

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER	SS/415/08/2024
DATE ISSUED	29 August 2024
PROJECT NAME	Supply and delivery office groceries for a period of 3 years
CLOSING DATE AND TIME	10 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 /

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:

.....
.....

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.
- 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.

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

B. REQUEST FOR PROPOSAL FOR SUPPLY AND DELIVERY OF OFFICE GROCERIES FOR A PERIOD OF 3 YEARS

The South African National Space Agency requires a service provider to supply and deliver office groceries to the SANSA Hermanus Facility, in Hermanus, Western Cape, 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 invites service providers to submit proposals to supply and deliver office groceries as per the below specifications. The groceries include office groceries like tea, coffee, etc., cleaning consumables and kitchen items.

Interested suppliers are requested to bid based on the list in Table 1 below. This list has been compiled based on the requirements of the last 12 months and is representative of SANSA's general office groceries and consumable needs. However, this is not an exhaustive list and anything which forms part of this commodity may be added over the duration of the contract.

The supplier is required to deliver upon request on an **as and when required basis**. A purchase order will be issued with required quantities.

Description
6 Pack X 1L Clover Full cream milk (long life)
Brown Sugar 2kg
White Sugar 2kg
Box of 100 x 5g Brown Sugar stick/tubes
Box of 100 x 5g White sugar stick/tubes
Box of 80 x 4g Low kilojoules Sweetener sachets (Aspartame free)
Ricoffy 750g
Jacobs Coffee 750g
Box of 80 Rooibos Tea bags (tagless)
Box of 200 Five Roses tea bags (tagless)
Box of 200 Joko tea bags (tagless)
6 Pack 500ml still water
6 Pack 500ml assorted soft drinks
Box of 200g Bakers Assorted Biscuits
6 pack assorted baked muffins
1 pack of mint imperial sweets 200g
Refill air freshener for automatic dispenser
Automatic freshener dispenser
Drying Dish cloths
Dustpan sets (pan and brush)
Cotton string Mops (full head)
Butterfly Mop
Twister mop
Brooms with soft bristles
5L Square Buckets
Plastic Toilet brush set
Drinking glasses - set of 10
Teaspoons 12piece

Dinner forks 12piece
Butter knives 12piece
Desert spoons 12 piece
White Dinner plates 4 piece
White side plates 4 piece
White cereal bowls 4 piece
Juice jugs
Milk pitchers - 250 ml
Set of sugar/coffee/tea canisters
Serving Trays with non-slip surface
Assorted fruit

NB: The groceries and kitchen supplies may include but are not limited to the list provided in Table 1.

Table 1: Example List for a period of 12 months (evaluation purposes only)

Suppliers should clearly indicate the following, for each item, when bidding on the attached list:

- The cost of the item (in Rands, inclusive of VAT).
- The worst-case delivery time (excluding back-orders), in weeks/days.
- Suppliers are welcome to supply items from different manufacturers than those indicated, as long as they are EXACT equivalents to the original items that are listed. These replacements should be clearly noted, so that they can be verified by the evaluation team.
- Suppliers should include all applicable discounts as well as delivery charges to **Hermanus, Western Cape** as part of the bid.

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.
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price 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 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	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		

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:

Table 1:

Criteria	Maximum Points
Supplier experience in office groceries and consumables	40
Trade References	30
Delivery times	30
Total evaluation points for quality	100

Evaluation Criteria 1: Company experience in supply and delivery of goods.

Description: The service provider should submit a brief company profile **indicating** their experience in supplying and delivery of goods, including the number of years they have been active. Web links are acceptable if the company has a developed website. See table below.

Company Experience: Please attach company profile and indicate number of years' experience in the industry.

Item	Please Circle accordingly	
I have attached my company profile	Yes	No
Company Webpage (insert address) URL:	Yes	No
Number of years' experience in supplying goods.years	

Score	Criteria
Poor (score = 0)	The bidder has not submitted a company profile or weblink indicating their experience in supply and delivery of goods OR the bidding company has less than 3 years of experience in the market. Any combination of the above will result in a score of zero (0).
Satisfactory (score = 25)	The supplier has presented a company profile or Weblink that shows it can supply and delivery of goods and has between 3 to 5 years of experience.
Good (score = 40)	The supplier has presented a company profile OR weblink that shows it can supply and delivery of goods and has more than 5 years of experience.

