

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/336/12/2022
DATE ISSUED	10/01/2023
PROJECT NAME	Supply, Delivery, Installation and Commissioning of office furniture and appliances for a period of three years to Hermanus.
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 FOR SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF OFFICE FURNITURE AND APPLIANCES FOR A PERIOD OF THREE (3) YEARS IN 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, Install and Commission office furniture and appliances on an as and when needed basis to Hermanus in the Western Cape. The services will be required for a period of three years.

A list of furniture and appliance is provided in Annexure A. This list provides an example of the furniture and appliance that is expected to be needed over the course of the contract, however, the list is not exhaustive and any item that falls within this commodity could be ordered if needed.

SANSAS requires that goods supplied are of a good quality and suitable for a corporate environment.

The useful life of the goods is expected to be at least 10 years.

Bidders should adhere to the local content requirement stipulated b DTI.

Furthermore, SANSAS will require ergonomic office furniture from time to time, which will also be covered on this contract. The ergonomic furniture will be used by staff to create a more comfortable and conducive working environment which is accommodating to the relevant physical/ergonomic needs. It is important to note that we also have staff on site who work shifts to provide 24/7 services.

The required ergonomic furniture may include ergonomic office chairs and desk converters (standing desk options). Request for ergonomic office furniture will also be done on a per quote basis as required.

The furniture should be easy to move between offices. The Material/fabric used should be easy to maintain. The mechanisms should have the ability to adjust to the users exact requirements and should be suitable for persons that spend their entire day at their work station.

Please note that all furniture and appliances ordered will need to be delivered to site in Hermanus, Western Cape. Any assembly or commissioning required should also be included and done on site in Hermanus.

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 80 points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table below

1. Preference

(ORIGINAL/CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

Calculation of points for B-BBEE status level contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table1 below

Table1: B-BBEE level and points

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

2. Eligibility Criteria

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

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

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration		
SBD 6.2 Declaration Certificate for Local Production and Content for Designated Sectors		
Completion of Annexures of Local content calculation		

3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **80 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
Company Experience	40
Delivery Times	20
Contactable Reference	20
Locality	10
Financial Capacity	10
Total evaluation points for quality	100

Evaluation criteria 1: Company Experience

Description: The bidders need to submit a **company profile** detailing the business of the company in relation to the scope of work. Provide details of previous contracts/projects. Proof of purchase orders/SLA/Award letters will be advantageous.

Criteria	Maximum Points
(Score= 0)	Bidder has not provided any information
(Score= 10)	Bidder has less than two previous contract/projects in relation to scope of works.
(Score= 30)	Bidder has two previous contract/projects in relation to scope of works.
(Score= 40)	Bidder has three or more previous contract/projects in relation to scope of works.

Evaluation criteria 2: Delivery Times

Bidder should describe the typical delivery time for their in-stock goods in the table below and provide an average for goods not kept in stock.

Criteria	Maximum Points
(Score= 0)	Bidder did not provide any information or delivery is more than 10 days. Either option would result in a score of 0.
(Score= 5)	Delivery is typically within 10 working days from receipt of order
(Score= 10)	Delivery is typically more than 5 working days, but less than 10.
(Score= 15)	Delivery is typically within 5 working days from receipt of order
(Score= 20)	Delivery is typically within 2 working days from receipt of order

Please indicate what the delivery timeframe would be possible for delivery to SANSA Hermanus by ticking the appropriate box:

Delivery Timeframe	Indicate with \checkmark
Delivery is typically more than 10 working days from receipt of order	
Delivery is typically within 10 working days from receipt of order	
Delivery is typically more than 5 but less than 10 working days from receipt of order	
Delivery is typically within 5 working days from receipt of order	
Delivery is typically within 2 working days from receipt of order	
Average delivery for out of stock items	

Criteria	Maximum Points
(Score= 0)	Bidder provided no contactable references or references are not in relation to the scope of work. Either will result in a score of 0
(Score= 10)	Bidder provided one contactable reference in relation to scope of work
(Score= 15)	Bidder provided two contactable references in relation to scope of work
(Score= 30)	Bidder has provided three or more contactable references in relation to the scope of work

Evaluation criteria 3: Locality

Description: Provide proof of business address within the Overberg area.
(Municipal letter or signed lease agreement or CSD report indicating business address)

Criteria	Maximum Points
(Score= 0)	Bidder is not situated in the Western Cape Province
(Score= 5)	Bidder is situated in the Western Cape Province, but outside of the Overberg District
(Score= 10)	Bidder is situated in the Western Cape Province and within the Overberg District

Evaluation criteria 4: Financial Rating

Proof of Financial Capacity in the form of bank rating letter

Criteria	Maximum Points
(Score= 0)	Bidder did not provide any information or has a D rating (Either one of the above will result in a score of 0)
(Score= 5)	Bidder has a B or C rating
(Score= 10)	Bidder has an A rating

C. PRICING SCHEDULE

Pricing Instructions

1. The items in the pricing schedule is for evaluation purposes only.
2. The Bidder must price all items;
3. Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
4. Payment will be made based on the deliverables (proven progress) for the services rendered/goods received.
5. Payment will only be made on the basis of invoices provided.
6. Offer to be valid for 30 days from the bid closing date.
7. The service must be delivered on-site in Hermanus in the Western Cape. Any costs associated with the location should be clearly indicated.
8. The pricing schedule is for evaluation purposes only. The successful bidder will need to a SLA with SANSAS and a purchase order will be issued for the goods required.
9. **SANSAS reserves the right to obtain comparative pricing throughout the contract to ensure the successful bidder does not hike prices after award and continues to provide SANSAS with the most competitive pricing.**

Item No	Product: Furniture	Qty	Unit Price	Amount (Inc Vat)
1.	High back chair with headrest Black netted back Fully Synchron mechanism Height adjustable back rest Nylon base 3d adjustable arms	1	R	R
2.	Visitors Armchair – Coloured Netted Back – Matt Black Epoxy Sleigh Frame – Trio Fixed Arms	1	R	R
3.	Operators Chair - Black Netted Back - Econo Synchron Mechanism - Nylon Base- 1D Height Adjustable Arms	1	R	R
4.	Lockable Suggestion Box Clear 500x500x300	1	R	R
5	Roller door credenza 1000x600	1	R	R
6.	Desk 1500x750x600x1200 bodensee Cherry with black edging 32mm top and panel legs 32	1	R	R
7.	Table, conference, round, stiletto legs, 1200 diameter, melamine Oak	1	R	R

8.	Microwave 32l Brand..... (Bidder to indicate)	1	R	R
9.	Bar Fridge White 91 L	1	R	R
10.	Stainless Steel Electric Urn 20L	1	R	R
11.	Hot and Cold floor standing water dispenser	1	R	R
12	Delivery to Hermanus	1	R	R
SUB TOTAL			R	
VAT @ 15%			R	
TOTAL			R	
Supplier Mark up on all goods supplied				
Mark up		%		

D. SPECIAL CONDITIONS

- a) Quotations to be returned to: Nicole Strauss pmogale@sansa.org.za
- b) 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)
- c) This RFQ is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign a SDP agreement for shorter payment periods for EMEs.
- d) The supplier will be required to enter into an SLA with SANSA for the provision of the required services.
- e) The offices of SANSA are situated at the following **address:**
Hospital street
Hermanus
7200

E. TIMELINES

The successful service provider must be in the position to provide the service as indicated under evaluation criteria after the purchase order has been issued by SANSA.

F. 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

G. 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