

### REQUEST FOR QUOTATION (RFQ)

<b>RFQ NUMBER</b>	<b>SS/420/10/2024</b>
<b>DATE ISSUED</b>	<b>18/11/2024</b>
<b>PROJECT NAME</b>	<b>Supply and Delivery of Library Resources for a Period of 3 years</b>
<b>CLOSING DATE AND TIME</b>	<b>28/11/2024 at 12:00PM</b>
<b>NAME OF PROPOSER/TENDERER</b>	
<b>CSD SUPPLIER NUMBER (MA NUMBER)</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>PHYSICAL ADDRESS</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	
<b>FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE</b>	
<b>IDENTITY NUMBER</b>	
<b>POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)</b>	
<b>COMPANY REGISTRATION NUMBER</b>	
<b>TAX REFERENCE NUMBER</b>	
<b>VAT REGISTRATION NUMBER</b>	
<b>QUOTE PRICE (INCL VAT)</b>	
<b>SIGNATURE</b>	

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**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 interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if

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<sup>1</sup> 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.

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

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;

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- 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 consortium<sup>2</sup> 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.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

**B. REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF LIBRARY  
RESOURCES FOR A PERIOD OF 3 YEARS**

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## 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 preferred service provider to source and supply library resources for period of 3 years. The goods should be delivered to the SANSA premises in Hospital Street, Hermanus, Western Cape.

Interested suppliers are requested to bid based on the list in Table 1 below. This list is an example of the subject matter which would typically be required but will NOT be ordered in full as it will depend on the requirements at the time, it will only be used to evaluate the bids.

The successful bidder will be required to source and deliver only upon request. Purchase orders will be issued with the exact specifications of the resources and quantities required during the contract period.

No.	Book Title	ISBN
1.	1-year subscriptions for paper versions of Nuts and Volts, Popular Mechanics and Servo magazines	No ISBN
2.	1001+ basic phrases English - Xhosa	9781537204994
3.	4 Disciplines of execution: Getting strategy done	9780857205834
4.	507 Mechanical movements (pbk.)	9781614275183
5.	Aeronomy of the middle atmosphere: chemistry and physics	9789400964037
6.	Agile model-based systems engineering cookbook	9781838985837
7.	Applied space systems engineering	9780073408866
8.	Astronomy Methods	9780521535519

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9.	Atmospheric Lidar Fundamentals: Laser Light Scattering from Atoms and Linear Molecules	9781316518236
10.	Atmospheric remote sensing: principles and applications	9780323992626
11.	Auroral Physics	9780521157414
12.	Autodesk Fusion 360 - A Power Guide for	9781096938644
13.	Autodesk Fusion 360 Basics Tutorial (August 2019)	9788194195313
14.	Autodesk Fusion 360 for Beginners - Part	9788194195337
15.	Best American Science and Nature writing 2021	9780358400066
16.	C++ How to Program (Early Objects Version),	9781292153346
17.	Climate and weather of the sun-earth system (CAWSES)	9789400743472
18.	CNC Trade secrets	9780831135027
19.	Computer neural networks on Matlab	9781539360957
20.	Design for 3D Printing	9781457187360
21.	Digital Satellite Navigation and Geophysics: A Practical Guide with GNSS Signal Simulator and Receiver Laboratory	9780521760546
22.	Disaster Recovery, crisis response, and business continuity: ...	9781430264064
23.	Electronic Imaging in Astronomy	9783642095320
24.	Electronics Projects with the ESP8266 and ESP32	9781484263358
25.	Encyclopaedia of Geomagnetism and Paleomagnetism	9781402039928
26.	Executives & Assistants working in partnership: ...	9780985931650
27.	Extreme events in Geospace	9780128127001
28.	From industry 4.0 to quality 4.0: an innovative TQM guide...	9783031041945
29.	GPS, GLONASS, Galileo, and BeiDou for Mobile Devices: From Instant to Precise Positioning	9781107035843
30.	GRAP (Handbook Standards of Generally Recognized Accounting Practice) Pocket Library – 8 Volume set	9781485140368

