

### REQUEST FOR QUOTATION (RFQ)

<b>RFQ NUMBER</b>	<b>SS/337/02/2023</b>
<b>DATE ISSUED</b>	<b>02/03/2023</b>
<b>PROJECT NAME</b>	<b>UPGRADE OF AV SYSTEMS IN BOARDROOMS AT SANSA HERMANUS</b>
<b>CLOSING DATE AND TIME</b>	<b>13/03/2023</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 / 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 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.
- 3.4 In addition, there have been no consultations, communications, agreements

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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.

- or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## **B. REQUEST FOR PROPOSAL FOR UPGRADE OF AV SYSTEMS IN BOARDROOMS**

### **1. BACKGROUND TO SANSA**

The South African National Space Agency (SANSA) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa

### **2. SCOPE OF WORK (TERMS OF REFERENCE)**

The SANSA Hermanus campus is currently upgrading existing boardroom infrastructure to more **fully integrate with MS Teams**.

The successful bidder will be responsible for:

- Design of the audio/visual upgrades required for the three specified boardrooms.
  - Techno Lab Boardroom
  - Research Boardroom
  - Main Building Lecture Hall
- Installation of the proposed designs, working together with the on-site ICT department.
- Provide maintenance and support for a period of 3 years on the solution.

Please note that at the discretion of SANSA Hermanus we can decide not to upgrade all the boardrooms, please ensure that boardroom proposal is complete in its entirety. We need to be able to decide on whether we will upgrade some or all of the boardrooms.

Please note that the Boardrooms are located on the SANSA Hermanus campus located in the town of Hermanus in the Western Cape, and the successful bidder will need to provide the service in Hermanus.

SANSA reserves the right to request any potential supplier to present their possible solutions to the evaluation committee.

## Techno Lab Boardroom Specifications

Room Dimensions: 8m Width x 9m Length

Existing Equipment to be integrated: Dell 1080p Projector.

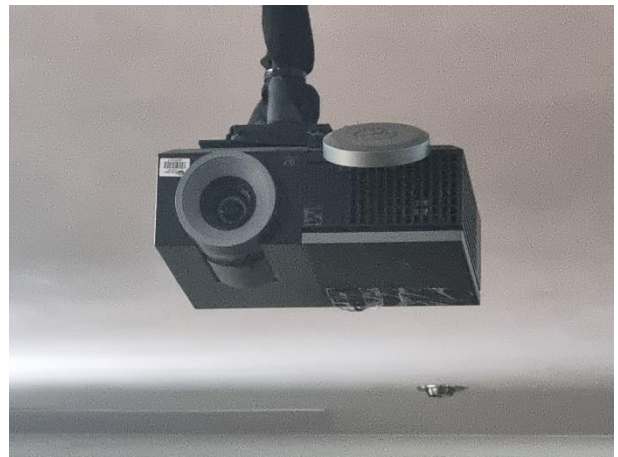
Optional Existing Equipment: Popup in presentation cabinet (Replaceable)

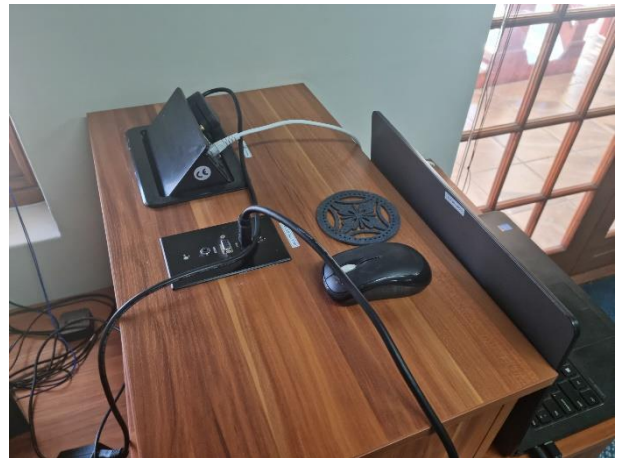
New Equipment to be Supplied by client: Dell Teams Rooms Integrated Computer.

