

## REQUEST FOR QUOTATION (RFQ)

<b>RFQ NUMBER</b>	<b>SS/427/01/2025</b>
<b>DATE ISSUED</b>	<b>03/02/2025</b>
<b>PROJECT NAME</b>	<b>Supply and delivery office stationery for a period of three (3) years</b>
<b>CLOSING DATE AND TIME</b>	<b>12/02/2025 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>	

### 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 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.

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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.

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 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

<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.

used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder

## **B. REQUEST FOR QUOTATION TO SUPPLY AND DELIVER STATIONERY FOR A PERIOD OF (3) THREE YEARS**

### **1. BACKGROUND TO SANSA**

The South African National Space Agency (SANSA) requires a service provider to supply and deliver office stationery to the SANSA Hermanus Facility, in Hermanus, Western Cape, for a period of three years.

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 suitable service provider to supply and deliver office stationery as per the below specifications. The stationery includes pens, books, permanent markers etc

Interested suppliers are requested to bid based on the list in Table 1 below. This list has been compiled based on SANSA's general office stationery and consumable needs. However, this list will NOT necessarily be ordered in full as it will depend on the requirements at the time, it will only be used to evaluate the bids.

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

<b><u>STATIONERY LIST</u></b>	
<b>Item</b>	<b>Estimated Quantity</b>
A5 Manuscript Book A5 Hardcover-192 Page	300
AA Batteries	500
Apex plastic light clear PVC binding covers A4	200
Artline 70 1.5mm tip (permanent marker) different colours	200
BANTEX Lever Arch File 55mm PVC Different Colours	500
BIC Pens - Crystal Ball Pen – Different colours	1000
12-Digit Desktop Calculator	50
A4 Clipboard	50
Dry Erase Markers-B-White Board different colours	150
Envelopes plain white opaque, seal easy 110x220	20
Envelopes Window white opaque, seal easy	20
Erasers	200
Sellotape 12mmx33m	50
Masking Tape-18mm x 40mm	30
HB Pencils	300
Lamination Pouches Glossy A4	150
Magnetic whiteboard eraser 145X55MM (5.70 X 2.16)	100
Marble Blue 100 Board 160gsm A4	150
Staples # 26/6	200
Optiplan 440 Files HW with Flap/Clip A4 350 SHEETS	300
Optiplan Files 285 Board Container A4 325mm	200
Paper Clips 30mm	200
Pentel correction tape	50
Pin on Name Badge	50
Pins for notice board	100
Drawing Pins-Assorted Tub	100
Plastic Sleeves Filing Pockets A4	200
Post-It Notes 3M 76mmx76m-5Pack-Assorted Colours	200
Post-It Mini Cube Assorted Colours-50mm x 50mm 400 Sheets/Pad	200
Post-It Notes Flags 3M 11.9mm x43.2mm-24 Arrows	150
Prestik 100g	200
Glue stick Pritt 43g	200

Puncher	50
Redfern Labels A4 sheets 210x 298mm	100
Rotratrim Copy Paper WHITE A4 80 gsm	400
Ruler	120
Scissors	120
Sharpeners one hole	100
Stabilo Boss Original highlighter Different colours	150
Staple Removers	100
Typek white board A4 160gsm	200
Whiteboard Cleaner Spray Parrot (237ml)	150
A4 Colour Paper Copy	100
Adhesive Glue-Super Glue	100
50 PG Flip Files	120
Storage Box Brown with Lid 255mmx300mmx370mm	500
Fingerette Rubber Size 2	30
Bantex Lever Arch File PVC A4 70mm with Rado B1450 (Each)	1000

**Please note:**

- The quantities in the Table below are an estimated requirement for the said period. SANSa reserves the right to order less quantities than stipulated according to the business requirement.
- Suppliers are to note that requirements for stationary items include but are not limited to the items stipulated in the list below.
- The supplier should have the capability to supply SANSa with any consumables and equipment related to the scope of stationary.

## C. EVALUATION CRITERIA

SANSA promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

SANSA is committed to achieving Government's transformation objectives in terms of the Preferential Procurement Policy Framework Act.

The value of this bid is estimated not to exceed R1 million (all applicable taxes included) and therefore the **80/20** system shall be applicable.

**Please Note: the above amount (R1 million) is not the budgeted amount for this project, but it is the Treasury threshold for written price quotations.**

The procedure for the evaluation of responsive tenders is **Price** and **Preference** method.

Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price only and the 20 points will be awarded to a bidder for attaining the specific goals in accordance with the Table below.

### 1. Preference

Specific goals for this RFP and number of points are indicated as per the table 1 below.

Proof of the specific goals below must be attached and submitted with the bid document in order to qualify for the preference points (specific goals).

