



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA



RFI No.: CO/002/05/2023

Request for Information (RFI) for Online store for SANSA merchandise

Date of issue: 22 May 2023

Response deadline: 06 June 2023 at 16:30



1. BACKGROUND

The South African National Space Agency (SANSA) is a public entity under the National Department of Science and Technology (DST), and was established in terms of South African National Space Agency Act, 2008 (Act No 36 of 2008).

SANSA has a mandate to drive the promotion and use of space and cooperation in space-related activities. To achieve this mandate, the Agency fosters research in space science and technology, advances space engineering programmes, and supports the creation of an environment conducive to industrial development in space technologies within the framework of national government policy. More information about the organisation can be found at <http://www.sansa.org.za>.

SANSA has been in operation for 12 years and awareness of the Agency is not at a level SANSA aspires to.

One of the means to drive this awareness and appreciation for what SANSA does lies through marketing of the brand through merchandising and memorabilia. Space enthusiasts are ardent collectors of space memorabilia and would be guaranteed customers for SANSA material.

The general public have an appetite for NASA clothing as is obvious from the visibility in public. SANSA aspires to be a brand that is admired and desired by the public and is proudly South African.

Brand reputation is important to SANSA and whatever we produce for resale needs to match the quality we aim for in all we do. SANSA therefore seeks to establish a mechanism to enable us to provide brand visibility through attractive and quality merchandising on an online retail platform.

1.1. How do we envisage it working?

The catalogue of merchandise and memorabilia will be developed with the Communication team at SANSA to ensure items are priced accordingly for all LSMs.

A preferred service provider will be tasked with production and all aspects of retail (orders, payment and delivery) as per the retail value chain.

SANSA is to be provided with monthly reports on sales. SANSA will support marketing efforts through the Agency website where the online store will have its own page, however, design and development of the online store will be for the service provider to manage.

As the primary service provider for SANSA branded items, you will be expected to contribute a percentage of profit towards science engagement activities or similar in agreement with SANSA in lieu of the brand value.



A Service Level Agreement (SLA) will be drafted to manage the duration of the agreement and SANSA retains the right to cancel the agreement for reasons to be stated in the SLA.

The service provider and sales reports will/ may be audited by our external auditors to ensure fair trade and good governance over the processes.

Services to be operations within two months of appointment.

The contract with SANSA is for a period of two years with the option to extend.

2. PURPOSE OF THE RFI

This RFI aims to determine and identify appetite amongst reputable service providers and any considerations that SANSA needs to have when embarking on this process.

The outcome of this RFI is therefore the following:

- Provide the considerations SANSA has to evaluate
- Raise any risks/ challenges for this model of online store
- Devise an approach that will facilitate a successful implementation of such an online store
- Provide an indication of the cost of establish the online store for SANSA (include all elements in detail on the costings)

All information submitted in response to the RFI will not be distributed by SANSA to any other respondents or other third parties. In responding to this RFI, vendors should note that any information provided is only intended to enable SANSA to understand the extent of South African market capability to develop and deploy the online store. This information will be used by SANSA to evaluate the feasibility of such a project. SANSA will not pay for any information submitted nor will it pay for the use of such information. The information could, in the future, be used to solicit responses to a Request for Proposal (RFP) for the purchase and implementation of a preferred solution. SANSA would follow normal tender processes in that instance.

This RFI shall not limit any rights of SANSA, and SANSA reserves all its rights including but not limited to its right to elect not to procure the goods and/or services that are the subject of this RFI and its right to procure them from a vendor that has not responded to this RFI.



3. Submission dates and contact details

Vendors are kindly requested to provide their responses to this RFI in duplicate to SANSA by no later than 12:00pm on the 06 June 2023. Submissions can be made in person at the SANSA offices located at the Enterprise Building, Mark Shuttleworth Street, Innovation Hub, Pretoria 0087

Or electronically to: scm@sansa.org.za

4. Vendor responses

Vendors must prepare their responses using the following format.

5.1 Company Information

5.1.1	Vendor Contact Details
	Registered Company Name Company Registration Number VAT Registration Number Registered Address Trading Address Main Telephone Number Website Address
5.1.2	Vendor Background
	Abridged History Description of Company's primary line of business
5.1.3	Vendor Offering
	Respond to the key factors for consideration about the solution presented on the table to follow.



5.2 Key factors for consideration

	Category	Required documentation	Yes/No
1	Company profile	Provide a comprehensive profile on similar work done	
2	Company expertise	Provide team profiles for management of such a project.	
3	Risk management	Provide risks for SANSA's consideration	
4			