

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	RFQ CO/371/03/2025
DATE ISSUED	18 March 2025
PROJECT NAME	Provision for Board Secretariat Services
CLOSING DATE AND TIME	26 March 2025 at 16:00
NAME OF PROPOSER/TENDERER	
CSD SUPPLIER NUMBER (MA NUMBER)	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PHYSICAL ADDRESS	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE	
IDENTITY NUMBER	
POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)	
COMPANY REGISTRATION NUMBER	
TAX REFERENCE NUMBER	
VAT REGISTRATION NUMBER	
QUOTE PRICE (INCL VAT)	
SIGNATURE	

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

A. BIDDER'S DISCLOSURE (SBD 4)

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / 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

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.

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 PROVISION OF BOARD SECRETARY SERVICES FOR A PERIOD OF 3 MONTHS

1. BACKGROUND TO SANSA

The South African National Space Agency (SANSA) is a Schedule 3A Public Entity that formally came into existence on 03 December 2010 in terms of the Public Finance Management Act (No.1 of 1999 as amended by Act 29 of 1999). According to the South African National Space Agency Act (Act 36 of 2008) the entity was established to:

"...provide for the promotion and use of space and co-operation in space-related activities, foster research in space science, advance scientific engineering through human capital and support the creation of an environment conducive to industrial development in space technologies within the framework of national government policy..."

The SANSA Act (Act No. 36 of 2008) provides the following primary objectives of the entity:

- Promoting the peaceful use of outer space.
- Supporting the creation of an environment conducive to industrial development in space technology.
- Fostering research in space science, communications, navigation, and space physics.
- Advancing scientific, engineering, and technological competencies and capabilities through human capital development outreach programmes and infrastructure development.
- Fostering international cooperation in space-related activities.

2. SCOPE OF WORK (TERMS OF REFERENCE)

The South African National Space Agency (SANSA) seeks the services of a qualified and experienced service provider to provide board secretary services and corporate governance services to the Board Secretary office. The Board Secretary office is accountable to the SANSA Board comprising four committees: Audit and Risk Committee (ARC), Human Resources, Social and Ethics Committee (HRSEC), Strategy, Technology and Investment Committee (STIC) and Joint ARC and STIC Committee.

All required services and related activities under the scope of work will be applicable to / and required for the SANSA Board as well as the associated Board Committees.

The service provider will be expected to perform the following tasks and not limited to:

Secretarial Support

- 2.1. to provide Board support by ensuring that SANSA effectively and efficiently complies with the legal requirements relating to corporate governance and operation of the Board and its Committees.
- 2.2 to provide professional secretariat services to the Board and Committees to function effectively and in accordance with their Charters and best practices.
- 2.3 to provide advice to the Board in compliance with the relevant legislation.
- 2.4 to provide advice in compliance with the provisions of King Code on corporate governance.
- 2..5 ensure that the Board and Committees are properly constituted.

2.6 conduct induction identify relevant training and arrange training for the Board and its Committees.

2.7 develop a corporate calendar in line with legislated reporting deadlines.

2.8 ensure meetings are scheduled and held in accordance with the annual corporate calendar.

2.9 compiling and distributing meeting materials before meetings within set time frames as per Committee Terms of Reference and Board Charter.

2.10 prepare agenda and meeting packs for meetings within specified timelines prior to an ordinary meeting including special meeting

2.11 attend meetings and ensure all meetings have a quorum, members declare their interest (based on agenda), draft, review, and issue minutes for SANSA's Board and Committees. Provide on-site logistical support during board and committee meetings, including venue setup, catering, and technical requirements.

2.12 Draft, review, and finalise outstanding minutes for SANSA's Executive Committee meetings.

2.13 circulate meeting resolutions and matters arising and follow up on Actions on the decision tracker with relevant members monthly.

2.14 follow-up on completion of matters arising.

3.1.15 ensure Board members are remunerated, and payments are processed timeously.

2.16 coordinate travel arrangements for Board and Committee members, including flights, accommodation, and ground transport, and ensure that all travel bookings and itineraries comply with SANSA's travel policy.

2.17 assist with reimbursement claims and allowances in line with SANSA's financial policies.