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31.	History of Physics (available only from The South African Institute of Physics (SAIP))	No ISBN
32.	Internet of Things Projects with ESP32 - Build	9781789956870
33.	Internet of Things with Arduino Cookbook (pbk.)	9781785286582
34.	Introduction to Plasma Physics - With Space, laboratory...	9781107027374
35.	Introduction to space physics	9780521457149
36.	Ionospheres - Physics, Plasma Physics, and chemistry	9781108462105
37.	Ionospheric space weather	9783319993300
38.	ISO 9001	9781498733212
39.	Labour Mini-Library	9781485107750
40.	Learn Xhosa with Ann Munnik	9780796026729
41.	Linux Essentials	9781119092063
42.	Magnetohydrodynamic waves in geospace	9780750309103
43.	Mastering Ubuntu Server - Fourth Edition: Explore the versatile, powerful Linux Server distribution Ubuntu 22.04 with this comprehensive guide	9781803234243
44.	Mastering Ubuntu Server - Master the art of deploying...	9781788997560
45.	Matlab programming: introduction, scripting & file processing...	9781987782837
46.	Mechanics (Dover book on physics)	9780486607542
47.	Mechanisms and mechanical devices sourcebook (5th ed.)	9780071704427
48.	Mission economy	9780241419731
49.	Model-based system and architecture engineering with the Arcadia Method	9781785481697
50.	Motion Control for CNC & Robotics	9781536879049
51.	National critical infrastructure policy background & select cybersecurity	9781634847568

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52.	Nonlinear Dynamics and Chaos: With Applications to Physics, Biology, Chemistry, And Engineering	9780813349107
53.	Oxford Dictionary of English	9780198610571
54.	Paperback Oxford English Dictionary	9780199640942
55.	Pharos Afrikaans-Engels / Engels-Afrikaanse woordeboek	9781868901104
56.	Physics and Chemistry of the Upper Atmosphere (Paperback)	9780521368483
57.	Physics of the earth's space environment	9783642059797
58.	Physics of the Upper Polar Atmosphere	9783642438905
59.	Planar Microwave Engineering: A Practical Guide to Theory, Measurement, and Circuits	9780521835268
60.	Practical Magnetotellurics	9780521817271
61.	Principles of plasma physics for engineers and scientists	9780521193726
62.	Public finance management act	9781485134664
63.	Remote sensor monitoring by Radio with Arduino –	9781534640559
64.	SEARS List of subject headings 22nd rev. ed.	9781682172346
65.	SEARS List of subject headings 23rd ed.	9781682172346
66.	Solar Variability and Its Effects on Climate	9780875904061
67.	Space mission engineering: the new Smad	9781881883159
68.	Space Physics and Aeronomy, Volume 3 - Ionosphere Dynamics and Applications	9781119815617
69.	Space weather: national strategy, action plan, and observing systems...	9781634844406
70.	Systems Architecture modelling with the Arcadia method	9781785481680
71.	Systems engineering with SysML/UML	9780123742742
72.	The Dynamic Loss of Earth's Radiation Belts -	9780128133712
73.	The earth's ionosphere	9780120884254

The SANSA Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site.

74.	The Hidden Link Between Earth's Magnetic Field and Climate	9780128193464
75.	The Physics of Fluids and Plasmas	9780521555432
76.	The solar-terrestrial environment	9780521427371
77.	The sun: beginner's guide to our local star	9780008623081
78.	The virtual manager collection (HBR 20-Minute manager series)	9781633692374
79.	Ubuntu 18.04 LTS Server - Administration and reference	9781936280544
80.	War and Peace in Outer Space: Law, Policy, and Ethics	9780197548684

**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 should include all applicable discounts as well as delivery charges (Air freight, Shipping etc) to Hermanus, Western Cape.
- Where possible books should be delivered collectively in one shipment.

## 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.

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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 RFQ 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**

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The specific goals allocated points in terms of this RFQ  <b>B-BBEE Status Level of Contributor</b>	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	
<b>Total Points (Specific Goals)</b>	<b>20</b>	

## 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 3<sup>rd</sup> 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.

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The allocation of points for the evaluation of quality/functionality is set out in Table 3 below:

**Table 3: Quality/Functionality Criteria**

Criteria	Maximum Points
Supplier experience in library resources	40
Trade References	30
Turnaround Time	30
<b>Total evaluation points for quality</b>	<b>100</b>

**Evaluation criteria 1: Supplier experience in providing library resources**

The bidder should provide documentation of past experience:

- A letter or company profile outlining the company's experience in the industry and notable projects/achievements to date.

