 -2023 and mid-term targets for the 2023 - 2024 to 2024 - 2025 outer years as appropriate to ensure timely finalisation and submission of the strategies.

- Plan and facilitate a one – day strategic initiatives session for key SANSA representatives and other identified stakeholders (as deemed appropriate) to provide an overview of the work carried out including the research conducted and the recommended outputs and the implementation plans for the strategies.
- Plan and facilitate a one – day strategic initiatives session with relevant external stakeholders to reflect on the implementation plan and incorporate their inputs into the plan accordingly.
- Support the Strategic Initiatives Manager and identified internal stakeholders to finalise implementation plans.

LEGISLATIVE REQUIREMENTS

The implementation of SANSAS's Strategy continues to be primarily guided by the following legislative and policy prescripts / plans of government:

- SANSAS Act (Act No. 36 of 2008)
- Public Finance Management Act, 1999 (PFMA)
- National Treasury Regulations (2005)
- The Space Affairs Act
- The South African National Space Agency Act
- The National Space Policy
- The National Space Strategy
- The South African Earth Observation Strategy
- The National Research and Development Strategy
- Economic Reconstruction and Recovery Plan (ERRP Advanced computer literacy with knowledge of the full MS Office suite analysis skills)

C. EVALUATION CRITERIA

SANSAS 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.

SANSAS 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 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 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
Methodology	35
Qualifications of Project Team	25
Company Expertise/Experience	40
Total evaluation points for quality	100

Evaluation criteria 1: Methodology

Description: Details of the methodology. This section of the proposal shall present the methodology of the service provider and describe in detail how the service provider proposes to undertake the service(s), including but not limited to:

- ❖ Solutions to meet SANSA and legislative requirements
- ❖ A description of the proposed services addressing each service requirement listed in the scope of work.

Project Plan:

- ❖ Project Design: Technical, strategic and facilitation support should be aligned to scope of work as provided by SANSA
- ❖ Delivery Timelines should be aligned to specified timelines as advertised

- ❖ Project plan to include key project milestones, activities and related costs for each milestone

	Methodology
Non Responsive (score 0)	Service provider has not provided a proposal that meets the scope of work required.
Poor (score 10)	<p>The proposal is poor or is unlikely to satisfy project objectives or requirements. The service provider has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the scope of the work.</p> <p>The proposal omits important outcomes and understanding of scope of work is inconsistent with SANSA's requirements.</p>
Good (score 20)	<p>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.</p> <p>The work plan fits the scope of work; all important activities are indicated, and their sequencing is appropriate and consistent with project objectives and requirements.</p> <p>There is sufficient detail that facilitates understanding of the proposed scope of work.</p>
Excellent (score 35)	<p>Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables.</p> <p>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.</p>

The sequencing and timing of activities are very well defined, indicating that the service provider has optimized the use of resources and the work plan permits flexibility to accommodate contingencies and risks.

Evaluation criteria 2: Qualification of Project Team Experience

Description:

The proposed resource should have the following but not limited to:

Project team should consist of at least one (1) person.

- Manager/Partner should have at least five (5) years previous experience in similar assignments for Public Entities listed in Schedules 1, 2 and 3 of the PFMA supported by contactable references.
- Ability to work under pressure and adhere to tight deadlines.
- Good verbal and written communication skills, good interpersonal relations, time management, well organized, flexible and pay attention to details.
- Ability to develop solutions to a variety of problems in line with regulatory frameworks and advise accordingly.

	Project Team Experience
Non Responsive (score 0)	Service provider has not provided proof of Technical Review team CV/profiles, proof of qualifications.
Poor (score 10)	Key Personnel have limited levels of experience (less than 5 years) based on their CV/profiles and proof of qualifications attached.
Good (score 20)	Key Personnel have extensive levels of experience (between 5-8 years) based on their CV/profiles and proof of qualifications attached

<p>Excellent (score 25)</p>	<p>Key Personnel have outstanding levels of experience (more than 8 years) based on their CV/profiles and proof of qualifications attached.</p> <p>Failure to provide all of the following documents (technical Review team CV/profiles, proof of qualifications) will results in Zero (0) point awarded</p>
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Evaluation criteria 3: Company Experience

Description:

The company must have the minimum requirements stated below and give references to similar projects executed during the last three (3) years in the table format.

The bidder must present at least 3 valid reference letters (**on client's letter-head**) from companies for which they have provided strategic research, technical, facilitation and strategic initiatives management expertise relating to a Public Entities listed in Schedules 1, 2 and 3 of the PFMA. Reference letters must indicate the periods in which such services were rendered and the letters will be used to evaluate this criterion.

Failure to provide all 3 reference letters will result in the bidder losing points as follows:

No letters submitted = lose all points in the respective criteria

One letter submitted = lose 20 points

Two letters submitted = lose 10 points

Please note that SANSA will be contacting the references provided to verify the information.

The scoring of the company experience will be as follows:

Points 40	Company Experience
(score 0)	Less than 3 years' experience in strategic research, technical, facilitation and strategic initiatives management expertise relating to a Public Entities listed in Schedules 1, 2 and 3 of the PFMA.
(score 20)	3 to 4 years' experience in strategic research, technical, facilitation and strategic initiatives management expertise relating to a Public Entities listed in Schedules 1, 2 and 3 of the PFMA.
(score 30)	5 to 6 years and more experience in specific strategic research, technical, facilitation and strategic initiatives management expertise relating to a Public Entities listed in Schedules 1, 2 and 3 of the PFMA.
(score 40)	More 6 years' experience in strategic research, technical, facilitation and strategic initiatives management expertise

	relating to a Public Entities listed in Schedules 1, 2 and 3 of the PFMA.
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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. Licence and maintenance fee must be included on the pricing for the duration of the contract.
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	Hours	Hourly Rate	Total Price (Incl Vat)
Project initiation and kick-off			
Conduct a comprehensive assessment (strategies and other relevant documentation)			
Conduct market research			
Provide technical support to Strategic Initiatives Manager			
Incorporate inputs from stakeholders			
Draft implementation plan			
Disbursement (where applicable this will be in accordance with SANSA's travel policy)			
TOTAL CONTRACT AMOUNT (INCLUDING VAT)			

E. SPECIAL CONDITIONS

- a) Quotations to be returned to Leonard Moloele: lmoloele@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 RFP 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:

**Shop 2 Enterprise Building
Mark Shuttleworth Street
The Innovation Hub
Pretoria, 0087**

F. TIMELINES

The successful service provider must be in the position to provide the service immediately 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. Minimum of five (5) references including organisation name, contact person and contact numbers;
- c. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- d. All pages of quotation must be signed by the authorised person
- 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

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. 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 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