

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER	DEA 002/04/2023
DATE ISSUED	24 April 2023
PROJECT NAME	Secretariat Services
CLOSING DATE AND TIME	05 May 2023 @ 16:00
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 THE RECRUITMENT SERVICES

1. BACKGROUND TO SANSA and Digital Earth Africa

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. SANSA currently hosts Digital Earth Africa (DE Africa), a program established to leverage international satellite data, and open data cube to apply Earth observation data and products to address key issues across the continent, maximising the value and impact of Earth observation data sources for Africa. DE Africa has key governance structures; Technical Advisory Committee (TAC) and the Governing Board (GB).

2. SCOPE OF WORK (TERMS OF REFERENCE)

Digital Earth Africa Secretariat Support Service Provider Specifications.

Digital Earth Africa is seeking to appoint a highly qualified service provider for the provision of secretariat services in order to produce accurate transcriptions, minutes and meeting structure for its Strategic Meetings namely, the DE Africa Governing Board (GB) and Technical Advisory Committee (TAC) meetings that are held on a quarterly basis. The services will be for a period of 12 months (with an option for renewal), and the contract performance and budget availability will be reviewed annually.

The scope of the Secretariat support services function shall consist of, but not be limited to the following work:

Secretariat support to Board and Technical Advisory Committee meetings:

Governing Board (GB) Meetings

Frequency: Meeting quarterly

Decision/Action Tracker and Meeting Preparations: Monthly

- Scheduling monthly preparation meetings with the DE Africa leadership (Exco)
- Schedule monthly meetings in preparation of Electronic Board and Packs (Agenda's, Supporting Paper, Previous Minutes, Decision and Action Registers)
- Prepare GB agenda with the DE Africa leadership (Exco) and share with GB Co-Chairpersons.
-

- Scheduling Board meetings in Calendar as per DE Africa strategic requirements (inclusive of adhoc meetings)
- Circulate calendar reminders a month in advance.
- Circulating final Board Packs with relevant links to members within 7 working days prior to an ordinary meeting and 3 working days prior to a special meeting
- Confirming Attendees, Apologies, and keeping track of Quorum
- Ensuring that minutes of all Board meetings are properly recorded.
- Ensuring recording of all Decisions and Actions are captured in the appropriate registers.
- Ensure recordings are stored for future requests.
- Circulation of minutes for inputs and comments, firstly to the Co-Chairs of the Governing Board, subsequent to the members of the Governing Board
- Review minutes and decision tracker within 2 working days after the meeting
- Distribution of resolutions and matters arising within 4 working days after the meeting
- Follow-up on Actions on the decision tracker with relevant members monthly
- Manage email enquiries pertaining to Board Related Matters.

Technical Advisory Committee (TAC) Meetings

Frequency: Meeting quarterly

Decision/Action Tracker and Meeting Preparations: Monthly

- Schedule monthly preparation meetings with DE Africa leadership (Exco)
- Prepare TAC agenda with the DE Africa leadership (Exco), and share with TAC Co-Chairpersons.
- Scheduling of the TAC meetings in Calendar as per DE Africa strategic requirements
- Preparation of Electronic TAC Packs (Agenda's, Paper Links, Previous Minutes, Decision and Action Trackers) Monthly
- Circulate calendar reminders a month in advance.
- Circulating final TAC Packs with relevant links to members within 7 working days prior to an ordinary meeting and 3 working days prior to a special meeting
- Confirming Attendees, Apologies, and keeping track of Quorum
- Ensuring that minutes of all TAC meetings are properly recorded.
- Recording of all Decisions and Actions are captured in the appropriate registers.
- Follow-up in Actions with relevant members monthly
- Ensure recordings are stored for future requests.
- Circulation of minutes for inputs and comments to firstly TAC Co-Chairs, and subsequently to the members of TAC
- Distribution of resolutions and matters arising within 2 working days after the meeting
- Strategic Support to DE Africa leadership, within 4 working days after the meeting.
- Manage email enquiries pertaining to TAC related matters.

Capability and competence:

- Portfolio of Evidence
- Proposal should include names and Bio links to individuals (staff to support DE Africa Secretarial function).
- Collective qualifications of the team appointed to this proposal. Competency with a legal background (LLB) will serve as an advantage.

Methodology and Approach Proposal

- Proposal which includes any frameworks or methodologies that are utilised as part of the Service Offering

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 National 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 RFP 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	
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		

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
1. Portfolio of evidence of the organisation	20
2. Provide employee/ team profiles	30
Only respondents who score 40 points or more on the aforementioned evaluation criterions will be evaluated further on the Assessment of minutes drafting and ability to utilise cloud base software tool	
3. Assessment of minutes drafting and ability to utilise cloud base software tool	50
Total evaluation points for quality	100

Evaluation criteria 1:

Description: Portfolio of evidence (POE) of the organisation: This section of the proposal shall present the detailed methodology of the service provider and describe in detail how the service provider proposes to undertake the service(s), including but not limited to:

- ❖ Solutions to meet administrative requirements relating to the Secretariat support
- ❖ A description of the proposed services addressing each service requirement listed in the scope of work.
- ❖ Indicate the number of years that the company has been in business.

