

REQUEST FOR QUOTE (RFQ)

RFP NUMBER	SS/426/12/2024
DATE ISSUED	10 November 2024
PROJECT NAME	ISO 9001:2015 - Quality Management System's (QMS) Auditing Services (i.e. Re-certification including follow-up Surveillance Audits)
CLOSING DATE AND TIME	16 January 2025 at 11:00
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	
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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 interest¹ in the enterprise, employed by the state? **YES/NO**

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.

- 2.1.1 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

- 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

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.



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

REQUEST FOR PROPOSAL FOR THE ISO 9001:2015 - Quality Management System's (QMS) Auditing Services

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)

2.1. General Requirements

2.1.1. Client:

SANSA Space Science, Hermanus

2.1.2. Objective:

To conduct a comprehensive audit for ISO 9001:2015 that is recertification and subsequent surveillance audits to ensure ongoing compliance and continuous improvement of the SANSA Hermanus Facility's Quality Management System (QMS).

2.2. Audit Objectives:

- 2.2.1. Verify compliance with ISO 9001:2015 requirements for re-certification.
- 2.2.2. Identify areas for improvement within the QMS.
- 2.2.3. Ensure the effectiveness and efficiency of the QMS processes.
- 2.2.4. Conduct surveillance audits to monitor and maintain compliance post-recertification.

2.3. Audit Scope

2.3.1. Location:

SANSA Space Science facilities in Hermanus, Western Cape only.

2.3.2. Processes:

- All processes within the scope of the QMS, including but not limited to:
- Applied Science and Technology Services
 - Engineering and Data Acquisition Services
 - Space Weather Services
 - Administrative and Support Services

2.4. Audit Criteria:

- 2.4.1. ISO 9001:2015 standard requirements.
- 2.4.2. SANSA Space Science's internal QMS documentation.
- 2.4.3. Relevant statutory and regulatory requirements.

2.5. Audit Methodology: ISO 19011:2018

2.5.1. Document Review:

Examination of QMS documentation, including policies, procedures, and records.

2.5.2. Interviews:

Discussions with key personnel to assess understanding and implementation of QMS processes.

2.5.3. On-site Observations:

Inspection of facilities and operations to verify compliance and effectiveness.

2.5.4. Sampling:

Random sampling of records and processes to ensure comprehensive coverage.

2.6. Deliverables:

2.6.1. Audit Plan:

Detailed plan outlining the audit schedule, activities, and resources required.

2.6.2. Audit Report:

Comprehensive reports detailing findings, non-conformities, and areas for improvement.

2.6.3. Corrective Action Plan:

Recommendations for corrective actions to address identified non-conformities.

2.6.4. Surveillance Audit Reports:

Periodic reports following surveillance audits to ensure ongoing compliance and improvement.

2.7. Timeline

2.7.1. Preparation Phase: [Specify duration, e.g., 2 weeks]

2.7.2. Recertification Audit Execution: [Specify duration, e.g., 1 week]

2.7.3. Reporting Phase: [Specify duration, e.g., 1 week]

2.7.4. Surveillance Audits: Conducted at regular intervals post-recertification (annually).

2.8. Responsibilities

2.8.1. Auditor:

Conduct the audits following the agreed methodology and timeline.

2.8.2. Client:

Provide access to necessary documentation, facilities, and personnel.

2.9. Confidentiality:

All information obtained during the audits will be treated as confidential and used solely for the purpose of the audits.

2.10. Acceptance:

This scope of work is agreed upon by both parties and serves as the basis for the QMS auditing services.

2.11. MEETINGS

2.11.1. The successful service provider(s) must make themselves available for meetings as per an agreement reached at the inception meeting by both parties.

2.12. ACCOUNTABILITY

2.12.1. The service provider will be accountable to and will work under the direction of the SANSA "Project Manager" (Quality Management Representative) who is responsible for the QMS particularly the Quality Management System's audit plan and programme.

B. 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 **80 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.

MANDATORY AWARD CRITERIA

Bidders must submit the following documentation. SANSA will not award the contract to any bidder who does not comply with the following documentation and will at its discretion appoint the next highest-scoring bidder:

1. Central Supplier Database (CSD) summary report – Bidders must ensure that they have successfully registered on the CSD at the time of submitting their bid with a
2. The incumbent needs to demonstrate proof of registration with the South African National Accreditation System (SANAS), Southern African Society for Quality (SASQ) and South African Quality Institute (SAQI) or at least equivalent bodies to demonstrate credibility

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.

