REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	EO/121/06/2024
DATE ISSUED	14 June 2024
PROJECT NAME	**Promotional and branding material (tools of trade) for Science Engagement Unit**
CLOSING DATE AND TIME	28 June 2024 @ 16h30
NAME OF PROPOSER/TENDERER	
CSD SUPPLIER NUMBER (MA NUMBER)	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PHYSICAL ADRESS	
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.

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.

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.

3.7 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 TOOLS OF TRADE FOR THE SCIENCE ENGAGEMENT UNIT (SEU)

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)

Request for the following items:

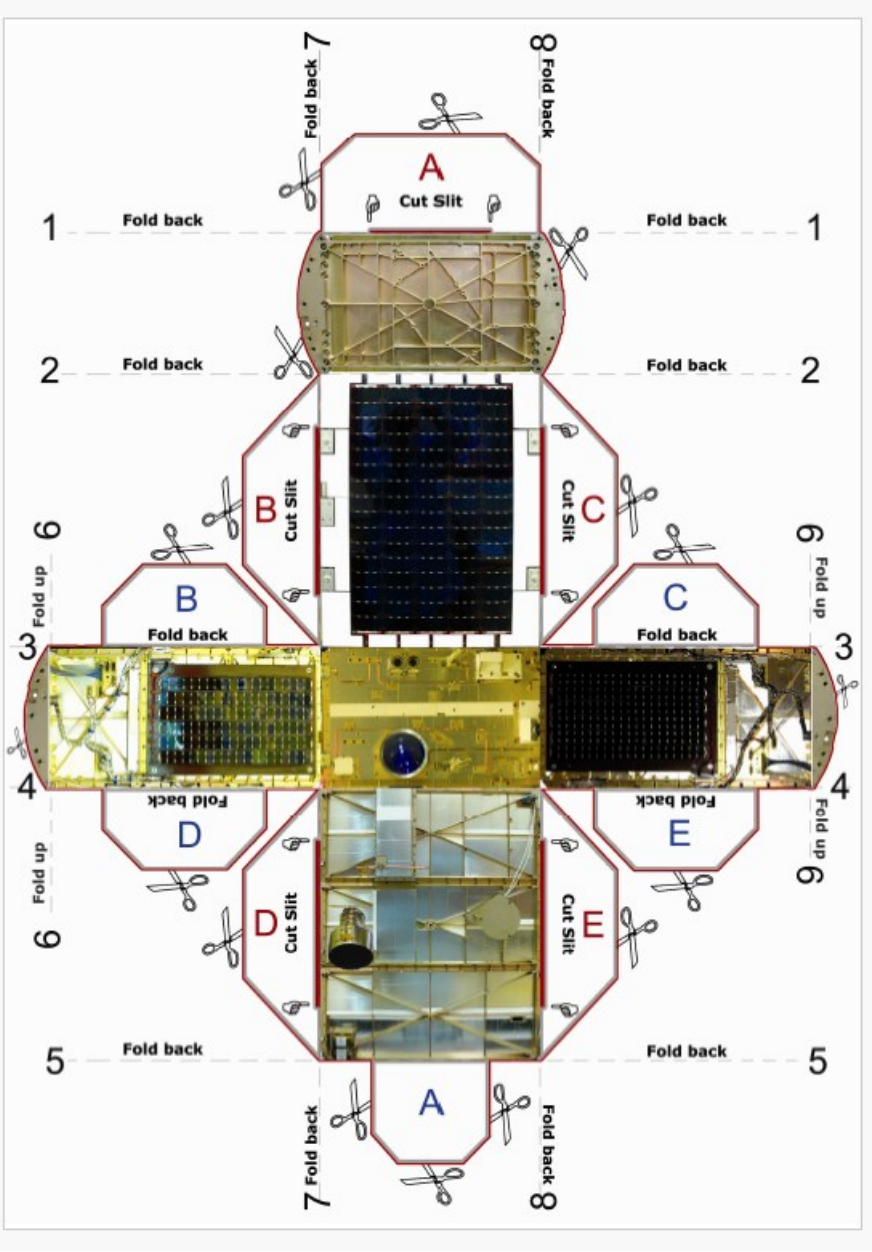
1. **Foldable Table (Rectangular Event Fold In Half Table)**
   - Steady lock to prevent falling
   - Vanilla white top, tough and stain-free
   - Corrosion-resistant, powder-coated high-grade steel, grey, fold-away legs
   - Heavy-duty blow-moulded polyethene tabletop (HDPE)
   - Easily stored by fold-in-half with plastic carry handle
   - Stronger than wood and lighter than steel
   - Powder-coated steel frame
   - Colour: Off White
   - Size: 180 cm
   - Qty: 2