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

**Table 1: Specific Goals and points**

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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 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**

<b>Criteria</b>	<b>Attached (Yes/No)</b>	<b>Comments</b>
CSD Registration Summary Report with a compliant tax status		

**Table 1:**

The score for the Functionality Evaluation will be calculated in accordance with the table below:

CRITERION	CRITERION DETAILS	POINTS	SCORE
<b>Previous Experience in supply and delivery of Stationery</b>	<p><b>Experience in supply and delivery of stationery</b></p> <p>Bidders must provide a <b>references</b> of the stationery items.</p> <p>The reference must be provided in the table below:</p> <ul style="list-style-type: none"> <li>No reference = 0</li> <li>1 reference = 10</li> <li>2 references = 20</li> <li>3 references = 30</li> <li>4 references = 40</li> <li>5 or more reference = 50</li> </ul> <p><b>N.B: SANSAT reserves the right to validate the references</b></p>	<b>50</b>	
<b>Resource Capability</b>	<p><b>Resource Capability in Supply and Delivery of Stationery</b></p> <p>Bidders must note that the purchase order must correspond with at least one (1) of the reference provided The purchase order must include the minimum of value, date and company name.</p> <ul style="list-style-type: none"> <li>No purchase order/ or purchase order under: R20 000.00 provided = 0</li> <li>A purchase order value between: R20 000.00 to R39 999.99 = 10</li> <li>A purchase order value between: R40 000.00 to R59 999.99 = 20</li> <li>A purchase order value between: R60 000.00 to R79 999.99 = 30</li> <li>A purchase order value between: R80 000.00 or higher = 40</li> </ul>	<b>40</b>	
<b>Resource Capability (Delivery vehicle)</b>	<p><b>Delivery vehicle</b></p> <p>Bidders must provide valid proof ownership in the name of the bidding company or the director/owner of the company. Lease or rental agreements or purchase agreement in the name of the bidding company or the director/owner of the company.</p>	<b>10</b>	
<b>TOTAL</b>	<b>Bidder must score a minimum of 80 points to be considered for further evaluation</b>	<b>100</b>	

**Table: Contactable references**

Customer Name	Description of goods	Value	Contact number or email

## D. PRICING SCHEDULE

### Pricing Instructions

1. **Baseline Prices** are for evaluation purposes. Bidders must quote their markup percentages.
2. **Markup Percentage** should be applied consistently across all items.
3. **Final Price** should be calculated based on the baseline price and markup.
4. **Delivery Costs** must be stated separately.
5. **Price Validity:** Prices must remain valid for 90 days from the tender closing date.
6. **Note:** This pricing schedule is just for evaluation purposes and does not reflect the actual items we will purchase. It is a reduced list for evaluation purposes only.

Item No.	Description	Unit	Baseline Price (ZAR) Incl VAT	Markup %	Final Price (ZAR)
1	A5 Manuscript Book, Hardcover, 192 Pages	1	R25.99		
2	AA Batteries (Pack of 4)	1	R46.00		
3	BIC Pens - Crystal Ball Pen (Blue, Box of 12)	1	R50.00		
4	12-Digit Desktop Calculator	1	R150.00		
5	A4 Clipboard	1	R20.00		
6	Dry Erase Markers (Assorted Colors, Pack of 4)	1	R60.00		
7	Envelopes, Plain White, 110x220mm (Box of 500)	1	R120.00		
8	Erasers (Standard Size)	1	R5.00		
9	Sellotape 12mm x 33m	1	R9.99		
10	HB Pencils (Box of 12)	1	R20.00		
11	Lamination Pouches, Glossy A4 (Pack of 100)	1	R150.00		
12	Glue Stick, Pritt 43g	1	R54.99		
13	Rotatrim Copy Paper, A4 80gsm (Box of 5 Reams)	1	R434.95		
14	Ruler, 30cm	1	R4.29		
15	Scissors, 17cm	1	R14.99		
16	Delivery to Hermanus, Western Cape (per order)	1	R_____	____%	R_____
17	Any additional delivery costs (if applicable)	-	R_____	____%	R_____

#### Notes:

- **Fixed Markup Policy:** Markup percentage should remain consistent over the contract period.
- **Delivery Terms:** Suppliers must ensure timely delivery. Delays may result in penalties.

**Declaration:** I, the undersigned, certify that the pricing information provided is accurate and in accordance with the tender requirements.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **E. SPECIAL CONDITIONS**

- a) Quotations to be returned to Bulumko Mdodana at [bmdodana@sansa.org.za](mailto:bmdodana@sansa.org.za)
- b) Invoices will be paid on 30day net invoice term, unless otherwise agreed upon by both parties.
- c) Contract will not be awarded unless supplier is registered on the Central Supplier Database. A supplier registration summary with a compliance tax status must be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD) before the closing date of the bid.
- d) This RFQ is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign an SDP agreement for shorter payment periods for EMEs.
- e) The offices of SANSA are situated at the following address:

SANSA Hermanus  
Hospital Street  
Hermanus  
7200

## **F. TIMELINES**

The successful service provider must be in the position to provide the goods/service within 5 days 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.
- f. 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.

## 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 49) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- vi) confirms that the bidder has read the General Conditions of Contract (GCC) and agree with the conditions. The GCC can be found on (<http://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/> )

Signed

Date

Name

Position

Enterprise  
name

### BID CONDITIONS

#### 1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/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 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: [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.