APPOINTMENT OF A SERVICE PROVIDER FOR THE LEASING, MAINTENANCE AND REPAIR OF NEW MULTIFUNTIONAL COPIERS AND PRINTERS FOR A PERIOD OF THEE (3) YEARS

RFQ NUMBER	**SS/351/03/2023**
DATE ISSUED	**23 March 2023**
PROJECT NAME	**APPOINTMENT OF A SERVICE PROVIDER FOR THE LEASING, MAINTENANCE AND REPAIR OF NEW MULTIFUNTIONAL COPIERS AND PRINTERS AT SANSA HERMANUS FOR A PERIOD OF THREE (3) YEARS**
CLOSING DATE AND TIME	**31 March 2023 at 12:00**
NAME OF PROPOSER/TENDERER	
CSD SUPPLIER NUMBER (MA NUMBER)	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PHYSICAL ADRESS	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE	
IDENTITY NUMBER	
POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)	
COMPANY REGISTRATION NUMBER	
TAX REFERENCE NUMBER	

VAT REGISTRATION NUMBER	
QUOTE PRICE (INCL VAT)	
SIGNATURE	

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

A. BIDDER'S DISCLOSURE (SBD 4)

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1   Is the bidder, or any of its directors / trustees / shareholders / members /

partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if 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,

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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.

(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

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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.

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 LEASING, MAINTENANCE AND REPAIR OF NEW MULTIFUNCTIONAL COPIERS AND PRINTERS AT SANSA HERMANUS FOR A PERIOD OF THREE YEARS

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)

SANSA seeks to appoint a service provider for the leasing, maintenance and repair of new multifunctional copiers and printers at SANSA Hermanus for a period of three years.

3. GENERAL REQUIREMENTS

- The multifunctional copiers and printers are required for the **SANSA Hermanus campus located at Hospital Road, Hermanus**. Bidders must confirm their ability to supply this site as well as the turn around time for servicing. The multifunctional copiers and printers are essential to SANSA's operations, and the awarded supplier will need to provide efficient service on a fast turn around time to the site.
- A full maintenance contract and SLA will be signed with the successful bidder for a three-year period. The bidder must submit a draft maintenance agreement and SLA with this bid submission and must include all requirements stated in the – Bid specification.
- The maintenance agreement and SLA will be reviewed annually upon the anniversary date.
- The bidder must detail its fault reporting procedures and tracking. Instructions must include all contact numbers and escalation procedures. **A maximum of four business hours repair time is specified for support / service calls.**
- A loan multifunction printer of similar specifications and functionality must be made available to the SANSA in the event that a breakdown incident lasts longer than 24 hours.
- SANSA would prefer to implement a penalty regime/ system in the maintenance agreement which would address recourse for any non-conformance or non-performance by the supplier with the requirements as detailed in the maintenance agreement and / or SLA. The bidder must propose a suitable penalty regime to SANSA in its response.

- Apart from the fixed monthly fee for equipment, SANSA will not be able to accommodate a minimum monthly charge for any of the consumables.
- The total cost of operations of the printers and printing management system, must be clearly indicated. These include but are not limited to:
    a) Cost per copy for colour prints – A4;
    b) Cost per copy for B/W prints – A4;
    c) Cost per copy for colour prints – A3;
    d) Cost per copy for B/W prints – A3;
    e) Penalties (if any);
    f) Annual escalation in cost per copy;
    g) Printing Management system deployment costs; and
    h) Any other applicable costs.
- The cost per copy charge may not be inflated or changed without consultation and approval if the monthly printed volume of a specific multifunction printer is within the recommended monthly print volume as specified for that particular model multifunction printer.
- Cost Per Copy must include:
    1.   All maintenance and support services on the multifunction printer; and
    2.   All consumable and service items must include:
        a) Toner;
        b) Imaging units;
        c) Drum Kits;
        d) Fuser units; and
        e) Spare parts.
- The bidder MUST be an approved and registered reseller or agent for the manufacturer, they are required to   provide proof thereof by means of an original letter from the manufacturer or local South African distributer not more than three (3) months old.
- The service technicians of the bidder must be trained and certified by the manufacturer on the proposed multifunction printer models and provide proof thereof.
- The Multifunction Printers must be supplied via the official supply chain as approved by the manufacturer. No privately imported units will be accepted. Proof of supply from manufacturer or distributer must be supplied.
- Training to be provided for SANSA staff.

4.4. Time Frame

It is a requirement that the service provider be able to implement the project within 30 days from signing the contract.