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
Proof of registration with the South African National Accreditation System (SANAS), Southern African Society for Quality (SASQ), and South African Quality Institute (SAQI) or at least equivalent bodies to demonstrate credibility		

3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **80 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 3: Quality/Functionality Criteria

Criteria	Maximum Points
Experience and Expertise: Ensure the auditing service has extensive experience in your industry and a deep understanding of relevant standards (e.g., ISO 9001). Auditors should have the necessary certifications and a proven track record of successful audits.	25
Methodology and Approach: Look for a service that uses a systematic and thorough approach to auditing. They should provide a clear audit plan, including pre-audit preparation, on-site auditing, and post-audit reporting. Their methodology should align with best practices and regulatory requirements.	50
Reputation and References: Check the auditing service's reputation through client testimonials, case studies, and references. A reputable service will have positive feedback from previous clients and a history of delivering reliable and accurate audit results.	25
Total evaluation points for quality	100

Evaluation criteria 1: Experience and Expertise

Description:

Bidder to include the following in their proposal:

- Ensure the auditing service has extensive experience in various industries from manufacturing and services including space or aerospace and a deep understanding of relevant standards (e.g., ISO 9001, 19011 or AS9100). Auditors should have the necessary certifications and a proven track record of successful audits.
- The scoring of the bidder's experience is as follows:

Maximum Points	Criteria
Non-Responsive (Score 0)	Bidder has not provided any supporting documentation or company profile for this criteria.
Average (Score 15)	The bidder has provide their respective company profile which reflects their extensive experience in various industries from manufacturing and services including space or aerospace, and a deep understanding of relevant standards (e.g., ISO 9001, 19011 or AS9100) conducted in South Africa only. Auditors should have the necessary certifications and a proven track record of successful audits.
Excellent (Score 25)	The bidder has provide their respective company profile which reflects their extensive experience in various industries from manufacturing and services including space or aerospace, and a deep understanding of relevant standards (e.g., ISO 9001, 19011 or AS9100) in South Africa and abroad. Auditors should have the necessary certifications and a proven track record of successful audits.

Evaluation criteria 2: Methodology and Approach

Description:

Bidder to include the following in their proposal:

- Look for a service that uses a systematic and thorough approach to auditing. They should provide a clear audit plan, including pre-audit preparation, on-site auditing, and post-audit reporting. Their methodology should align with best practices and regulatory requirements.
- The scoring of the bidder's experience is as follows:

Maximum Points	Criteria
Non-Responsive (Score 0)	Bidder has not included any details to support these criteria.
Average (Score 40)	Bidder has provided a clear audit plan, including pre-audit preparation, on-site auditing, and post-audit reporting programme.
Excellent (Score 50)	Bidder has provided a clear audit plan, including pre-audit preparation, on-site auditing, and post-audit reporting. Their methodology aligns with best practices and regulatory requirements.

Evaluation criteria 3: Reputation and References:

Description:

Bidder to include the following in their proposal:

- Check the auditing service's reputation through client testimonials, case studies, and references. A reputable service will have positive feedback from previous clients and a history of delivering reliable and accurate audit results (PS: minimum of 5 similar client testimonials or references are to be provided. – use the table below to provide a summary of documented references received)
- The scoring of the bidder's experience is as follows:

Company Name	Contact Person, phone number & email	Description of Service Rendered	Date when the service was rendered	Value of the project

Maximum Points	Criteria
Non-Responsive (Score 0)	Bidder has not included any information for this criteria
Good (Score 15)	The service provider has provided a minimum of 5 client testimonials, case studies, or references. A reputable service will have positive feedback from previous clients and a history of delivering reliable and accurate audit results.
Excellent (Score 25)	The service provider has provided more than 5 client testimonials, case studies, or references. A reputable service will have positive feedback from previous clients and a history of delivering reliable and accurate audit results.

C. 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.

DESCRIPTION	AMOUNT (EXCL VAT)
Initial Consultation	
On-site Audit (per day) (i.e. for Certification and/or Surveillance Audit)	
Report Preparation	
Follow-up Audit (per day) (i.e. not for Certification and/or Surveillance Audit)	
Travel and Disbursement Expenses	
Additional Consulting (per hour)	
TOTAL CONTRACT AMOUNT (EXCLUDING VAT)	
VAT (15%)	
TOTAL CONTRACT AMOUNT (INCLUDING VAT)	

D. 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:

E. 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.

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, 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.

END