

### REQUEST FOR PROPOSAL (RFP)

<b>RFP NUMBER</b>	<b>SS/352/03/2023</b>
<b>DATE ISSUED</b>	<b>10/03/2023</b>
<b>PROJECT NAME</b>	<b>REQUEST FOR PROPOSAL FOR THE SUPPLY AND DELIVERY OF FIELD WORK FLUXGATE MAGNETOMETER INSTRUMENTS</b>
<b>CLOSING DATE AND TIME</b>	<b>22/03/2023 at 12:00pm</b>
<b>NAME OF PROPOSER/TENDERER</b>	
<b>CSD SUPPLIER NUMBER (MA NUMBER)</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>PHYSICAL ADDRESS</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	
<b>FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE</b>	
<b>IDENTITY NUMBER</b>	
<b>POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)</b>	
<b>COMPANY REGISTRATION NUMBER</b>	
<b>TAX REFERENCE NUMBER</b>	
<b>VAT REGISTRATION NUMBER</b>	
<b>QUOTE PRICE (INCL VAT)</b>	
<b>SIGNATURE</b>	

**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 interest<sup>1</sup> 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.

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<sup>1</sup> 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 consortium<sup>2</sup> will not be construed as collusive bidding.

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<sup>2</sup> 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.
- 3.5 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.
- 3.6 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.
- 3.7 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 QUOTATION FOR THE SUPPLY AND DELIVERY OF FIELD WORK FLUXGATE MAGNETOMETER INSTRUMENTS**

### **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)**

#### **1. Scope Background**

SANSA clients require an accurate and reliable tool for navigation and mapping applications. The SANSA regional geomagnetic field model is used for this purpose, which takes as input annual ground measurements from repeat stations across southern Africa. The purpose of this RFQ is to identify a suitable supplier to provide **Field Work Fluxgate magnetometer instruments** to SANSA for use in these annual field work campaigns. A total of **two (2)** magnetometers will be required.

SANSA requires a certain standard to be met for its field work measurement instruments to ensure that the new instruments operate and comply with best practices internationally for measurements at repeat stations as well as fit seamlessly with the existing equipment and processes that SANSA already has in place for field work.

SANSA will also rely on the winning bidder for operational and technical support from time to time as well as for maintenance and calibration services to be carried out when it is not possible for SANSA to conduct maintenance on the instruments in house.

#### **2. SCOPE OF WORK**

A total of two (2) magnetometers will be required.

The instrument should consist of a suspended, sealed fluxgate sensor, capable of being buried in the ground and a weatherproof electronics unit which can capture, process and store the data from the sensor. A compatible cable should be supplied to connect the sensor to the electronics unit along with a

power cable. A GPS module and antenna should be included to obtain accurate timestamp and location data.

The following specifications are essential:

Measuring range	At least $\pm 65\,000$ nT
Resolution at data capture	0.01nT or better
Sample rate	1s
Time of samples averaging by PC software	1...60 s
Noise level (in freq range: 0.03 – 0.3Hz)	< 15pT rms
Temperature Drift	< 0.2 nT / °C
Components orthogonality error	< 30 min of arc
Automatic compensation of component non-orthogonality	to < 5 min of arc
Automated offset compensation band along each component	At least $\pm 65\,000$ nT
Internal memory	Flash card $\geq 2$ GB
Operating temperature range	0 to +60° C or better
Power Supply	Battery, 12V
Power Consumption	< 0.8 W
Power Supply Cable	Please include
GPS antenna and cable	Please include (3m cable)
Cable between sensor and electronic unit	10m

**GEOMAG-02M or LEMI-018 are suitable or equivalents that meet or exceed the specifications above. Please provide complete data and specification sheets with the offer.**

**Please take note of the following very important matters:**

- **The validity period of the Warranty should be  $\geq 3$  years**
- **The equipment supplied should be serviceable for at least 10 years.**