The bidder must attach minimum of two (3) reference letters with the company letterhead indicating the company name, contact person and the period when the service was rendered. - failure to do so will result in the forfeiture of 5 points.

Maximum Points	Criteria
Non-Responsive (score 0)	Service provider has not provided a portfolio of evidence that meets the scope of work required.
Poor (score 5)	<p>The portfolio of evidence 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.</p> <p>The proposal omits important outcomes and understanding of scope of work is inconsistent with SANSAS's requirements and legislative guidelines.</p> <p>The service provider must provide minimum of 3 reference letters that indicates the company years of experience and the service rendered (less than 3 years of experience at corporate board experience)</p>
Good (score 10)	<p>The proposal is specifically tailored to address all scope of work objectives and requirements and is sufficiently flexible to accommodate changes that may occur during execution. There is sufficient detail that facilitates understanding of the proposed scope of work.</p> <p>The service provider must provide at least 3-5 reference letters that indicates the company years of experience and the service rendered (at least 3-5 years of experience at corporate board experience with employees demonstrating extensive experience)</p>
Excellent (score 20)	<p>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.</p> <p>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 (including innovative use of technology to ensure delivery in accordance with the project scope of work).</p> <p>The sequencing and timing of activities are very well defined, indicating that the service provider has optimised the use of resources and the work plan permits flexibility to accommodate contingencies and risks.</p> <p>The service provider must provide more than 5 reference letters that indicates the company years of experience and the service rendered (more than 5 years of experience at corporate board experience with employees demonstrating extensive experience)</p>

Evaluation criteria 2: Provide employee/ team profiles.

Description: The service provider to provide individual profile indicating the team experience. The team should consist of minimum of two people and the cv/profile outlining individual number of years of experience

Maximum Points	Criteria
Non-Responsive (score 0)	Service provider has not provided team CV/profiles
Poor (score 10)	The team's profile has 5 years levels of experience on their CV/profiles.
Good (score 20)	The team's profile provider has 5-10 years' experience in secretariat support services based on their CV/profiles.
Excellent (score 30)	The team's profile has more than 10 years' experience in secretariat support services based on their CV/profiles.

Bidders who score 40 points or more on the aforementioned evaluation criteria will be evaluated further on the Assessment of minutes drafting and ability to utilise cloud base software tool.

Evaluation criteria 3: Assessment of minutes drafting and ability to utilise cloud base software tool.

The evaluation criteria will be assessed out of a total of 50 points for all the indicators listed below. Service provider to score minimum of 40 points in order to qualify for the next stage of evaluation (which is the price and preference evaluation).

Description SANSA to provide a transcript from a 2 hour meeting. The service provider must generate meeting minutes, decision, and action register within 2 business days. The minutes must be saved as a document on a shared drive on Google Suite. The document must have limited number of users rights to review the minutes. Points are also given for accuracy of the minutes.

Points will be evaluated based on the following:

Maximum Points	Criteria
Non Responsive (score 0)	No assessment submitted
Score 5 points	Minutes completed within timeframe
Score 5 points	Minutes completed as a shared document in G Suite

Score 5 points	Shared drive is having limited number of users able to access the document
Score 10 points	Decision and actions register completed.
Score 25 points	The minutes completed accurately to reflect the discussions of the meetings
<i>The evaluation criteria will be assessed out of a total of 50 points for all the indicators listed above. Service provider to score minimum of 40 points in order to qualify for the next stage of evaluation (which is the price and preference evaluation).</i>	

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	QUANTITY	HOURLY RATE	TOTAL (INCL VAT)
Board & TAC Pack Preparation Meeting (1 Hour)	12		
Administration and Communication (1 Hour)	12		
Governing Board & TAC Meetings (2 Hours)	10		
Review Meetings minutes (30 minutes)	10		
TOTAL CONTRACT AMOUNT (EXCLUDING VAT)			
VAT (15%)			
TOTAL CONTRACT AMOUNT (INCLUDING VAT)			

E. SPECIAL CONDITIONS

- a) Quotations to be returned to Boitumelo Maredi: bmaredi@sansa.org.za
- b) Contract will not be awarded unless supplier is registered on the Central Supplier Database. A supplier registration summary with a compliance

tax status must be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD) before the closing date of the bid.

- c) This RFP is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign the SDP agreement for shorter payment periods for EMEs.
- d) The offices of SANSA are situated at the following address:

**Enterprise Building
Mark Shuttleworth Street
Innovation Hub
Pretoria 0087**

F. TIMELINES

The successful service provider must be in the position to provide the goods/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. A method statement of how the tenderer proposes to implement the project.
- b. 3 References including organisation name, contact person and contact numbers;
- c. Proof of specific goals must be submitted in order to qualify for preference points (specific goals).
- 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 bidders to present their bid proposals for final decision or visit the bidders' premises as part of the evaluation process.

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 (<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: Mr Humbulani Mudau 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.