

REQUEST FOR QUOTE (RFQ)

RFQ NUMBER	SS/358/03/2023
DATE ISSUED	23 March 2023
PROJECT NAME	Service, Repair and Maintain 2022 429HP 320kW Baudouin Diesel Generator at SANSA Hermanus Facility (3 year period)
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 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 applicable, state employee numbers of sole proprietor/ directors /

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.

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.
- 3.5 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.

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 PROPOSAL FOR SANSA NEWSLETTERS

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 requires a suitably authorised service agent to undertake service, repairs and maintenance on a **2022, 429HP, 320kW Baudouin Diesel Generator** for a period of 3 (three) years.

Controller unit Deep Sea Electronics PLC – DSE8610 MKII

Communication Ports : USB Type A 2.0

USB Type B 2.0

RS485

- The generator supplies electricity to the entire SANSA Hermanus site during loadshedding, and any time there is interruption of supply.
- Services must be arranged during suitable times in order not to affect operations on site.
- This implies that the loadshedding schedules has to be taken into consideration when services are booked and all services have to be pre-arranged and confirmed with a SANSA representative.
- SANSA requires the generator to be serviced every 300 running hours or bi-annually, whichever occurs first.
- The services are split into three (3) different schedules requiring checks based on run times of the genset unit. The charts below are split into 300 hour increments and can followed on the PLC of the unit.
- The service provider must be able to perform both the routine services of the Gen Set as well as the programming of the PLC.

The below-mentioned schedules refer to each service that should be performed on the Generator Set

Schedule 1

Item	Check	Status	Frequency (hours)
1	Coolant Level and temperature	Check	300
2	Fuel Level in the tank	Check	300
3	Oil Level at 3mm below the maximum level on the dipstick	Check	300
4	Presence of water, fuel and oil leakages	Check	300
5	Air Cleaner service indicator	Check	300
6	Cooling fan status	Check	300
7	Air filter valve vacuator	Check	300
8	Exhaust gas colour	Check	300
9	Engine sound	Check	300
10	Engine speed and vibrations	Check	300
11	Fuel pre-filter/ water separator filter(s) element(s)	Replace	300
12	Cooling fan and alternator belt(s)	Replace	1000
13	Engine overhaul check	Check	300
14	Status of all hoses and tightness of all hose clamps	Check	300
15	Battery, Battery Electrolyte level, battery charger, battery cables	Check	300
16	Engine and generator elastic supports	Check	300

Schedule 2

Item	Check	Category	Frequency (hours)
1	Engine oil	Replace	300
2	Oil filter(s) element(s)	Replace	300
3	Condensing draining pipes	Clean	300
4	Defaults recorded in ECU	Check	300
5	Leaks, oil, coolant, and fuel levels with engine running	Check	300
6	Fuel filter element(s)	Replace	300
7	Centrifugal oil filter element(s)	Replace	300
8	Air filter element	Replace Clean	600 300
9	Breather filter element	Replace Clean	900 300
	Aftercooler	Clean Check	600 300
10	Engine and generator mechanical connection	Check	300
11	Conditions and tightness of all electrical connections	Check	300

12	State and tightness of starter	Check	300
13	Tightness of couplings and all elements of the transmitting power	Check	300
14	The rocker arm and cross-bar clearance	Adjust	600
15	Oil cooler	Clean	600

Schedule 3

Item	Check	Category	Frequency (hours)
1	Radiator and cooling system	Clean/Flush	600
2	Turbocharger – axial and radial clearances	Check	900
3	Turbocharger air intake side and air pipes	Clean	900
4	Radiator pressurized cap	Check	900
5	Turbocharger	Check	1200
6	Oil pressure sensor	Check	1200
7	Coolant temperature sensor	Check	1200
8	Coolant	Replace	1200
9	Fuel flexible hoses / pipes	Replace	1200

10	Coolant flexible hoses	Replace	1200
11	Injectors	Check	1200
12	Fuel supply sump	Check	1200
13	Fuel injection pump	Check	1200
14	Belt tensioner(s)	Check	1200

Supplier must produce a service report indicating serviced components and indicate wear and tear items and be in a position to advise on replacements required for the next service (example battery, belts, hoses etc)

Upon concluding a service the following must be done on the Programmable Logistic Controller (PLC):

- Perform resetting of maintenance alarms
- Perform resetting of service alarms
- Decoupling alarms
- Vector alarms
- Supplier able to do parameter checks and adjust when the need arises for an efficient system

The above-mentioned bullet points is not negotiable and the successful supplier must be in a position to perform the PLC resets and programming.