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Science and Innovation  
REPUBLIC OF SOUTH AFRICA



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- **The Supplier must be in a position to provide support and training for SANSA as may be required from time to time.**
- **The price should include delivery to Hermanus in the Western Cape, and delivery should be with INCOTERMS: DAP, with instructions to hand over to SANSA's customers brokers, SkyNet, so that the goods can be cleared through customs.**
- **Suppliers must indicate the lead time required to supply the instruments**

## 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.

**Please Note: the above amount (R1 million) is not the budgeted amount for this project, but it is the Treasury threshold for written price quotations.**

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 specific goals in accordance with the Table below.

### 1. Preference

Specific goals for this RFP and number of points are indicated as per the table 1 below.

Proof of the specific goals below must be attached and submitted with the bid document in order to qualify for the preference points (specific goals).

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**



**Table 1: Specific Goals and points**

The specific goals allocated points in terms of this RFQ  B-BBEE Status Level of Contributor	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	
<b>Total Points (Specific Goals)</b>	<b>20</b>	

## 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 3<sup>rd</sup> 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 **80 points** and over to be assessed on their financial offer (Price) and preference (specific goals) score.

The allocation of points for the evaluation of quality/functionality is set out in Table 3 below:

**Table 3: Quality/Functionality Criteria**

Criteria	Maximum Points
References and experience	50
Service and Warranty	50
<b>Total evaluation points for quality</b>	<b>100</b>

#### Evaluation criteria 1: References and Experience

The bidder must be in a position to provide at least three (3) contactable references (institutions or individuals) to whom goods of a similar nature have been supplied.

Bidder should indicate years of experience in the industry. At least 10 years of experience in the industry is required. SANSA will be contacting references as part of its due diligence process for all RFQs.

Score	Criteria
<b>0</b>	Bidder cannot provide at least three customer references and company experience is less than 5 years. Any combination of these two factors will result of a score of zero.
<b>30</b>	The bidder has three (3) contactable references and 5 - 10 years experience
<b>50</b>	The bidder has three (3) contactable references and has over 10 years experience

**References:** Please complete the table below with contactable references as per Evaluation Criteria 1

Reference Name	Contact No.	Email


**Experience:** Please fill in how much experience the company has in supplying magnetometers as per Evaluation Criteria 1

Experience	Please indicate below
No experience	
5 - 10 years	
> 10 years	

**Evaluation criteria 2: Bidder's ability to provide warranty and service of equipment.**

Bidder must confirm that the equipment provided carries a warrantee of at least three years and that the equipment is serviceable for at least 10 years.

Score	Criteria
<b>0</b>	The bidder has not provided confirmation of the 3-year warranty and/or indicated the details of the service centre . Any combination of the above will result in a score of 0.
<b>50</b>	The bidder has provided confirmation of the 3-year warranty and the address and contact information for the service centre

Service Centre Name	Email	Address

## 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.

DESCRIPTION	QTY	AMOUNT (EXCL VAT)
Field Work Fluxgate Magnetometer	2	
Delivery to SANSA Hermanus	1	
Any other costs ( please Specify)		
<b>TOTAL AMOUNT (EXCLUDING VAT)</b>		
<b>VAT (15%)</b>		
<b>TOTAL AMOUNT (INCLUDING VAT)</b>		

## **E. SPECIAL CONDITIONS**

- a) Quotations to be returned to: B Mdozana [bm@sansa.org.za](mailto:bm@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) before the closing date of the bid.
- d) The offices of SANSA are situated at the following address:  
Hospital Street  
Hermanus  
7200

## **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. Proof of specific goals must be submitted in order to qualify for preference points (specific goals).
- 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 bidders to present their bid proposals for final decision or visit the bidders' premises as part of the evaluation process.

## **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 (<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 required 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. 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 Sibongile Mazibuko on [popi\\_paia@sansa.org.za](mailto: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**