

REQUEST FOR QUOTE (RFQ)

RFQ NUMBER	SS/335/12/2022
DATE ISSUED	11/10/2023
PROJECT NAME	Supply, Delivery and Installation of a 2000 litre Self-Bunded Diesel Bowser at SANSA Hermanus
COMPULSORY BRIEFING SESSION	17/01/2023 at 12:00
CLOSING DATE AND TIME	20/01/2023 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 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

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.

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.



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA



SCM-F-04 - RFP

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

B. REQUEST FOR QUOTATION TO SUPPLY, DELIVER AND INSTALL A ONE THOUSAND (2 000) LITRE SELF-BUNDED DIESEL BOWSER TO SANSAS HERMANUS

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 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)

SANSAS seeks to appoint a suitable service provider to **Supply, Deliver and Install a two thousand (2 000) litre Self-Bunded Diesel Bowser.**

SANSAS has a Generator installed on its Hermanus campus for the purposes of providing an alternative power source. The campus can not be without power at any time due to the sensitive nature of the work that is carried out by SANSAS on the campus. The existing Generator is installed in a separate Generator House and has a built-in 1000 litre tank. The required Bowser will be an additional 2 000 l tank to increase the carrying capacity.

The services required will include but not be limited to the following.

- The tank (Diesel Bowser) should be a fixed self-bunded unit, meeting the minimum specifications below and mounted securely at our premises located in Hermanus in the Western Cape.
- The bowser should be linked to an application which has the ability to report/send alerts regarding fuel levels, leak triggers, temperature and volume.
- The service provider will be required to liaise with SANSAS's Project Manager regarding the roll out and instructions in terms of operating the mechanisms
- The bowser should be compliant with industry standards for insurance purposes.

NOTE:

- 1) The prospective service providers must include/indicate anything he/she supposes to be an omission to the above in his submission so that the service will be provided to industry standards. **Care must be taken not to damage electrical circuits, electronic circuits, paintwork and other components during mounting.**

- 2) Prospective service providers are required to attend a compulsory briefing session that will be held on site at SANSA Hermanus in the Western Cape on **17 January 2022**

BOWSER SPECIFICATION

- The bowser must have the capacity to hold 2000 L of fuel (diesel)
- The bowser must be 110% self-bunded to contain leakage.
- The bowser must have a digital display monitoring system indicating fuel levels.
- The bowser must have a fully lockable lid
- The bowser must have an automatic tank gauge that provide information on fuel levels, volume, temperature, and high/low fuel level warnings.
- The mechanism should be mounted securely on the ground in an upright position.
- The bowser should have generator hose suction and return points
- The bowser should have secure hose entry and exit ports
- The bowser should have feed and return hoses and quick release couplers
- The hoses must come with covers to prevent ingress of dirt into the hose when not in use
- The hoses must come with water tight cover preventing water ingress when not in use, further preventing damage to the generator
- The bowser should have a manual valve/emergency stop
- The bowser will need to be mounted to the ground, and connected to the existing Generator fuel tank so that there is a seamless topping up of the primary tank from the new bowser.
- The weight of the mechanism should not exceed 3000 kg when full.
- There should be a suction port on the mechanism and an electronic pump should be supplied for drainage purposes.
- Electronics/ pc board will need to be enclosed in an electrical panel and chemically treated to prevent corrosion and damage which could be caused by extreme weather conditions.
- The mechanism should be manufactured made with corrosion resistant steel, suitable to extreme weather conditions
- The mechanism should have an aluminium gauged dipstick
- The bowser should be air pressured tested prior to leaving suppliers factory.
- The unit must have an analogue display in case of electronic failure
- Flammable and combustible liquid safety labels and decals should be supplied as a standard
- Refueling cap must be housed in a suitable position and must be universal for different nozzle sizes
- The supplier will be required to have the installation inspected by the relevant authorities and provide SANSA with the required permit documentation. SANSA

will only accept the installation once the legislative required permit is in place to indicate a legal and authorised installation.

APPLICATION SPECIFICATION

- Application should display fuel levels, volume and temperature and send notifications via email and sms
- The application should alert & prompt designated individuals via remote means when bowser is leaking/has low/high fuel levels/ has an abnormal temperature.

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 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		
Attendance of compulsory briefing session		

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
Relevant project experience	40
Quality Management System	30
Contactable Reference	30
Total evaluation points for quality	100

Evaluation criteria 1: Relevant project experience

Description: Prospective supplier has experience in the Installation and commissioning of Standby Generator projects in the past 10 years. Please complete table below

Criteria	Maximum Points
Very Poor (Score = 0)	Bidder has no experience in completing similar projects or has not provided sufficient information to gauge experience (either one results in zero score)
Poor (Score= 10)	Bidder has completed only 1 similar project
Satisfactory (Score= 30)	Bidders has successfully completed two – four similar projects
Good (Score= 40)	Bidder has successfully completed 5 or more similar projects

Customer/Company	Description of work	Value of work	Year completed

Evaluation criteria 2: Quality Management System

Description: Prospective suppliers who have a quality management system implemented will score points for quality. A copy of accreditation or proof of existence must be submitted in the returnable section to qualify for the quality points. Quality points will be scored as follows:

Criteria	Maximum Points
Poor (Score= 0)	Bidder has no quality system in place or has not sufficiently indicated the system used (either one will result in zero)
Fair (Score= 15)	Bidder has a non- accredited system in place for six months or more
Good (Score= 30)	Bidder has an accredited system in place (such as ISO 9001: 2015 or an industry accreditation)

Criteria	Maximum Points
Poor (Score= 0)	Bidder provided no contactable references or references are not in relation to the scope of works (either one results in zero)
Fair (Score= 10)	Bidder provided one contactable reference in relation to scope of work
Satisfactory (Score= 15)	Bidder provided two contactable references in relation to scope of work
Good (Score= 30)	Bidder has provided three or more contactable reference in relation to the scope of work

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. Pricing must include delivery to SANSA Hermanus as well as all requirements to ensure a compliant installation.

DESCRIPTION	AMOUNT (EXCL VAT)
Bowser	
Application	
Installation	
Commission and testing	
Issue of COC	
Delivery to SANSA Hermanus in the Western Cape	
Any other cost. (please specify)	
TOTAL CONTRACT AMOUNT (EXCLUDING VAT)	
VAT (15%)	
TOTAL CONTRACT AMOUNT (INCLUDING VAT)	

E. SPECIAL CONDITIONS

- a) Quotations to be returned to: Nicole Strauss 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) The offices of SANSA are situated at the following address:
Hospital Street
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. Any anticipated delays due to ordering, constructing or implementing this project should be communicated to SANSA at the time of bidding.

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/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. 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 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