NOTE

- a) The Generator unit is critical to SANSA operations and therefore servicing intervals are not negotiable. The unit has been programmed to disengage if servicing is not done on time, and so reliability of the service agent is key to operations.

The SANSA Hermanus site is located at **Hospital Street, Hermanus**, in the Western Cape, and the successful supplier MUST be in a position to get to the site quickly, easily and reliably.

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 RFQ 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 RFP	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-BBEEE Level 1	20	
B-BBEEE Level 2	18	
B-BBEEE Level 3	14	
B-BBEEE Level 4	12	
B-BBEEE Level 5	8	
B-BBEEE Level 6	6	
B-BBEEE Level 7	4	
B-BBEEE Level 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		
PLC programming on PLC DSE 8610MKII		

3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **70 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
Client References	30
Technician's Experience	40
Response times	30
Total evaluation points for quality	100

Evaluation criteria 1: Client References

The potential supplier should provide proof of past experience as follows:

- A detailed list of at least 3 contactable clients

Please note that SANSA will be contacting client references as part of the due diligence process for RFQs

Score	Previous experience
0	Supplier has not provided references
20	Supplier has provided details of less than three (3) contactable client references
30	Supplier has provided details of three (3) or more contactable client references

Company name	Contact person	Address	Contact details

Evaluation criteria 2: Technician's Experience

Service agent to provide certified copies of Trade Test certificates of diesel mechanics/ technicians in their employ who will be responsible for the SANSAS Hermanus Generator.

Score	Technician's experience
0	Supplier has not provided a certified copy of Trade Test certificates
40	Supplier has provided certified copies of Trade Test certificates

Evaluation criteria 3: Response times

Response times refers to emergencies whether during working hours or after hours. The generator provides secondary power to the facility and critical infrastructure is at risk when the system is down. Strict adherence will be applied on a contractual level with appointed supplier

Score	Maximum Points
0	Bidder did not appropriately provide response times as requested.
10	Bidder responds to emergency and can get to site in more than 3 hours from the time when instruction is given to commence with emergency repairs (Provide proof of address and estimated km's in space provided below)
20	Bidder responds to emergency and can get to site in more than 2 hours but less than 3 hours from the time when instruction is given to commence with emergency repairs (Provide proof of address and estimated km's in space provided below)
30	Bidder responds to emergency and can get to site within 2 hours from the time when instruction is given to commence emergency repairs (Provide proof of address and estimated km's in space below)

Km's from your business premises to Hospital Street, Hermanus (SANSAS)	<u>Street Address</u>

D. PRICING SCHEDULE

Pricing Instructions

To allow for a standardized price comparison for evaluation purposes, fill in the table below:

Rates are to include all costs with no unspecified cost to allow for a fair evaluation (VAT to be included)

Items and quantity stated below are purely for evaluation purposes. Please note that a quotation will be requested each time SANSAS requires the services.

Qty	Description	Current list price (incl. VAT)	Estimated annual escalation	Total cost per item in 2023
1	Battery replacement,			
1	Oil filter replacement,			
1	Diesel filter replacement,			
1	Engine Oil per litre			
1	Air filter replacement,			
1	Fanbelt replacement,			
1	Technician labour per hour			
1	Call out fee (including transport to Hermanus)			
1	Call out fee – after hours (including transport to Hermanus)			
1	Minor Service			
1	Major Service			
	Any other costs (please specify)			
	Total incl VAT			

E. SPECIAL CONDITIONS

- a) Quotations to be returned to: Ms Nicole Strauss at (nstrauss@sansa.or.za)
- b) **Certificate/ Letter of approval confirming appointment as an authorised Baudouin service agent..**
- c) The service provider shall commit to post support where and when required by SANSA.
- d) **A supplier summary from the CSD** should be submitted indicating verified tax clearance status.
- e) The offices of SANSA are situated at the following address:
**Hospital Road
Hermanus
Western Cape**
- f) 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.

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. 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