Requirements from Bidder:

- 6x Suspended, plate mounted cardioid condenser microphone
- 4x 2 way 6" loudspeaker
- 1x 1080p PTZ Camera
- 1x Amplifier(Class D), with MIC mixer
- 1x Wireless Presentation Hub
- Whatever additional items required to ingrate with Dell Teams Rooms Computer







## Research Boardroom Specifications

Room Dimensions: 4m Width x 5m Length

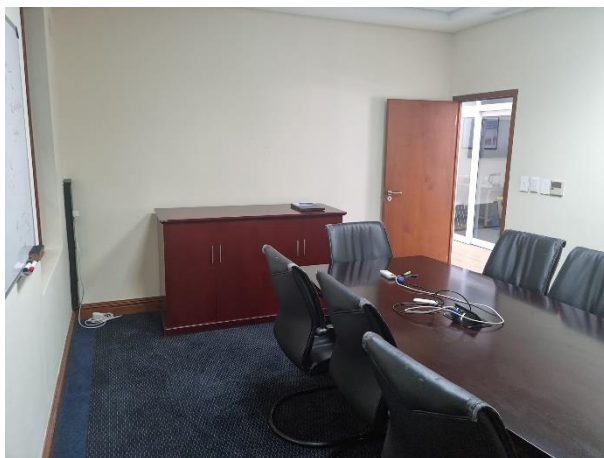
Existing Equipment to be integrated: Epson 1080p Short Throw Projector

Optional Existing Equipment: Popup in Boardroom Table (Replaceable)

New Equipment to be Supplied by client: Dell Teams Rooms Integrated Computer.

Requirements from Bidder:

- 1x Bose VB -1 - an all in one USB Conferencing video bar for video conferencing (or Equivalent all in one unit)
- Whatever additional items required to ingrate with Dell Teams Rooms Computer





## **Main Building Lecture Hall Specifications**

Room Dimensions: 6m Width x 16m Length

Existing Equipment to be integrated:

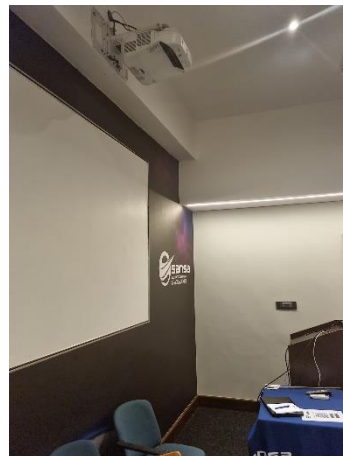
- Epson 1080p Short Throw Projector
- Denon DN-300R Amplifier
- Sure 8LX88 Microphone Receiver
- Allen & Heath Audio Mixer

Optional Existing Equipment: Ports on Lectern (Replaceable)

New Equipment to be Supplied by client: Dell Teams Rooms Integrated Computer.

Requirements from Bidder:

- 1x 1080p PTZ Camera
- Whatever additional items required to integrate with Dell Teams Rooms Computer
- Whatever additional items required to integrate with existing A/V hardware.





## 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 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 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 **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
Technical Proposal / Approach	50
Bidder's experience (Company) + contactable references	20

SLA	15
Warranties	15
<b>Total evaluation points for quality</b>	<b>100</b>

### Evaluation criteria 1: Technical Proposal / Approach

**Description:** The proposal should articulate what the tenderer is offering for the price tendered in the pricing data. This should include a company profile, project methodology (timelines, etc) and a detailed list (design) of equipment that will be used for the audio/visual solution.

The scoring of the service proposal will be as follows:

Criteria	Maximum Points
<b>Non Responsive (Score = 0)</b>	Bidder has not provided a proposal
<b>Poor (Score = 20)</b>	The proposed approach proposal is generic and not tailored to address the specific project objectives and requirements. The proposed approach does not adequately deal with the critical characteristics of the projects. All key activities are included in the activity schedule, but are not detailed. There are minor inconsistencies between timing, projects deliverables and the plan or approach or detailed required specifications.
<b>Satisfactory (Score = 40)</b>	The proposed approach 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>The proposed approach is good; all important activities are indicated in the proposed approach and their sequencing is appropriate and consistent with project objectives and requirements.</p> <p>There is a fair degree of detail that facilitates understanding of the proposed scope of work.</p>
<p><b>Good</b> <b>(Score = 50)</b></p>	<p>Besides meeting the "satisfactory" rating, the important proposed approach issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables and meets the specifications 100%.</p> <p>The proposed approach details ways to improve the project outcomes and the quality of the outputs. The proposed approach has included value added services that is relevant to the project.</p> <p>The sequencing and timing of activities are very well defined, indicating that the tenderer has optimized the use of resources and the work plan permits flexibility to accommodate contingencies and risks.</p>