Score	Previous experience
<b>0</b>	Supplier has less than 12 months relevant experience in library resources distribution or has not submitted a company profile/ letter  Either of the above would result in a score of 0.
<b>30</b>	Supplier has 1 - 10 years' relevant experience in library resource distribution
<b>40</b>	Supplier has over 10 years' relevant experience in library resource distribution

**Evaluation criteria 2: Trade references**

**The supplier must provide at least three (3) relevant customer references to whom goods or services relevant to the scope of work have been provided.**

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Score	Description
<b>0</b>	No customer references have been provided or have provided customer references which are not relevant to the scope of work, or less than three (3) customer references have been provided.  Either of the above would result in a score of 0.
<b>20</b>	The supplier submitted three (3) customer references relevant to the scope of work
<b>30</b>	The supplier submitted more than three (3) customer references relevant to the scope of work

**Please complete this table with the details of contactable references**

Customer Name	Customer Location	Description of Service	Contact Person	Contact Email Address

### **Evaluation criteria 3: Turnaround time**

- Suppliers should describe the typical turnaround time for a quotation required for library resources in the table below.

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Score	Description
<b>0</b>	Turnaround time is typically more than 5 working days from receipt of request for quotation
<b>20</b>	Turnaround time is typically more than 2 but less than 5 working days from receipt of request for quotation
<b>30</b>	Turnaround time is typically within 2 working days from receipt of request for quotation

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

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

## 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

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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 only

No.	Book Title	QTY	ISBN	Amount (Excl Vat)
1.	1-year subscriptions for paper versions of Nuts and Volts, Popular Mechanics and Servo magazines	1	No ISBN	
2.	1001+ basic phrases English - Xhosa	1	9781537204994	
3.	4 Disciplines of execution: Getting strategy done	1	9780857205834	
4.	507 Mechanical movements (pbk.)	1	9781614275183	
5.	Aeronomy of the middle atmosphere: chemistry and physics	1	9789400964037	
6.	Agile model-based systems engineering cookbook	1	9781838985837	
7.	Applied space systems engineering	1	9780073408866	
8.	Astronomy Methods	1	9780521535519	
9.	Atmospheric Lidar Fundamentals: Laser Light Scattering from Atoms and Linear Molecules	1	9781316518236	
10.	Atmospheric remote sensing: principles and applications	1	9780323992626	
11.	Auroral Physics	1	9780521157414	
12.	Autodesk Fusion 360 - A Power Guide for	1	9781096938644	
13.	Autodesk Fusion 360 Basics Tutorial (August 2019)	1	9788194195313	

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14.	Autodesk Fusion 360 for Beginners - Part	1	9788194195337	
15.	Best American Science and Nature writing 2021	1	9780358400066	
16.	C++ How to Program (Early Objects Version),	1	9781292153346	
17.	Climate and weather of the sun-earth system (CAWSES)	1	9789400743472	
18.	CNC Trade secrets	1	9780831135027	
19.	Computer neural networks on Matlab	1	9781539360957	
20.	Design for 3D Printing	1	9781457187360	
21.	Digital Satellite Navigation and Geophysics: A Practical Guide with GNSS Signal Simulator and Receiver Laboratory	1	9780521760546	
22.	Disaster Recovery, crisis response, and business continuity: ...	1	9781430264064	
23.	Electronic Imaging in Astronomy	1	9783642095320	
24.	Electronics Projects with the ESP8266 and ESP32	1	9781484263358	
25.	Encyclopaedia of Geomagnetism and Paleomagnetism	1	9781402039928	
26.	Executives & Assistants working in partnership	1	9780985931650	
27.	Extreme events in Geospace	1	9780128127001	
28.	From industry 4.0 to quality 4.0: an innovative TQM guide...	1	9783031041945	
29.	GPS, GLONASS, Galileo, and BeiDou for Mobile Devices: From Instant to Precise Positioning	1	9781107035843	

The SANSA Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site.

30.	GRAP (Handbook Standards of Generally Recognized Accounting Practice) Pocket Library – 8 Volume set	1	9781485140368	
31.	History of Physics (available only from The South African Institute of Physics (SAIP))	1	No ISBN	
32.	Internet of Things Projects with ESP32 - Build	1	9781789956870	
33.	Internet of Things with Arduino Cookbook (pbk.)	1	9781785286582	
34.	Introduction to Plasma Physics - With Space, laboratory...	1	9781107027374	
35.	Introduction to space physics	1	9780521457149	
36.	Ionospheres - Physics, Plasma Physics, and chemistry	1	9781108462105	
37.	Ionospheric space weather	1	9783319993300	
38.	ISO 9001	1	9781498733212	
39.	Labour Mini-Library	1	9781485107750	
40.	Learn Xhosa with Ann Munnik	1	9780796026729	
41.	Linux Essentials	1	9781119092063	
42.	Magnetohydrodynamic waves in geospace	1	9780750309103	
43.	Mastering Ubuntu Server - Fourth Edition: Explore the versatile, powerful Linux Server distribution Ubuntu 22.04 with this comprehensive guide	1	9781803234243	
44.	Mastering Ubuntu Server - Master the art of deploying...	1	9781788997560	
45.	Matlab programming: introduction, scripting & file processing...	1	9781987782837	