2. **SANSA Branded Gazebos**

- Ideal for events, trade shows, and outdoor promotions
- Size: 3m x 3m Branded canvas (190gsm) roof
- 3m x 3m Steel frame or 1x 3m x 3m Budget Deluxe Aluminium collapsible frame
- Carry bag: Deluxe Smart Shade branded wheelie carry bag
- Packaging size: 380mm (h) x 1620mm (w) x 380mm (d)
- Weight: 31 kg
- Qty: 2

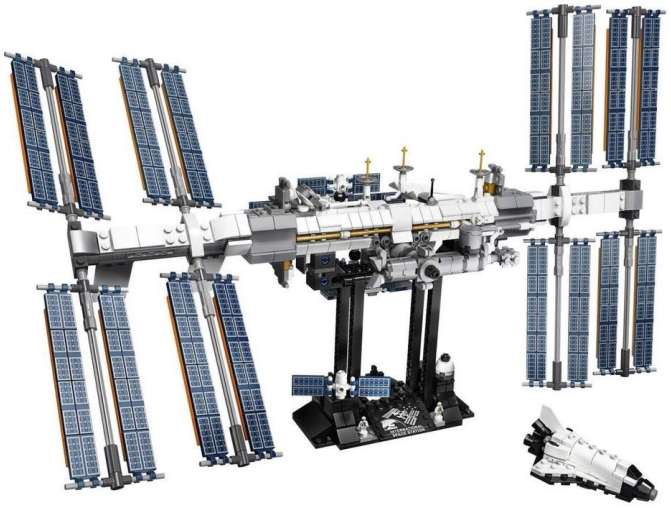
3. **Classic quad folding Branded camp chair**
    - Strong 17.5mm high-tensile steel silver frame
    - Drink holder integrated into arm of chair
    - Rugged polyester fabric
    - Comes in a carry bag
    - Weight: 110kg
    - Qty: 4

4. **Satellite models (SA) Sumbandila 2D print outs**



- A1 Printing on hard paper
- SANSA will provide the model
- Qty: 1000

5. LEGO Ideas International Space Station Set 21321



- International Space Station toy building kit for adults, measuring over 20cm high, 31cm long and 49cm wide
- 2 rotating joints with 8 adjustable 'solar panels', posable Canadarm2 and other authentic details
- Qty: 4

6. Puzzles options

6.1Solar System Model (Moon, Earth and Sun) Puzzle

- Boxed
- Solar System with this foldout book and 200piece jigsaw200pcs
- Qty: 2

6.2 Wandering through Space Shuttle 3D Puzzle

- Boxed include 150pcs
- Package size: 22x12cm
- Puzzle size: 528x528cm
- Qty: 10

6.3. International Space Station puzzle

- Boxed include 120 wooden jigsaw puzzle pcs
- Qty: 10

7. SANSA Branded Steerable Deployment-on-demand Satellite Dish model

- Must be steerable with a remote or when connected to a plug point
- Size : 7kgs
- Qty: 7

8. Brochures profiling SANSA EO.

- Scope of work: Editing and Printing
- Brochure size: A4, 12 pages (incl cover page)
- full color copies, gloss, on 200 GSM paper
- Content and imagery to be supplied by SANSA EO unit
- Qty: 1000