5. Bid Requirements

Service providers must provide printers according to the following specification:

PRINTER TYPE 1 (ONE)

MULTIFUNCTION PRINTER (QUANTITY = 3)	
GENERAL SPECIFICATIONS / MINIMUM REQUIREMENTS OR FEATURES	
Type	• Electrostatic laser copy (Or Similar)
Colour Support	• Full Colour
Copy Resolution – Scan	• 600dpi
Memory Capacity	• 8 GB (Min)
HDD	• 250 GB SSD (Min)
Original Type	• Sheets • Books • Objects
Original Size	• A5 to A3
Output Size	• A3 Wide, A3 to A5
Warm-Up Time (Time required to start printing when main power switch is turned from OFF to ON	• 20 seconds or less
Copy / Print Speed: Colour A4	• 35-45 ppm
Copy / Print Speed: Colour A3	• 15-20 ppm
Copy / Print Speed: B/W A4	• 35-45 ppm
Copy / Print Speed: B/W A3	• 15-20 ppm
Minimal Copy Functions	• Sorting • Chapter • Cover and page insertion • Proof copy (print and screen) • Adjustment test print • Digital art functions • Job setting memory • Poster model • Image repeat • Overlay • Stamping • Copy protection
Colour modes	• Auto-Colour (ACS) • Full Colour • Mono Colour • B&W
Paper Capacity	• High Capacity Feeder eg.3500 sheets (80g/m2 paper excluding bypass tray)

Paper Weight	• 80-300g/m2
Paper Trays	• Minimum 3 + bypass tray
Multiple Copies	• 1 - 9,999
Automatic Document Feeder	• Auto reversing for duplex scanning, Max 100 sheets • A5-A3, 35-210g/m2
Auto Duplex	• Non-Stack A5-A3; 64-256g/m2
Output Capacity with Finisher	• Minimum 3100 sheets
Stapling	• 50 sheets or 48 sheets +2 cover sheets
Stapling Output Capacity	• 1,000 sheets
Network Protocols	• TCP/IP (IPv4/IPv6) • NetBEUI • LPD • IPP • HTTP • SMB • SNMP
Network Interface	• 10-/100-/1000-Base-T Ethernet RJ-45
Average Monthly Duty Cycle	• 50,000 pages
Max Monthly Duty Cycle	• 150,000 pages
Toner Lifetime Black	• 45,000 pages
Toner Lifetime CMY	• 30,000 pages
Max Power Consumption	• 2.0kW or less
Security	• HDD Data Encryption • Copy Security / Protection • Secure Print • User Authentication • IPsec Support • IEEE 802.1x Support • IP Filtering and port blocking • SSL and TSL network communication • Authentication log • Memory data auto deletion • Print user data encryption
Accounting	• Up to 1,000 user accounts Active Directory support (user name + password + email + SMB folder) • User function access definition
PRINTER SPECIFICATIONS	
Page Description Language	• PCL6 • Postscript 3, XPS

Printer Driver Operating System Support	• Windows10 32/64-bit and above • Microsoft Server 2019 32/64-bit • Microsoft Server 2016 32/64-bit • MacOS 9.x/ OSX 10.x • Linux • iOS for iPhone / iPad (driver support through app downloadable form Official Apple AppStore)
Print Functions	• Direct Print of PCL/PS • Secure Print • Watermark • User Authentication

SCANNING SPECIFICATIONS	
Type	• Full Colour Simplex / Duplex
Scan Modes	• Scan to: - E-Mail - BOX - WebDAV - USB - DPWS - FTP
Scan Resolution	• 200dpi / 300dpi / 400dpi / 600dpi
Scan Output Formats	• PDF • Compact PDF • Encrypted PDF • Searchable PDF (Optional) • JPEG • TIFF • XPS
Scan Size	• Max A3

USER BOX SPECIFICATIONS	
Max User Boxes	• 1,000
Max Storable Documents	• 3,000 documents or 10,000 page
Type of User Boxes	• Public • Personal (with password or authentication) • Group (with authentication)
Type of System Boxes	• Secure Print • Encrypted PDF Print

User Box Functionality	• Reprint • Combination • Download • Sending (e-mail / FTP / SMB) • Copy box to box

PRINTER TYPE 2 (TWO):

