

REQUEST FOR PROPOSAL (RFP)

RFQ NUMBER	RFQ SE/002/02/2025
DATE ISSUED	20 February 2025
PROJECT NAME	Servicing, repairs and training on existing overhead cranes at Houwteq
COMPULSORY BRIEFING DATE	26 February 2025 @ 10am
CLOSING DATE AND TIME	07 March 2025 @ 15:00
NAME OF PROPOSER/BIDDER	
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, 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the

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.

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.

- 3.5 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.
- 3.6 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

4 SERVICING, REPAIRS AND TRAINING ON EXISTING OVERHEAD CRANES AT HOUWTEQ

4.1 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

4.2 SCOPE OF WORK (TERMS OF REFERENCE)

The Houwteq facility (GPS coordinates: -33.50877, 19.54124) is situated just past Grabouw in the Western Cape. The facility requires that the existing overhead cranes (as stated in the table 1 below) are inspected and serviced/repared accordingly for re-certification. Furthermore, training on the existing cranes is also required for operators. A maintenance/servicing contract will be required for the continual operations of the cranes for a period of 2 years.

The scope of work below details the activities required for servicing and maintenance and potential repairs of overhead cranes and crane aids as per the Table 1 below.

- 4.2.1 Inspection of the overhead cranes onsite and provide inspection report for each crane.
- 4.2.2 Provide biannual condition assessment reports (i.e. every six months) or as required.
- 4.2.3 Depending on the recommendations of the Inspection report, the following may need to be considered:
 - 4.2.3.1 Service and maintenance of cross travel limits including all electrical cabling, if required.
 - 4.2.3.2 Service and maintenance of long travel limits including all electrical cabling, if required.
 - 4.2.3.3 Service and maintenance of cranes power systems.
 - 4.2.3.4 Service and maintenance of cranes control and safety systems.
 - 4.2.3.5 Refurbish all braking systems, if required:
 - Replace hoist brake pads.
 - Supply of test certificates for the brake.
 - Removal of rust or corrosion.
 - 4.2.3.6 Service and/or Replace hoisting equipment.
 - Supply cable test certificate
- 4.2.4 Load limiter to be adjusted to 100% of Safe Working Load (SWL)
- 4.2.5 Supply and Replace block sleeve wheels, if required.
- 4.2.6 Clean crane and servicing platforms
- 4.2.7 Update logbooks, and technical documentation (e.g. operations and safety manuals) to include the new limits and submit to Engineering Manager.
- 4.2.8 Where necessary, removal of rust on access platforms and ladder and paint according to original paint.

- 4.2.9 Provide any other certification for safe operation of the cranes, as required by regulations.
- 4.2.10 Operator training to be provided for maximum 5 people, and refresher training and re-certification as required over two years.
- 4.2.11 2-year maintenance plan, servicing plan and schedule as part of SOW.

Site Inspection and Briefing Session

A compulsory briefing session will be held onsite on 26 February 2025, 11:00 am until 16:00 pm at the following address:

Houwteq Campus
High Rising Road
Haasvlakte
Grabouw, 7160

NB: Suppliers to attend the site visit at Houwteq AIT facility.

The Table 1 below lists all the overhead cranes that need to be inspected, including the building name, crane number and tonnage.

Table 1: lists all cranes to be serviced

No.	BUILDING	TON
1	227	5
2	227	5
3	227	10
4	232- BALANCING ROOM	5
5	232-CLEAN ROOM	5
6	221-CORK STORE	2
7	221-MAIN HALL	5
8	221 -STOREROOM	2
9	221-EMC	5
10	410-WORKSHOP	5
11	221-MAIN HALL	5
12	225-MAIN HALL	20
13	225-SMALL HALL	10

Supporting Documentation from Bidders:

Bidders shall provide the following documentation:

- Initial/Corrective Repairs, Maintenance and servicing plan, with indicative timelines
- List of safety and supporting equipment to perform the work, to be provided by the bidder.
- Applicable Works procedures
- Safety file and applicable procedures for the work to be performed

Pictures of some of the existing cranes:



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.

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 B-BBEE status level of contributor in accordance with the Table below

1. Preference

(ORIGINAL/CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

Calculation of points for B-BBEE status level contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table 2 below

Table 2: B-BBEE level and points

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4

8	2
Non-compliant contributor	0

2. Eligibility Criteria

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 3 below.

If there is “**No**” on the Table 3 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 3: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
Service provider to be within the radius of 130 km from Grabouw Western Cape. (Attached proof of business address).		
- Proof of License to service/perform work on overhead cranes.		
- Proof of Accreditation to provide overhead crane operator training/certification.		
- Bidder shall provide at least 3 contactable references where similar work was performed.		
- Attendance of compulsory briefing and site inspection.		

3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **70 points** and over to be assessed on their financial offer and preference score.

