



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/409/08/2024
DATE ISSUED	08 August 2024
PROJECT NAME	Supply, Deliver, Connect and service for onsite gas supply
CLOSING DATE AND TIME	16 August 2024 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 / 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

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.



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.

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.



- 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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

B. REQUEST FOR QUOTATION TO SUPPLY, DELIVER, CONNECT AND SERVICE ONSITE GAS INSTALLATION

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 Supplier to **Supply, Deliver, Connect and Service the onsite Gas Installation on an as and when needed basis in Hermanus, Western Cape**

TECHNICAL INFORMATION AND SPECIFICATIONS

4.1 CONTRACT DESCRIPTION

The contract entails supply, deliver, connect and service of the onsite gas installation for SANSA on an "as and when" required basis in Hermanus, Western Cape, for the duration of the contract period.

4.1.1 REQUIREMENTS

The successful bidder(s) for the supply, delivery, connect and service of the onsite gas installation for SANSA must comply with the following specifications when issued with an official order.

- The successful supplier must be in a position to deliver LPG gas (Cooking) within 24 hours of receiving the SANSA's Purchase Order
- The successful supplier must be in a position to supply a minimum of one (1), forty eight kilogram (48kg) LPG tank per delivery
- The successful supplier must have the necessary manpower with PPE to do the delivery and collection of the tanks with safe knowledge regarding the change-over of the cylinders
- Delivery vehicle / bowser must be able to manoeuvre and negotiate tight spaces, the vehicle must be equipped with the necessary safety signage and equipment
- The successful bidder must be certified to transport LPG gas as well as have the necessary spill kits and fire equipment available at all times when delivering to the site
- The service provider will be required to supply items complying with the latest issue of applicable Department of Minerals and Energy (DME) / SANS specifications at all times during the tenure of the contract. To this effect such compliance certificates on all items offered must be submitted with the RFQ response.
- The delivery of LPG gas will be done on an "as and when" required basis for the duration of the contract, at SANSA Hermanus in the Western Cape
- The bidder must be in a position to supply a Certificate of Compliance (COC) for the installation as per legislated requirement on a yearly/two yearly basis. Should the supplier not be able to supply COC, the supplier can subcontract the work to a certified installer.
- The bidder must ensure compliance with the relevant provisions of the Road Traffic Ordinance and Road Traffic Act and the requirement of the local licence authority are necessary.
- All Bulk road vehicles for petroleum products shall be constructed in compliance with an approved standard and shall conform to sound engineering design.
- All vehicles shall be in a roadworthy condition, appropriately licenced and insured. All drivers shall have relevant valid driver's licences with appropriate driving permits, and no

vehicle shall carry passengers unless it is specifically designed to do so. All drivers shall adhere to the speed limits and road signs on SANSA premises.

- The bidder must maintain its vehicles and must be in a roadworthy condition and have valid licences. These vehicles shall be subject to inspection by a SANSA representative. Vehicles that are not roadworthy will not be allowed onto site. SANSA reserves the right to search any vehicle on the premises or when entering or leaving the premises.
- The bidder shall ensure compliance to the regulations for the transportation of hazardous goods and the local by-laws shall be adhered to.
- The bidder (including its employees, workforce, sub-service providers and representatives) shall at all times adhere to and strictly comply with all applicable Occupational Health Safety Act 85 of 1993 and the Regulations hereunder (including amendments to any of the aforesaid) as applicable or related to:
 - o The South African National Space Agency (SANSA) activities, and or
 - o Transport, handling and storage of products, the activities, work or services;
- The bidder (including its employees, workforce, sub-service providers and representatives) shall have the professional and technical expertise, the competencies and skills, appropriate equipment, tools, resources, facilities, licences and permits to perform its obligations in terms of the scope of work and shall comply with all safety requirements and the requirements for the protection of life, health and environment.
- The bidder must comply with SANSA site specific OHSE rules

3.2 Estimated Quantities

- These estimated quantities are given in good faith and without commitment by SANSA. The contractor shall be bound to supply whatever quantities SANSA actually requires during the period of the contract.

SITE	Tank Size	Description of the tank	Type of Gas	Purchased volume	Purchased Frequency
SANSA Hermanus	48 kilograms (kg)	2 x 48 kg cylinder	Cooking purpose	minimum 48kg (1 Cylinder)	On an as and when needed basis

Price escalation

The tenderer will be allowed to amend the price only in accordance with the legislated price adjustments as announced from time to time, for zone in which SANSA is located.

With each price adjustment, both upward or downward, proof of the price adjustment must be provided in the form of an official announcement/press release by the department of energy.

The percentage (%) markup must be provided by the bidder.

DELIVERY DETAILS:

- The order must be delivered in full in one batch to the SANSA in Hospital street, Hermanus between 08:00 and 16:00 on weekdays excluding weekends and public holidays.
- SANSA must be contacted before the delivery is made to ensure that the relevant SANSA representative is available to receive and check the good delivered, and to ensure that access to the LPG cage is arranged.

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** and **Preference** method.

Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price only 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 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-compliant contributor	0	
Total Points (Specific Goals)	20	

2. Eligibility Criteria

To be eligible for the 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

	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
Valid license to sell LPG Gas		
Supply LPG gas (48 kg)		
Must be able to supply a minimum of 48kg per order		
Must have capacity to supply an estimated quantity of 10 x 48kg cylinders per annum		



NB : The awarded supplier must be able to supply LPG gas at short notice should the need arise (24 hours after an order is issued). SANS reserves the right to purchase LPG gas from an alternative source should the supplier fail to deliver as per requirements.

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.
6. Pricing Schedule is for evaluation purposes as any related goods can be requested at any time.
7. A quotation will be requested prior to issuing a purchase order.

ITEM NO	DESCRIPTION	AMOUNT (EXCL VAT)
1	1 x LPG Gas per 48kg cylinder	
2	Delivery to Hermanus (if applicable)	
3	Other Cost/s Specify	
	TOTAL AMOUNT (EXCLUDING VAT)	
	VAT (15%)	
	TOTAL AMOUNT (INCLUDING VAT)	

Mark up % =

Kindly note the bidder should provide the mark up charged on quoted items for the said period.

SANS reserves the right to compare prices with the market and purchase from other suppliers or request to see the bidder's supplier invoices should the quoted prices per items become unreasonably high over the contract period.



E. SPECIAL CONDITIONS

- a) Quotations to be returned to: Nicole Strauss at 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 RFQ is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign an SDP agreement for shorter payment periods for EMEs.
- e) The offices of SANSA are situated at the following address:
Hospital Street
Hermanus
Western Cape

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 49) 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 [\(http://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/ \)](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 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, please follow this link https://www.sansa.org.za/wp-content/uploads/2022/06/PAIA_POPIA_Manual_final.pdf)

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.