9. Solar system model / Solar system projector

- Material: Hard plastic
- Boxed
- Battery operated
- Qty: 10

10. Space Theme Stickers

- Round cosmic space stickers (Solar System, satellite models, satellite dishes, astronauts, etc.)
- Qty: 200(Rolls)

11. SANSA branded lanyard with a card holder (1 logo)

- Horizontal name tag badge holders With Lanyard (Fit Card Size: 95 x 60mm/ 3.7" x 2.35" (L*W))
- Blue Lanyards with swivel hook that is up to 18" / 45cm long, lanyard is total 36" / 90cm long
- Clear id card holder with waterproof resealable,
- Qty: 2000

12. SANSA branded pens (1 logo)

- Blue and white curve pen
- Smooth black ink ballpoint
- Matching button, tip and grip detail
- Satisfying click button
- Qty: 8 000

13. SANSA branded rulers (1 logo)

- Blue and White
- 30 cm
- Qty: 4 000
-

14. SANSA branded tote bags (cotton)

- With long shoulder straps 65cm and a unique bottle slot design.
- 100% Natural Cotton Bag
- Dimension of the bag: 38 (l) x 2 (w) x 38 (h) cm
- two tone 300D & 600D (blue and white)
- Qty: 1200

15. SANSA branded Notepad (2 logos)

- A5 Notepad
- Sizes: 5.8x8.3 inches
- Quality: 250gsm strong strawboard cardboard cover pages
- Binding finishing

- 50/70 inner sheet options
- Qty: 1200

16. **Playing card (Space Solar System Educational Flash Cards)**

- These cards feature different planets and their characteristics and other facts about the solar system
- Qty: 100 (Playing cards Box)

17. Rocket model

- Qty: 10

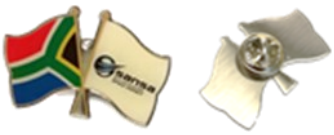
18. Solar System kit: learning activity for kids especially for school projects from Grade 3 upwards to:-

- decorative educational kit about the solar system, the kit consists of 12 Polystyrene, 1 x Paint brush, 10 x wooden skewers, 1 x leaflet, perfect for school projects - building the solar system
- used as a space and science learning enhancer.
- Qty: 100

19. Rocket Shapes pens

- Multicolor Ballpoint Pens
- Comfortable rubberized grip
- Material: Plastic
- Type: Retractable
- Qty: 1000

20. Metal Lapel pins



- Flags with SANSA and South African flag
- Full colour
- Size: 350mm end to end
- Quantity- 1000

21. Branded memory stick

- Material: USB- Plastic (Blue)
    - Boxed
- Capacity: 8GB
- Branding: single colour SANSA logo
- Quantity : 1000

22. SANSA branded water bottles

- Opaque
- 500ml capacity
- One position, full-colour print
- Quantity: 500

23. Insulated water bottle

- Branded with logo and tagline
- Laser engraving (monotone)
- Branded with logo and tagline
- Stainless steel
- 500 ML
- Quantity: 250

24. Smart Gadgets

Tools	**Specifications**
Tablets Quantity: 10	Samsung Galaxy Tab A sm-T515 Black - with 4G LTE , 149x245x7.5mm thin , 470g , built-in 5MP + 8MP dual camera , Exynos 7904 8 cores CPU (2x 1.8Ghz + 6x 1.6Ghz) , 1.5Gb memory , 1080P video recording @ 30FPS , 10.1" multi-touch TFT lcd with PLS (Plane to Line Switching) technology with 178° wide viweing angle (1920x1200 WUXGA , 224PPi) , 32Gb + miCroSDHC/XC slot (upto 512Gb) , micro-USB + bluetooth + dualband WiFi - Android , 6150mAh battery - 2 years warranty
Tablet stands Quantity: 10	Floor standing with security lock for devices
Tablet Screen Protectors Quantity: 10	TUFF-LUV 2.5D Tempered Glass Screen for Samsung Galaxy Tab 10.1 (LTE) T510/T515
Projector Quantity: 9	**Specifications:** Lumens: 4500 Contrast Ration: 12,000 : 1

