

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/360/08/2023
DATE ISSUED	28 November 2023
PROJECT NAME	Supply and deliver protective clothing for a period of three (03) years.
CLOSING DATE AND TIME	13 December 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 / 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 /

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:

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.....

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:

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.....

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.

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Signature Date
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Position Name of bidder

B. REQUEST FOR QUOTATION TO SUPPLY SAFETY CLOTHING

The South African National Space Agency (SANSA) requires a duly registered retailer to supply and deliver **Safety Clothing (PPE) for a period of three (3) years to the Space Science division of SANSA located in Hermanus, Western Cape.**

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 Hermanus requires a suitably registered service provider to supply and deliver personal protective clothing to the Hermanus site as per specifications and quantities below. Estimated quantities below are required annually on a per quote basis depending on business requirements. A **Purchase Order** with required quantities will be issued annually or on an as and when required basis.

Protective clothing (PPE) required includes but is not limited to the list below:

Item Description	Size
1. D59 Acid proof Navy Overalls (2 piece) SABS approved	36, 34, 38
2. Practitioner Chelsea safety boots (tan/black) – leather or equivalent quality brands	9(tan), 9(black), 7(tan), 9(black), 5(black), 5(tan)
3. Rainsuits Navy (2 piece) SABS approved. • 100% Polyester • PVC Coated	M, L

<ul style="list-style-type: none"> Lining on the inside of the coat 	
4. General-Purpose Heavy-Duty Gum boots (black) (SABS approved)	9, 8), 7), 5
5. Workwear Socks <ul style="list-style-type: none"> 62% Cotton, 27% Elastane, 9% Polyester, 2% Polyamide Ribbed cuff for secure fit Cotton & Polyester blend enhances comfort & breathability. 	Size 5-9
6. Crayfish Gloves	L, M, S
7. Nitriflex coated Gloves (Mechanical) <ul style="list-style-type: none"> 100% Nitrile micro foam finish Nylon blended spandex liner. Innovative fibre Composite knitted wrist 	L, M, S
8. Men's Denim trousers straight cut (navy)	34(, 36
9. Legendary Hats (Navy)	XL, L, M
10. Anti-Mist Safety Goggles Euro spec (clear)	
11. Safety Glasses Z87 Euro spec (clear)	
12. Earmuffs (blue)	
13. Half Mask Respirator single (Blue)	
14. Cartridges for Respirator	
15. Safety Hard Hats (White) SABS Approved – Adjustable	
16. Brush cutting and Trimmer trousers	34
17. Protective Brush Cutting Jacket (Stihl or equivalent quality)	M
18. Helmets with Face shield and Earmuffs for brush cutting	M
19. Padded brush cutting Gloves	M), L
20. Reflective Bibs (lime green)	

21. Essential man's Winter Jacket with Hoodie Fabric: Water Resistant Coated Polyester with Polar Fleece Lining Weight: 112gm ² <ul style="list-style-type: none"> • Black polar fleece lining - 180 gm² • Two large concealed front pockets • Inner chest and back safety pockets • Elasticised cuffs • Turtleneck • YKK zip with puller (Navy)	XXL, L, M
22. Sisi Madonna Women's safety shoes Black	7), 6
23. Women's Patricia Navy pants	44(
24. Women's Kick Pleat Navy Skirts Fabric: 100% polyester, mini matte with mechanical stretch Weight: 175 gm ²	40), 42
25. Women's Raincoat) Navy	XL
26. Women's Softshell Jackets (Navy)	XL
27. Women's Packable Bodywarmer Navy (no sleeves)	XL
28. Mens Flat front Chino Trousers (Camel) <ul style="list-style-type: none"> • Fabric: 97/3% Cotton Spandex Weight: 275 gm² 	34
29. Men's Cotton Poplin Stretch Long Sleeve Shirt (Pale Blue) <ul style="list-style-type: none"> • Fabric: 97/3% Cotton Spandex Weight: 120 gm² 	L
30. Men's Cotton Poplin Stretch Short Sleeve Shirt (Pale Blue)	L
31. Ankle Gumboots Black <ul style="list-style-type: none"> • Superior sock lining in 100% polyester for quick dry and durability • Virgin PVC nonslip hard-wearing sole with strong grip • Moulded wool innersole for comfort 	Sizes , 9 , 8), 7), 5
32. SPF50+ sun screen	

General information

- All goods offered must comply with applicable South African National Standards (SANS) and South African Bureau of Standards (SABS) requirements. Proof of certification in this effect must be included with the bid.
- Tenderers must note that wherever this document refers to any particular trademark, name, patent, design, type, specific origin or producer, such reference shall be deemed to be accompanied by the words 'or equivalent'.
- Shortlisted bidders will be requested to provide samples on the proposed items and will be given 5 working days to deliver the items for inspection.
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Please Note:

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- **The successful bidder will be required to do clothing fittings onsite as and when required.**
- **Bidders to note that the listed clothing sizes may vary from time to time.**
- **Bidders to note that PPE quantities may fluctuate over the 3year period.**

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 70 points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.