Evaluation criteria 3: Trade References

Description: The supplier must provide in the table below at least three (3) contactable references to whom goods have been supplied.

Score	Criteria
Poor (score = 0)	No customer references have been provided.
Satisfactory (score = 15)	The supplier submitted one (1) or two (2) contactable reference, whom goods of similar nature have been provided.
Good (score = 20)	The supplier submitted three (3) or four (4) contactable references, whom goods of similar nature have been provided.
Excellent (score = 30)	The supplier submitted Five (5) or more contactable references, whom goods of similar nature have been provided.

[illegible]

Evaluation criteria 3: Delivery times

- Suppliers should describe the typical delivery times for their in-stock products (either separately or as part of the quotation) in the table below

Score	Description
0	Delivery is typically more than 10 working days from receipt of order
10	Delivery is typically more than 5 but less than 10 working days from receipt of order
20	Delivery is typically more than 2 but less than 5 working days from receipt of order
30	Delivery is typically within 2 working days from receipt of order

Please indicate what delivery timeframe would be possible for delivery to SANSA Hermanus by ticking the appropriate box:

Delivery Timeframe	Indicate with <input type="checkbox"/>
Delivery is typically more than 5 working days from receipt of order	
Delivery is typically more than 2 but less than 5 working days from receipt of order	
Delivery is typically within 2 working days from receipt of order	

D. PRICING SCHEDULE

Pricing Instructions

- 1 Price to include all costs with no unspecified cost to allow for a fair evaluation.
- 2 Payment will be made based on deliveries and invoice approved by the project manager
- 3 Offer to be valid for 30 days from the bid closing date.
- 4 A quotation will be requested prior to issuing a purchase order.
- 5 Pricing Schedule is for evaluation purposes as any related goods can be requested at any time.

Table 2: Pricing Schedule

Description	Qty	Unit price incl. VAT	Total price incl. VAT
6 Pack X 1L Clover Full cream milk (long life)	1 x 6-pack		
Brown Sugar 2kg	1 x2 kg		
White Sugar 2kg	1 x 2 kg		
Box of 100 x 5g Brown Sugar stick/tubes	1 box of 100		
Box of 100 x 5g White sugar stick/tubes	1 box of 100		
Box of 80 x 4g Low kilojoules Sweetener sachets (Aspartame free)	1 box of 80		
Ricoffy 750g	1 x 750g		
Jacobs Coffee 750g	1 x 750g		
Box of 80 Rooibos Tea bags (tagless)	1 box of 80		
Box of 200 Five Roses tea bags (tagless)	1 box of 200		
Box of 200 Joko tea bags (tagless)	1 box of 200		
6 Pack 500ml still water	1 x 6-pack		
6 Pack 500ml assorted soft drinks	1 x 6-pack		
Box of 200g Bakers Assorted Biscuits	1 box		
6 pack assorted baked muffins	1 pack		
1 pack of mint imperial sweets 200g	1 x 200g		
Refill air freshener for automatic dispenser	1		
Automatic freshener dispenser	1		
Drying Dish cloths	1 pack		

Dustpan sets (pan and brush)	1		
Cotton string Mops (full head)	1		
Butterfly Mop	1		
Twister mop	1		
Brooms with soft bristles	1		
5L Square Buckets	4		
Plastic Toilet brush set	1		
Drinking glasses - set of 10	1set		
Teaspoons 12piece	1set		
Dinner forks 12piece	1set		
Butter knives 12piece	1set		
Desert spoons 12 piece	1set		
White Dinner plates 4 piece	1set		
White side plates 4 piece	1set		
White cereal bowls 4 piece	1set		
Juice jugs	1		
Milk pitchers - 250 ml	1		
Set of sugar/coffee/tea canisters	1 set		
Serving Trays with non-slip surface	1 set		
Delivery to Hermanus, Western Cape			
TOTAL INCL VAT			
Mark up % included in prices above			

Please note

- Due to limited storage space, the supplier will be required to deliver as and when required.
- Bidders must include the costs for delivery to the SANSA campus in Hermanus in the Western Cape.
- Kindly note the bidder should provide the mark up charged on quoted items for the said period.
- SANSA 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 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 Street
Hermanus
7200

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 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 [\(http://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/ \)](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 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, 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.

END