The allocation of points for the evaluation of quality/functionality is set out in Table 4 below:

Table 4: Quality/Functionality Criteria

Criteria	Maximum Points
Technical Proposal / Approach	60
Maintenance Plan and Serviceability	25
Warranties	15
Total evaluation points for quality	100

Evaluation criteria 1: Technical Proposal / Approach

Description: The proposal should articulate what the bidder is offering for the price tendered in the pricing schedule. This should include a company profile and project methodology (to include timelines, etc)

The scoring of the service proposal will be as follows:

Criteria	Maximum Points
Non Responsive (Score = 0)	Bidder has not provided a proposal
Poor (Score = 20)	<p>The proposed approach proposal is generic and not tailored to address the specific project objectives and requirements. The proposed approach does not adequately deal with the critical characteristics of the projects.</p> <p>All key activities are included in the activity schedule, but are not detailed. There are minor inconsistencies between timing, projects deliverables and the plan or approach or detailed required specifications.</p>
Satisfactory (Score = 40)	<p>The proposed approach is specifically tailored to address all scope of work objectives and requirements; and is sufficiently flexible to accommodate changes that may occur during execution.</p> <p>The proposed approach is good; all important activities are indicated in the proposed approach and their sequencing is appropriate and consistent with project objectives and requirements.</p> <p>There is a fair degree of detail that facilitates understanding of the proposed scope of work.</p>
Good (Score = 60)	<p>Besides meeting the "satisfactory" rating, the important proposed approach issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables and meets the specifications 100%.</p> <p>The proposed approach details ways to improve the project outcomes and the quality of the outputs. The proposed approach has included value-added services that is relevant to the project, and includes details of the maintenance/service plan (e.g. servicing categories and intervals)</p>

	The sequencing and timing of activities are very well defined, indicating that the bidder has optimized the use of resources and the work plan permits flexibility to accommodate contingencies and risks.
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Evaluation criteria 2: Maintenance Plan and Serviceability

This criteria evaluates typical response times for emergency events.
The scoring of this criterion will be evaluated as follows:

Criteria	Maximum Points
Non Responsive (Score = 0)	No information was supplied in proposal
Poor (Score = 5)	Bidder only able to provide emergency response (technician onsite) time in more than one day.
Satisfactory (Score = 15)	Bidder can guarantee emergency response (technician onsite) times between 4-24 hours.
Good (Score = 20)	Bidder can guarantee emergency response (technician onsite) times in less than four (4) hours. Bidder has provided an adequate (Preventive) Maintenance Plan and servicing plan and Schedule
Additional points	5 If the Bidder has provided an adequate (Preventive) Maintenance Plan and servicing plan and Schedule. <i>(Additional 5 points are applicable to all criteria in this table for Evaluation Criteria 2).</i>

Evaluation criteria 4: Service warranty

This criteria evaluates the available warranties provided by the bidder for the work done.

The scoring of this criterion will be evaluated as follows:

	Service warranty
Non Responsive (Score 0)	No information supplied in proposal
Poor (score 5)	Bidder can only provide less than 3 months service warranty on the hardware and installation.
Good (score 15)	Bidder can provide more than more than 3 months or more service warranty on the hardware and installation.

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.

The service provider shall provide SANSA with a detailed quotation, taking the following into consideration (non-exhaustive list):

- Cost of the Initial inspection and report
- Cost of the Initial/Corrective Repairs, Maintenance and servicing
- Cost of the Initial training for 5 operators
- Cost of the Refresher training and re-certification (for two year period)
- Cost of the Preventative Maintenance contract per annum.
- Other additional costs

D. SPECIAL CONDITIONS

- a) Quotations to be returned to Leonard Moloele: lmoloele@sansa.org.za
- b) Contract will not be awarded unless the 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)
- c) This RFP is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign a SDP agreement for shorter payment periods for EMEs.
- d) The offices of SANSA are situated at the following address:
**Enterprise Building
Mark Shuttleworth Street
Innovation Hub
Pretoria 0087**

E. TIMELINES

The successful service provider must be in the position to provide the 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, bidders should provide the following supporting documentation.

- a. B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);
- b.
- c. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- d. All pages of quotation must be signed by the authorised person

- e. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- f. SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision

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 bidders 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 SANSA website (<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 bidder 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 bidder's details and tender price will automatically disqualify the bidder.

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

https://www.sansa.org.za/wp-content/uploads/2022/06/PAIA_POPIA_Manual_final.pdf.

(PLEASE NOTE: This email address is restricted to POPI and PAIA-related enquiries, not general enquiries about bids and tenders. Enquiries about bids and tenders should be sent to scm@sansa.org.za).

8. You can request access to the personal information SANSA has on you at any time. If you think that SANSA has outdated information, you may request to update or correct it. You can also opt-out and request the removal of your personal information at any time. If there are any lawful reasons for requiring SANSA to retain any information, SANSA will advise so.

9. PLEASE TAKE NOTE that your personal information is securely hosted on infrastructure / system managed by SANSA. SANSA assures you that your information will not be shared for any marketing or promotional purposes without your consent.

10. SANSA will continue to manage, monitor, refine and develop policies, processes and systems. This will ensure that SANSA takes every practical and reasonable step(s) to ensure data protection, is in line with POPIA.