2.18 maintain an updated database of board members' travel preferences, frequent flyer details, and accommodation preferences to streamline arrangements.

2.19 record keeping to be aligned with activities of the Board and Committee that requires evidence e.g. Attendance registers for all Board-related events.

2.20 streamline the travel approval workflow to reduce delays and automate approvals, integrating the process with internal systems. Recommend or implement a centralized travel management system to track travel requests, bookings, and reimbursements, while ensuring budget compliance and maintaining an audit trail.

Governance Framework, Legal and Compliance Services

2.21 ensure members declare their interests (annual declarations) and keep a register of such interests.

2.22 ensure members are updated with relevant corporate governance prescripts which include but not limited to legislation, regulations and best governance practices.

2.23 advise members on corporate governance imperatives and compliance requirements and provide on-demand legal advice.

2.24 review of the Board Charter, Committee Charters and Policy framework and recommend any improvements required to meet King Code or other best practices, as appropriate.

2.25 support the implementation of appropriate processes in relation to the following:

- ✓ annual Board / Committee calendars.
- ✓ attendance and membership records.
- ✓ Board / Committee work plans and monitoring progress against such plans.
- ✓ record-keeping and version control of policies and governance-related records.
- ✓ Board / Committee member orientation and induction programmes.
- ✓ annual review of governance policies/charters/terms of reference as and when required.
- ✓ coordination of the Annual Board and Committee evaluations/assessments.

2.26 Assist with appropriate processes for the Board and management strategic sessions.

2.27 provide legal advice to the Board and its sub-committees as and when required.

Record Keeping and Documentation

Recommend a system for proper record-keeping of all travel-related documents (requests, bookings, receipts, claims) to ensure traceability and facilitate audits.

2.28 maintain statutory registers (including but not limited to):

- ✓ the register of Board and Committee members and contact details;
- ✓ annual declarations;
- ✓ evaluation forms;
- ✓ non-conformance register relating to the secretariat and governance services;
- ✓ minutes and matters Arising log, and
- ✓ resolutions Register

C. EVALUATION CRITERIA

SANSA promotes the concept of "best value" in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and

individuals who will be providing the service and the organisational capacity supporting the project team.

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

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

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

The procedure for the evaluation of responsive tenders is **price, functionality (quality) and preference** method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 3) and the minimum threshold of 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.

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 RFP (B-BBEE Status Level of Contributor)	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	
Total Points (Specific Goals)	20	

2. Eligibility Criteria

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 2 below.

If there is “**No**” on the Table 2 below, the bidder who didn't submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

Table 2: Eligibility Criteria

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

3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **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
1. Methodology	40
2. Project Team Experience	30
3. Company Experience and reference letter(s)	30
Total evaluation points for quality	100

Evaluation criteria 1:

Description: Methodology : This section of the proposal shall present the detailed methodology of the service provider and describe in detail how the service provider proposes to undertake the service(s), including but not limited to:

- ❖ Solutions to meet administrative requirements relating to the Secretariat support
- ❖ A description of the proposed services addressing each service requirement listed in the scope of work.

Maximum Points	Methodology
Non-Responsive (score 0)	The service provider has not provided a methodology.
Poor (score 10)	The methodology is poor or is unlikely to satisfy project objectives or requirements. The service provider has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the scope of the work. The proposal omits important outcomes and understanding of scope of work is inconsistent with SANSA's requirements and legislative guidelines.
Good (score 30)	The proposal is specifically tailored to address all scope of work objectives and requirements and is sufficiently flexible to accommodate changes that may occur during execution. There is sufficient detail that facilitates understanding of the proposed scope of work.
Excellent (score 40)	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables.

	<p>The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value-added services that is relevant to the project (including innovative use of system to ensure delivery in accordance with the project scope of work).</p> <p>The sequencing and timing of activities are very well defined, indicating that the service provider has optimised the use of resources and the work plan permits flexibility to accommodate contingencies and risks.</p> <p>The service provider must provide more than 5 reference letters that indicates the company years of experience and the service rendered (more than 5 years of experience at corporate board experience with employees demonstrating extensive experience)</p>
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Evaluation criteria 2: Project Team Experience.