MULTIFUNCTION PRINTER (QUANTITY = 4)	
GENERAL SPECIFICATIONS / MINIMUM REQUIREMENTS OR FEATURES	
Type	• Electrostatic laser copy (Or Similar)
Colour Support	• Mono (Black & White)
Copy Resolution – Scan	• 600dpi
Memory Capacity	• 8 GB (Min)
HDD	• 250 GB SSD (Min)
Original Type	• Sheets • Books • Objects
Original Size	• A5 to A3
Output Size	• A3 Wide, A3 to A5
Minimal Copy Functions	• Sorting • Chapter • Cover and page insertion • Proof copy (print and screen) • Adjustment test print • Digital art functions • Job setting memory • Poster model • Image repeat • Overlay • Stamping • Copy protection
Colour modes	• Mono Colour • B&W
Paper Capacity	• High Capacity Feeder eg.3500 sheets (80g/m2 paper excluding bypass tray)
Paper Weight	• 80-300g/m2
Paper Trays	• Minimum 3 + bypass tray
Multiple Copies	• 1 - 9,999

Automatic Document Feeder	• Auto reversing for duplex scanning, Max 100 sheets • A5-A3, 35-210g/m2
Auto Duplex	• Non-Stack A5-A3; 64-256g/m2
Output Capacity with Finisher	• Minimum 3100 sheets
Finishing	• Offset • Group • Sort • Staple • Punch (2 holes or 4 holes)
Stapling	• 50 sheets or 48 sheets +2 cover sheets
Stapling Output Capacity	• 1,000 sheets
Network Protocols	• TCP/IP (IPv4/IPv6) • NetBEUI • LPD • IPP • HTTP • SMB • SNMP
Network Interface	• 10-/100-/1000-Base-T Ethernet RJ-45
Average Monthly Duty Cycle	• 50,000 pages
Max Monthly Duty Cycle	• 150,000 pages
Toner Lifetime Black	• 45,000 pages
Toner Lifetime CMY	• 30,000 pages
Max Power Consumption	• 2.0kW or less
Security	• HDD Data Encryption • Copy Security / Protection • Secure Print • User Authentication • IPsec Support • IEEE 802.1x Support • IP Filtering and port blocking • SSL and TSL network communication • Authentication log • Memory data auto deletion • Print user data encryption
Accounting	• Up to 1,000 user accounts Active Directory support (user name + password + email + SMB folder) • User function access definition
PRINTER SPECIFICATIONS	
Page Description Language	• PCL6 • Postscript 3, XPS

Printer Driver Operating System Support	• Windows10 32/64-bit and above • Microsoft Server 2019 32/64-bit • Microsoft Server 2016 32/64-bit • MacOS 9.x/ OSX 10.x • Linux • iOS for iPhone / iPad (driver support through app downloadable form Official Apple AppStore)
Print Functions	• Direct Print of PCL/PS • Secure Print • Watermark • User Authentication
SCANNING SPECIFICATIONS	
Type	• Full Colour Simplex / Duplex
Scan Modes	• Scan to: - E-Mail - BOX - WebDAV - USB - DPWS - FTP
Scan Resolution	• 200dpi / 300dpi / 400dpi / 600dpi
Scan Output Formats	• PDF • Compact PDF • Encrypted PDF • Searchable PDF (Optional) • JPEG • TIFF • XPS
Scan Size	• Max A3
USER BOX SPECIFICATIONS	
Max User Boxes	• 1,000
Max Storable Documents	• 3,000 documents or 10,000 page
Type of User Boxes	• Public • Personal (with password or authentication) • Group (with authentication)
Type of System Boxes	• Secure Print • Encrypted PDF Print

User Box Functionality	• Reprint
	• Combination
	• Download
	• Sending (e-mail)
	• Copy box to box

Software Requirements

A printing management system must be deployed to fully manage, control and report on printer usage. The system must be server based and provide embedded support on all of the Multifunction Printers. Bidders should be authorised service providers for the brand they tender for and they must provide proof thereof.

PRINTING MANAGEMENT SOFTWARE	
REQUIREMENTS	
General	• Copy / print agent embedded in the printer • Copy / print jobs controlled using printer console panel • Authentication using printer console panel • Print jobs Management via central server
Print Job Details available	• User name • Document Name • Originating Workstation • Destination Printer • Date and time • Page count • Paper size • Cost • Features used: o Colour o Duplex o Etc • Cost centre • Client Code / Sub-code
Reports	• By User • By Device • By Client Code • Number of jobs • Number of pages • By date ranges • By Departments

	• Combinations of above eg - Users by printer - Printers by users - Printers by departments - Departments by printer - Jobs per user per month - Pages per user per month • Output to: - Screen - Printer - HTML - CSV - Email attachment
Print Job Authentication	• By Active Directory User Name OR • By User code
Controlled Release of print Jobs	• Follow-Me / Pull-Printing support • Jobs released from printer console panel • Jobs can be deleted from printer console panel
SYSTEM SUPPORT	
Server Operating System Support	• Microsoft Windows Server 2022
Supported Printing environments	• Microsoft Windows Server Based printing • Local Microsoft Windows PC based (direct TCP/IP) printing • Web Client support for Mac and other non-Windows work stations • Auto detection of user's login name

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 80points 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.)

