



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/408/08/2024
DATE ISSUED	27 August 2024
PROJECT NAME	Air-conditioning Service, Maintenance and new installations for a three (3) year period
CLOSING DATE AND TIME	6 September 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.

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.



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,

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.



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.

.....
Signature	Date
.....
Position	Name of bidder

B. REQUEST FOR QUOTATION FOR AIRCONDITION ING SERVICE, MAINTENANCE, REPAIR AND NEW INSTALLATIONS FOR A PERIOD OF THREE YEARS

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 for air-conditioning servicing, maintenance repairs and replacement of air-conditioning units for a period of three (3) years in Hermanus, Western Cape

TECHNICAL INFORMATION AND SPECIFICATIONS

4.1 CONTRACT DESCRIPTION

The objective is to maintain the serviceability and operability of **all Air-conditioning (HVAC) at SANSA Hermanus** in a sustainable manner at the lowest operating and maintenance costs while ensuring compliance to general safety and related legislation.

The Contractor will maintain the Air-conditioning infrastructure at SANSA Hermanus which is located in Office Buildings and all other associated buildings. The specifications and requirements in this document comprise the description of the Works. The Contractor will be appointed directly by SANSA.

The following product/services are needed for the upkeep of the facilities at SANSA Hermanus over a period of three years

REQUIREMENTS

Air-conditioning Maintenance Services

The following Air-conditioning maintenance services are required as stipulated.

Description of the areas	Type	Frequency	Quantity	Room/s	Model no
Evaluation Hut	Samsung	Quarterly	1	17	FTXS71GV18
Iosonde Hut	Trane	Quarterly	1	13	AR09MQFR8WKNFA

Staff Recreational area	Samsung	Quarterly	1		
Technolab	Daiken	Quarterly	1		FBQ12SD2VEB
Research Building	Daiken	Quarterly	2	SR3 SR7	FBQ140C8VEB, FBQ140C7VEB
Main Complex	Daiken	Quarterly	7	H3, H9 (x3), H22, H24, H26	FBQ50C7VEB, FBQ60C7VEB, , FTXN35KEV18, FBQ100C8VEB, FEQ100CBVEB, FBQ71B8V3B, FBQ100D2VEB, FBQ100DZVEB, FTXN35KEX1B
Science Centre	Samsung	Quarterly	1	SC12	AC140INMDEH/AF
Technical Wing	Daiken	Quarterly	1	SR4	C18E
Space Weather Building	Daiken	Quarterly	6		New installation and still under warrantee with supplier, will come on board when the warrantee expires

Specific Maintenance Service

- Check air filter and clean (should the filter be torn or damaged, please replace with the new set of filters)
- Ensure that all filters seat properly around the mounting brackets and the filter clips are in place.
- Check if are there any gas leaks.
- Check the insulation around gas pipes and repair damaged insulation.
- Check and record the room temperature
- Check for air and oil leaks.
- Check air pressure switch operation and record.
- Check gas level and recharge if necessary.
- Visually inspect electrical connections.
- Check for water leaks and clean drainpipes and drip trays.
- Fix any water leaks from the unit.
- Check heating and cooling operation.
- Record air volumes.



- Check wiring.
- Check fan operation.
- Clean the interior and exterior units and ensure that all covers are securely fixed.
- Check for excessive vibration and noise.
- Report any type of defects around the areas.

Suggested Maintenance Programme

The Contractor shall include a suggested maintenance programme that must attempt to cover all requirements under this contract. The Contractor shall include the maintenance standards of the Air-conditioning Systems and inspection sheet.

Resource proposal

- 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

DELIVERY DETAILS:

- The servicing and installation are at SANSA in Hospital street, Hermanus between 08:00 and 16:00 on weekdays excluding weekends and public holidays.

A compulsory site meeting will be held for prospective bidders to inspect the various units and identify the locations for the said units.

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		
The bidder must submit registration certificate for SAIRAC, SAQCC, SARACCA or equivalent governing body		
Ability to provide after hour service when required		



Quality/Functionality:

Scores will be tabulated to 100 points.

Respondents must score **80** points and higher to be assessed on their financial offer and preference score.

The allocation of points for the evaluation of quality/functionality is set out in the table below:

Criteria	Maximum points
Company experience	40
Parts/Spares availability	30
Service delivery (turn around time from calls being logged)	30
Total evaluation points for quality	100

Evaluation criteria 1: Company Experience

Score	Supply of items
0	Bidder did not provide any references
20	Bidder provided less than five (5) contactable references.
40	Bidder provided five (5) or more contactable references

Company name	Contact person	Contact details	Details on work done for the client/s

Evaluation criteria 2: Availability of Spares and parts

SANSA has an assortment of air-conditioning units on site, ranging from Daiken, Samsung, Carrier, LG etc. The bidder should provide a proposal of how these different units will be serviced including turnaround times to acquire parts on these units. The proposal should indicate the bidder's preferred make of unit for new installations.

Score	Maximum Points	Tick applicable
0	Bidder able to have parts available more than five (5) days	
10	Bidder able to have parts available within five (5) working days	
20	Bidder able to have parts available within three (3) working days	
30	Bidder able to have parts available within one (1) working day	

Evaluation criteria 3: Service delivery (turn-around time for logged calls)

The service provider must be able to respond within reasonable timeframes to air conditioner breakdowns, as it is imperative to our business. A company profile should be provided, and the table below should be completed.

Score	Delivery /time frame
0	Service provider responds in more than one (1) day or did not provide a company profile
10	The service provider responds within one (1) day
20	The service provider must be able to respond to a SANSA request within four (4) hours from the time when a call is logged with their offices
40	The service provider must be able to respond to a SANSA request within two (2) hours from the time the called is logged with their offices

Service Delivery	Please Circle			
Company Profile	Yes		No	
Turnaround time	>1 day	= 1 day	<= 4 hours	<=2 hours
After hours emergency service	Yes		No	

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. There are newly installed units that are still under warranty, that does not require servicing as it still forms part of the installers responsibility, however upon expiry of the of said warranty these units will form of this contract.
7. New installations will be done on a per quote basis.

				Year 1		Year 2		Year 3	
Description of the areas	Type	Frequency of service	Qty	Price per unit (incl. VAT)	Total Price (incl VAT)	Price per unit (incl. VAT)	Total Price (incl VAT)	Price per unit (incl. VAT)	Total Price (incl VAT)
Evaluation Hut	Samsung	Quarterly	1						
Iosonde Hut	Trane	Quarterly	1						
Technolab	Daiken	Quarterly	1						
Staff Recreational area	Samsung	Quarterly	1						



Research Building	Daiken	Quarterly	2						
Main Complex	Daiken	Quarterly	8						
Science Centre	Samsung	Quarterly	1						
Technical Wing	Daiken	Quarterly	1						
Space Weather Building	Daiken	Quarterly	6						
			22						
Rate per hour (Normal hours)			1						
Rate per hour (After hours)			1						
Callout fee (Normal hours)			1						



Callout fee (After hours)			1						
Other costs: Specify below									
Total per year				R		R		R	
TOTAL FOR PERFORMANCE AND SERVICE FOR THE DURATION OF THE CONTRACT									

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/>)

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 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.

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.