Description: The experience of the Lead Secretariat will be evaluated. The qualifications and experience of the Lead Secretariat will be assessed against the scope of work. (Attach CV/profile and certificates relating to their field of work).

The Lead Secretariat must have been registered with the Chartered Governance Institute of Southern Africa (CGISA)- attach proof.

The following must be covered:

- ❖ The experience of the relevant project team in similar projects will be evaluated
- ❖ The relevant project team must be the same team who will be providing the services
- ❖ The bidder must advise SANSA when the relevant project team/individuals are replaced, and SANSA must approve the replacement, and the replacement must have similar skills and qualifications/registrations as the relevant project team/individuals evaluated.
- ❖ The bidder is to provide a detailed cv/profiles confirming relevant experience knowledge and qualifications.

	Project Team Experience
Score 0	Failure to provide CV/Profile will result in a score of zero in this category/criterion
Poor (score 10)	The service provider has limited levels of experience in secretarial services (less than 3 years) based on their CV/profile and certificates attached

Good (score 20)	The service provider has extensive levels of experience in secretarial services (between 3-5 years) based on their CV/ profile and certificates attached.
Excellent (score 30)	The service provider has outstanding levels of experience in secretarial services (more than 5 years) based on their CV/profile and certificates attached.

Evaluation criteria 3: Company Experience.

The company experience in providing similar services over the last five (5) years will be evaluated

The description should be put in tabular form with the following headings:

The service provider must present at least five (5) companies for which they have provided similar service(s). Complete reference list to be provided i.e. contact person and phone number. **Failure to complete the table below and submit valid reference letters will result in a score of zero (0).**

The bidder must obtain permission in terms of POPIA to provide such information from the previous client and for SANSA to contact the previous client. SANSA will only contact clients from the list below if the service provider is in the final stage of the award.

The bidder to provide relevant reference letters as per the companies listed below

Bidders should briefly describe their experience in this regard and attach to the schedule with supported reference letters'.

Service Provides to ensure the table below is fully completed (as per the format provided).

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

Reference Letter

The bidder must present at least 3 valid reference letters (on company letterhead) indicating the years for which they have provided Board secretarial services.

The experience of the bidder in Board secretarial services and conditions in relation to the scope of work will be evaluated.

Service provider should very briefly describe the company experience and attach these to the schedule below.

Please note that SANSA will be contacting the references provided to verify the information

	Company Experience
Non Responsive (score 0)	No company's experience presented in the table or no reference letter has been submitted
Poor (Score 10)	<p>The bidder has limited experience (The bidder has less than 3 years' experience in Board Secretarial services).</p> <p>The bidder has submitted less than 3 reference letters</p> <p><i>The bidder must attach a list of companies verified as per the table above</i></p>
Good (Score 20)	<p>Bidder has solid experience (The bidder has between 3-5 years' experience in Board Secretarial services)</p> <p>The bidder has submitted more than 3 reference letters</p> <p><i>The bidder must attach a list of companies verified as per the table above</i></p>
Excellent (Score 30)	<p>Bidder has extensive experience (The bidder has more than 5 years of experience in Board Secretarial services).</p> <p>The bidder has submitted more than 5 reference letters</p> <p><i>The bidder must attach a list of companies verified as per the table above</i></p>

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 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.

NB ! The pricing schedule below will be for evaluation purposes

The service provider to quote an hourly rate for Board Secretarial services

DESCRIPTION	HOURLY RATE	TOTAL (INCL VAT)
Board Secretarial Services (1 Hour)		
TOTAL CONTRACT AMOUNT (EXCLUDING VAT)		
VAT (15%)		
TOTAL CONTRACT AMOUNT (INCLUDING VAT)		

E. SPECIAL CONDITIONS

- a) Proposals and quotations to be returned to Boitumelo Maredi: bmaredi@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:

**Council for Scientific and Industrial Research (CSIR)
Building 10, Meiring Naudé Road
Brummeria
Pretoria**

F. 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.

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. A method statement of how the tenderer proposes to implement the project.
- b. 3 References including organisation name, contact person and contact numbers;
- c. Proof of specific goals must be submitted in order to qualify for preference points (specific goals).
- d. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT.
- e. All pages of quotation must be signed by the authorised person.
- f. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- g. 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/>)

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