

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	RFQ CO/372/03/2025
DATE ISSUED	18 March 2025
PROJECT NAME	Provision for Board Assessment and Evaluation 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 ASSESSMENT AND EVALUATION 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 purpose of this assignment is to acquire the services of a supplier to provide the board evaluation and assessment services for 16 board members. The services include the examination of the roles and responsibilities of the Board, and the effectiveness of its committees which should go beyond a mere compliance process.

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

- Board Self-Evaluation:** Facilitate a structured self-assessment process for the Board, including individual questionnaires and group discussions, to evaluate its performance against established criteria and best practices. The Board self-evaluation will, inter alia, entail a review of the following areas: board composition, board culture, board roles and responsibilities, board committees; and board role players.
- Committee Self-Evaluations:** Conduct similar self-evaluation processes for each of the five Board committees, tailoring the assessments to their specific mandates and responsibilities. The Committee self-evaluation will, inter alia, entail a review of the following areas: committees' composition, roles and responsibilities, interaction with management; and committee meetings.
- Peer Evaluations:** Gather confidential feedback from Board and committee members through individual interviews and/or surveys to assess individual contributions, dynamics, and effectiveness. Peer evaluation will, inter alia, entail a review of the following areas: ethical characteristics, personal and social competencies, fiduciary duties/roles and responsibilities, technical competencies, contribution; and skills gap analysis.

- d. **Action Plan Workshop:** Facilitate a workshop with the Board and committee chairs to review the evaluation findings, identify priority areas for improvement, and develop a concrete action plan with measurable goals and timelines.
- e. **Final Report:** Prepare a comprehensive report summarizing the evaluation findings, recommendations, and action plan.

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	30
2. Company Experience	30
3. Experience of Key Personnel (Lead individual and project team)	40
Total evaluation points for quality	100

Evaluation criteria 1:

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

- Overview solutions to meet SANSA's requirements (scope of work);
- A description of the proposed services addressing each service requirement listed in the scope.
- Proposed service level, related indicators and project timelines;

	Methodology/Approach
Non Responsive (score 0)	Service provider has not provided a proposal that meets the scope of work required.
Poor (score 10)	The proposal 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.
Good (score 20)	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. The work plan fits the scope of work; all important activities are indicated and their sequencing is appropriate and consistent with project objectives and requirements. There is sufficient detail that facilitates understanding of the proposed scope of work. NB: Five (5) points will be deducted from any service provider who does not address all the requirement
Excellent (score 30)	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 has included value added services that are relevant to the project. The service provider to highlight those value added service in proposal.</p> <p>The sequencing and timing of activities are very well defined, indicating that the service provider has optimized the use of resources and the work plan permits flexibility to accommodate contingencies and risks.</p>
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Evaluation criteria 2: 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).

NB: Five (5) points will be deducted from any service provider who does not complete the table and provide reference letter.

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 Assessment and Evaluation services.

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

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

- ❖ The service provider must present at least three (3) state-owned entities for which they have provided similar services.
- ❖ The company must have at least five (5) years' experience in conducting and reporting on Board and Committee evaluations.
- ❖ The company should briefly describe company experience in the same format as the table below and attach letters (information should correspond).
- ❖ The bidder should provide at least (3) reference letters for project Board Assessment and evaluation project not older than three (3) year, (stating the description of the service rendered, contact details and duration of the service).

NB: Five (5) points will be deducted from any service provider who does not complete the table and provide reference letter.

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 and/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 Assessment and Evaluation 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 Assessment and Evaluation 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>The bidder has extensive experience (The bidder has more than 5 years of experience in Board Assessment and Evaluation 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>

Evaluation criteria 3: Experience of Key Personnel (Lead individual and project team)

Description:

- Key personnel should include at least the project lead and specialist(s).
- The specialist must have board evaluation experience.
- Copies of qualification **must** be certified and attached to the proposal
- The specialist must be registered with applicable recognised professional body and provide proof thereof.

NB: Five (5) points will be deducted from any service provider who does not certify the qualifications and not complying with the above-mentioned requirements.

	Experience of Key Personnel (Lead individual and project team)
Non Responsive (score 0)	The service provider has not provided proof of specialist(s) and Key Personnel's CV/profiles, proof of qualifications.
Poor (score 10)	Specialist(s) and Key Personnel have limited levels of experience (less than 3 years) based on their CV/profiles and proof of qualifications attached.
Good (score 30)	Specialist(s) and Key Personnel have extensive levels of experience (between 3-5 years) based on their CV/profiles and proof of qualifications attached
Excellent (score 40)	Specialist(s) and Key Personnel have outstanding levels of experience (more than 5 years) based on their CV/profiles and proof of qualifications attached.

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.

E. SPECIAL CONDITIONS

- a) Proposals and quotations to be returned to Boitumelo Maredi: bmaredi@sansa.org.za.
- b) 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.

- c) 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.

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

- 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;
- 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;
- 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;
- 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
- accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- 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: 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