Table1: Specific Goals and points

The specific goals allocated points in terms of this RFQ	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)
B-BBEE Status level of Contributor		
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-contributor	0	
Total Points (Specific Goals)	**20**	

2. Eligibility Criteria

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

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

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
Manufacturer or Reseller Certificate		

Ability to supply and service the Hermanus area (provide proof of business address)		

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 Table 3 below:

Table 3: Quality/Functionality Criteria

Criteria	Maximum Points
Technical Approach and Methodology	40
Turnaround times	30
Company Experience and References	30
Total evaluation points for quality	100

Evaluation criteria 1: Technical Approach

The approach must respond to the implementation of the full scope of work and general specification as outlined on the bid document (Page 30 to 44). Project timelines, project team and milestones, etc must be clearly indicated in the proposal.

Criteria	Maximum Points
Non responsive (Score 0)	The bidder does not meet the technical requirements.
Poor (score 10)	The approach is poor or is unlikely to satisfy project objectives or requirements. The service provider has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the scope of the work. The proposal omits important outcomes and understanding of scope of work is inconsistent with the approach paper.

Good (score 20)	The 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. The work plan fits the scope of work; all important activities are indicated, and their sequencing is appropriate and consistent with project objectives and requirements. There is a fair degree of detail that facilitates understanding of the scope of work.
Excellent (score 40)	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables. The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value added services that is relevant to the project. The sequencing and timing of activities are very well defined, indicating that the service provider has optimized the use of resources and the work plan permits flexibility to accommodate contingencies and risks.

Evaluation criteria 2: Response times

Indicate turnaround times for the implementation, servicing and maintenance of the devices as specified in the tender document/SLA.

Criteria	Maximum Points
Non Responsive (score 0)	Service provider has not provided turnaround times for the implementation, servicing, and maintenance of the devices.
Poor (score 20)	Bidder can guarantee response times more than two (2) hours of acknowledgement of event; technician on site in more than twenty four (24) hours to do repairs.
Good (score 30)	Bidder can guarantee response times less than two (2) hours of acknowledgement of event; technician on site in less than twenty four (24) hours to do repairs.

Evaluation criteria 3: Company Experience and References

Indicate the number of projects of the tenderer in similar projects in relation to the scope of work over the last three (3) years will be evaluated – at least three contactable references. Please note that SANSA will contact references as part of the due diligence for RFQs.

Tenderers should complete their experiences and references in the following table:

Projects/Contracts	Brief Description	Date duration	Contact Person	Contact Number/Email

The scoring of the company experience will be as follows:

Criteria	Maximum Points
(score 0)	No Project details are given OR no reference submitted. Either one will result in a score of 0
(score 10)	Less than 2 projects listed similar services and sufficient reference submitted.
(score 20)	2 to 4 projects listed in providing similar services and sufficient reference submitted.
(score 30)	More than 4 projects are listed in providing similar services and sufficient references submitted.

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.

Machine Required	Quantity	Year 1	Year 2	Year 3
Multifunctional Printer Colour	3			
Multifunctional Printer Mono	4			
B/W Cost per page A4				
Colour Cost cost per page A4				
B/W Cost per page A3				
Colour Cost per page A3				
ANY Other costs (please specify)				
TOTAL CONTRACT AMOUNT (EXCLUDING VAT)				
VAT (15%)				
TOTAL				

E. SPECIAL CONDITIONS

a) Quotations to be returned to: nstruass@sansa.org.za
b) The service provider shall commit to post support where and when required by SANSA.
c) Contract will not be awarded unless supplier is registered on the Central Supplier Database. A supplier registration summary with a compliance tax status must be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD)
d) This Tender is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign a SDP agreement for shorter payment periods for EMEs.
e) The offices of SANSA are situated at the following address:
Hospital Street
Hermanus
7200

F. TIMELINES

The successful service provider must be in the position to provide the service within 30 days 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. A method statement of how the tenderer proposes to implement the project.
b. B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);
c. 3 References including organisation name, contact person and contact numbers;
d. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
e. All pages of quotation must be signed by the authorised person
f. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
g. 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

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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 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