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	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 Level 1	20	
B-BBEE Level 2	18	
B-BBEE Level 3	14	
B-BBEE Level 4	12	
B-BBEE Level 5	10	
B-BBEE Level 6	8	
B-BBEE Level 7	6	
B-BBEE Level 8	4	
Non-Compliant	2	
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	Comply (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
Local Content requirement All PPE items needs to be 100% locally manufacturer		

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:

Criteria	Maximum Points
Company Experience	50
Timeframe of delivery	25
Locality	25
Total evaluation points for quality	100

Evaluation criteria 1: Company Experience

The experience of the bidder in supplying protective clothing and equipment (PPE) over the last three (3) years will be evaluated. A minimum of at least three (3) contactable references must be provided and completed in the table below.

The description should be put in tabular form with the following headings.

Client and contact details	Description of Work (service)	Date started and date completed

<u>Score</u>	<u>Criteria</u>
0	Bidder has provided no information
10	Bidder has listed one (1) projects or contracts
20	Bidder has two (2) projects or contracts
30	Bidder has listed three (3) projects or contracts
50	Bidder has listed more than 3 projects or contracts

Evaluation criteria 2: Timeframe on deliverables

Bidders must be in a position to supply the requested protective clothing within the desired timeframe of fourteen (14) business days after receipt of the purchase order, to score the maximum points. Delivery timelines listed in the table below must be adhered to for both in and out of stock items. Our employees' Health and Safety are vital to our daily operations and minimum to no delays can be afforded with deliveries of required protective clothing.

Score	Criteria	Tick Applicable
0	Bidder delivers in more than twenty(20) business days upon receipt of the order.	
15	Bidder delivers in more than fourteen (14) business days but less than twenty (20) business days after receipt of the purchase order.	
25	Bidder delivers in fourteen (14)) business days or less after receipt of the purchase order.	

Evaluation criteria 3: Locality

Bidder to provide proof of business address within the Overberg area. (Municipal account letter, signed lease agreement or CSD Report indicating business address)

Score	Criteria	Tick Applicable
0	Bidder did not provide any information.	
10	Bidder is not situated in the Western Cape Province	
15	Bidder is situated in the Western Cape Province, but outside of the Overberg area	
25	Bidder is situated in the Western Cape Province and within the Overberg Region.	

Bidders's business address:

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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.
- (Please note that pricing below is for evaluation purposes only. A quotation will be request from the successful bidder on an as and when needed basis)**

DESCRIPTION	Minimum local content 100% Y/N	QUANTITY	UNIT PRICE (EXCL VAT) YEAR ONE	YEAR TWO	YEAR THREE	TOTAL
1. D59 Acid Proof Navy Overalls (2 piece) Size 36		1				
2. Essential Mens Winter Jacket with Hoodie size 9		1				

3. Practitioner Chelsea Safety boots (tan) – Good quality brand (leather) size XXL		1				
4. Sisi Madonna Women's safety shoes (black) size 7		1				
5. Women's Patricia Navy Pants Size 44		1				
6. Women's Softshell Jackets size XL		1				
7. Rainsuits Navy (2 piece) SABS approved Size M size M		1				
8. Mens Flat Front Chino Trousers (Camel) size 34		1				

9. Mens Cotton Poplin Stretch Long Sleeve Shirt (Pale Blue) size L		1				
10. Brush Cutting and Trimmer trousers (Stihl or similar) size 34		1				
11. Ankle Gumboots (Black) size 9		1				
12. Workwear Socks (100% polyester) size 5 – 9		1				
TOTAL CONTRACT AMOUNT (EXCLUDING VAT) VAT (15%)						
TOTAL CONTRACTAMOUNT (INCLUDING VAT)						

E. SPECIAL CONDITIONS

- a) Quotations to be returned to: Nicole Strauss 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) before the closing date of the bid.
- d) 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.
- e) The offices of SANSA are situated at the following address:

**Hospital Road
Westcliff
Hermanus
7200**

F. TIMELINES

The successful service provider must be in the position to provide the goods/service within fourteen (14) business 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. 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.

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/sent 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. 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: Mr Humbulani Mudua 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