**Evaluation criteria 2:** Bidder's experience (Company) + contactable references

**Description:** The tenderer must clearly indicate the Tenders' experience (Company) by submitting a list of contactable client references for projects completed of similar nature. SANSA will be contacting references as part of the due diligence procedure for tenders.

The scoring of this criterion will be evaluated as follows:

Criteria	Maximum Points
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<b>Non Responsive (Score = 0)</b>	The bidder has no contactable references
<b>Poor (Score = 5)</b>	The bidder has provided 3 or less contactable references
<b>Satisfactory (Score = 10)</b>	The bidder has more than three (3) but less than five (5) contactable references.
<b>Good (Score = 20)</b>	The bidder has more than five (5) contactable references

Company	Project value	Contact Number	Year of installation

<b>Bidder's year's experience</b>	_____ <b>Years</b>
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### Evaluation criteria 3: Service Level Agreement

This criteria evaluates typical response times for emergency events. The response time will be measured on availability onsite in Hermanus.

The scoring of this criterion will be evaluated as follows:

Criteria	Maximum Points
<b>Non Responsive</b> <b>(Score = 0)</b>	No information supplied in proposal
<b>Poor</b> <b>(Score = 5)</b>	Bidder only able to provide emergency response time of more than two (2) hours; technician will only be available onsite after more than three (3) hours to do repairs.
<b>Satisfactory</b> <b>(Score = 10)</b>	Bidder can guarantee emergency response times of two (2) hours for acknowledgement of emergency event; technician on site in three (3) hours to do repairs.
<b>Good</b> <b>(Score = 15)</b>	Bidder can guarantee emergency response times less than two (2) hours of acknowledgement of emergency event; technician on site in less than three (3) hours to do repairs.

#### Evaluation criteria 4: Warranties

This criteria evaluates the available hardware and software maintenance warranties provided by the bidder.

The scoring of this criterion will be evaluated as follows:

	Available hardware and software warranties
Non Responsive (Score 0)	No information supplied in proposal
Poor (score 5)	Bidder can only provide a one-year warranty on either the equipment and/or the software.
Good (score 15)	Bidder can provide an extended 3 year warranty to cover the hardware and software warranties for a period of 3 years.

## 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	AMOUNT (EXCL VAT)
Equipment for Techno Lab Boardroom	
Installation for Techno Lab Boardroom	
Maintenance Contract 3 Years Techno Lab Boardroom	
Equipment for Research Boardroom	
Installation for Research Boardroom	
Maintenance Contract 3 Years Research Boardroom	
Equipment for Main Building Lecture Hall	
Installation for Main Building Lecture Hall	
Maintenance Contract 3 Years Main Building Lecture	
Delivery, installation and commissioning in Hermanus	
Any other items (please specify)	
<b>TOTAL CONTRACT AMOUNT (EXCLUDING VAT)</b>	
<b>VAT (15%)</b>	
<b>TOTAL CONTRACT AMOUNT (INCLUDING VAT)</b>	

## **E. SPECIAL CONDITIONS**

- a) Quotations to be returned to: Nicole Strauss [nstrauss@sansa.org.za](mailto: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.

## **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](mailto:popi_paia@sansa.org.za).

8. You can request access to the personal information SANSA has on you at any time. If you think that SANSA 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 SANSA to retain any information, SANSA will advise so.

9. PLEASE TAKE NOTE that your personal information is securely hosted on infrastructure / system managed by SANSA. SANSA assures you that your information will not be shared for any marketing or promotional purposes without your consent.

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

**END**