	LED Life Span: over 30,000 Hrs Projection: 1.5 - 5.5 metres Projection Size: 50"" - 350"" Keystone Correction: 6D Auto Correction + Manual Correction Focus Mode: Manual Correction Bluetooth 5.0 : Supported Aspect Ration: 4:3 / 16:9 / Auto Video Format: AVI / MP4 / MKV / FLV / MOV / RMVB / 3GP / MPEG1 + MPEG2 / H.264 / XVID / JPEG Speaker: 5W x 1pc Speaker Wireless Technology 4D Keystone Wide Compatibility for ease of Use Apps connecting with your Smartphone or Tablet is quick and easy. Its also got 2 x HDMI inputs, 2 x USB ports (MP4 Compatible) , AV port and a 3.5mm headphone jack.
55'' inch movable tv Screen with tripod stand Quantity: 2	55" 4K UHD (3840 x 2160) SMART LED PANEL W/6586AD
Flight Case with castors for 55 '' (C Quantity: 2	A travel case designed for the 65" Touch LED Panel.
Tripods stands for tv screen Quantity: 2	**Features:** -Assembly is required -Painted-steel frame for enhanced stability and long-lasting durability -Four universal casters(with brakes) enable you to move it with ease -TV and shelf height can be adjusted in multi levels for the optimal viewing -Black steel Shelf to hold AV devices, DVD player, games console, PC, projectors, etc. -Ideal for office work, board meetings, presentations, or commercial use as ADs display **Specifications;** -Max VESA: 60L x 40W cm -Height Adjustable: 1250-1700mm -Suitable for 32-65 inch LED, LCD and plasma screens
Extension cord/reel Quantity: 5	20 m

Foldable tripod projector screen Quantity: 9	Projector Tripod Screen 2110*1600mm (View: 2030*1520mm - Ratio: 4:3)
Inverter Quantity: 3	100mah capacity, 1000W output AVR voltage regulation function Solar charging function Utility power charging function LCD+LED display device parameters Overcharge, discharge protection Overload protection alarm Warranty 3 years
Rain WIFI Dongles Quantity: 4 Devices x 12 months contract	4G/5G Wi-Fi dongle: Month-Month contract

25. Hybrid PABattery Powered Speaker with Bluetooth & Wireless Mic

Features:

- Portable, Battery Operated 8 Full Range
- Bluetooth, USB, FM Radio
- Wireless VHF Microphone.(Battery not Included)
- Bass, Mid and Treble EQ Controls.
- Aux Input (RCA and 3.5mm Jack)
- External Mic Input and Line XLR Output.
- 40 Watt RMS.
- Battery Duty Cycle 6 Hour at Max Output
- Quantity: 3

Note to tenderers: The Awarded tenderer needs to ensure that they provide samples of the requested items.

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.)

Table1: Specific Goals and points

The specific goals allocated points in terms of this RFQ **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 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		

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.

Deliverables	QTY	AMOUNT (EXCL VAT)
TOTAL CONTRACT AMOUNT (EXCLUDING VAT)		

VAT (15%)		
TOTAL CONTRACT AMOUNT (INCLUDING VAT)		

E. SPECIAL CONDITIONS

a) Quotations to be returned to: Azola Nodali eo-scm@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) The Awarded tenderer needs to ensure that they provide samples of the requested items.
d) The offices of SANSA are situated at the following address:
Enterprise Building
Mark Shuttleworth Street
The Innovation Hub
Pretoria
0087

A. TIMELINES

The successful service provider must be in the position to provide the goods/service within 3 weeks after the purchase order has been issued by SANSA.

B. 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.

C. 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/)

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; you can contact SANSA's Information Officer: Mr Humbulani Mudau on popi_paia@sansa.org.za. (**PLEASE NOTE:** This email address is restricted to POPI and PAIA-related enquiries, not general enquiries about bids and tenders. Enquiries about bid and tenders should be sent to scm@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.