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46.	Mechanics (Dover book on physics)	1	9780486607542	
47.	Mechanisms and mechanical devices sourcebook (5th ed.)	1	9780071704427	
48.	Mission economy	1	9780241419731	
49.	Model-based system and architecture engineering with the Arcadia Method	1	9781785481697	
50.	Motion Control for CNC & Robotics	1	9781536879049	
51.	National critical infrastructure policy background & select cybersecurity	1	9781634847568	
52.	Nonlinear Dynamics and Chaos: With Applications to Physics, Biology, Chemistry, And Engineering	1	9780813349107	
53.	Oxford Dictionary of English	1	9780198610571	
54.	Paperback Oxford English Dictionary	1	9780199640942	
55.	Pharos Afrikaans-Engels / Engels-Afrikaanse woordeboek	1	9781868901104	
56.	Physics and Chemistry of the Upper Atmosphere (Paperback)	1	9780521368483	
57.	Physics of the earth's space environment	1	9783642059797	
58.	Physics of the Upper Polar Atmosphere	1	9783642438905	
59.	Planar Microwave Engineering: A Practical Guide to Theory, Measurement, and Circuits	1	9780521835268	
60.	Practical Magnetotellurics	1	9780521817271	

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61.	Principles of plasma physics for engineers and scientists	1	9780521193726	
62.	Public finance management act	1	9781485134664	
63.	Remote sensor monitoring by Radio with Arduino –	1	9781534640559	
64.	SEARS List of subject headings 22nd rev. ed.	1	9781682172346	
65.	SEARS List of subject headings 23rd ed.	1	9781682172346	
66.	Solar Variability and Its Effects on Climate	1	9780875904061	
67.	Space mission engineering: the new Smad	1	9781881883159	
68.	Space Physics and Aeronomy, Volume 3 - Ionosphere Dynamics and Applications	1	9781119815617	
69.	Space weather: national strategy, action plan, and observing systems...	1	9781634844406	
70.	Systems Architecture modelling with the Arcadia method	1	9781785481680	
71.	Systems engineering with SysML/UML	1	9780123742742	
72.	The Dynamic Loss of Earth's Radiation Belts -	1	9780128133712	
73.	The earth's ionosphere	1	9780120884254	
74.	The Hidden Link Between Earth's Magnetic Field and Climate	1	9780128193464	
75.	The Physics of Fluids and Plasmas	1	9780521555432	
76.	The solar-terrestrial environment	1	9780521427371	

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77.	The sun: beginner's guide to our local star	1	9780008623081	
78.	The virtual manager collection (HBR 20-Minute manager series)	1	9781633692374	
79.	Ubuntu 18.04 LTS Server - Administration and reference	1	9781936280544	
80.	War and Peace in Outer Space: Law, Policy, and Ethics	1	9780197548684	
	Any other Costs (Please specify)			
	<b>Total Amount ( Excl Vat)</b>			
	<b>Vat 15%</b>			
	<b>Total Amount (Incl Vat)</b>			
	Mark Up % Included in prices			%

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 B Mdoana:[bmdodana@sansa.org.za](mailto:bmdodana@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) The offices of SANSA are situated at the following address:

SANSA Space Science  
Hermanus  
7200

The SANSA Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site.

## F. TIMELINES

The successful service provider must be in the position to provide the goods/service within 1 week after the purchase order has been issued by SANSA.

## G. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and score points with respect to the criteria, tenderers should provide the following supporting documentation.

- a. Proof of specific goals must be submitted in order to qualify for preference points (specific goals).
- b. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT.
- c. All pages of quotation must be signed by the authorised person.
- d. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- e. SANSA reserves the right to invite bidders to present their bid proposals for final decision or visit the bidders' premises as part of the evaluation process.

## H. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- iv) confirms that the contents of this questionnaire/forms (SBD 4) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- vi) confirms that the bidder has read the General Conditions of Contract (GCC) and agree with the conditions. The GCC can be found on [\(http://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/ \)](http://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/)

The SANSA Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site.

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.

The SANSA Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site.

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](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**