



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	RFQ SE/03/03/2025
DATE ISSUED	18 March 2025
PROJECT NAME	Appointment of a Consultant /Engineering company to Provide Rectification of Electrical Reticulation for Houwteq Facility
Compulsory Briefing Session/Site Visit	26 March 2025 from 11h00 to 14h00
Site Visit (if more time is required)	03 April 2025 at 10h00 to 15h00
CLOSING DATE AND TIME	08 April 2025 at 11:00AM
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 intention not to win the bid and conditions or delivery

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.



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 FOR THE APPOINTMENT OF A CONSULTANT /ENGINEERING COMPANY TO PROVIDE RECTIFICATION OF ELECTRICAL RETICULATION FOR HOUWTEQ FACILITY

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 programs and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa.

South African National Space Agency requests a proposal for an assessment and rectification of electrical reticulation according to SANS10142 standards at the Houwteq Facilities. The Houwteq Satellite Assembly, Integration and Test Facility was established as part of a previous era of space technology development in South Africa in 1985. The facility is currently in an inoperable state due to aging and inadequate support for the facility.

This DSTI/SANSA project aims to upgrade the Test Facilities Houwteq to a state with which the national space industry could professionally address the future growing needs for development testing, qualification and at times acceptance of primarily space equipment and systems.

SANSA is faced with Challenges of Power supply needs as we upgrade the facility on-site as well as the need to reduce carbon footprint. The entity depends on servicing clients from all over the world as revenue generation and the demand of antennas are increasing over time. SANSA needs to increase its energy capacity to support the existing and new customers.

2. QUALITY CONTROL AND QUALITY ASSURANCE.

The prospective service provider must show his/ her capabilities to render the available services that are. SANS/SABS/ISO/NEMA standards to be adhered to at all costs.

3. HEALTH AND SAFETY REQUIREMENTS

The successful bidder must take into account all aspects of the occupational Health and Safety Act which has been enacted to provide for the Health and Safety of person in connection with the use of tools, equipment, plant and machinery, the protection of persons against hazards to health and safety arising out or in connection with the activities of persons at work, to establish an advisory council for occupational health and safety and to provide for matters connected therewith. However, the contractor shall still be accountable for compliance and adherence to the OHS Act.

4. SCOPE OF WORK (TERMS OF REFERENCE).

In support of the goals to get the Houwteq Facilities to a state of client-readiness, a comprehensive electrical reticulation assessment is required with recommendations to implement necessary rectification activities in a phased approach.

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The Services required but not limited to the following:

1. Do an in-depth analysis of the current state of the electrical reticulation on the Houwteq Facilities, focussing on the main Eskom supply and emergency supply.
2. Assess the current electrical reticulation system for the Houwteq Facilities according to SANS10142 and building regulations.
3. Develop system health assessment report for all areas in the Facility with recommendations.
4. After acceptance of recommendations from the project team, the contractor shall, with input from the SANSA, prepare a project plan to implement the improvements in phases.
5. Contractor to Ensure Houwteq is registered for small-scale embedded generation.
6. It is expected that the project will run over a multi-year period.
7. The deliverables for each completed phase will include a full electrical wiring diagram and relevant inspection reports and electrical compliance certificates (ECOC).
8. The implementation of each phase will be dependent on the available budget but with the aim for full implementation over a period of 2 years.
9. Provide and undertake all relevant application approvals and documentation.
10. Develop and provide SANSA with a financial model and Costing demonstrating the proposed project benefit.
11. Produce bill of quantities (BOQ)
12. Preliminary project schedule.
13. Project management plan.

Additionally, the bidder will also be required to provide SANSA with the following Services:

- Service provider to guide SANSA on whether Baseline Environmental studies will be required for this project.
- Assist SANSA with the Development of tender specification and documentation and participate on the bid specification committee (BSC) meetings. **(The Bidder will not be eligible to bid for the next phase tender for rectification works)**
- Provide Project Management for the implementation of the proposed option.
 - Phase 1 Construction Monitoring, Verification and Commissioning

a) In-depth analysis of current electrical reticulation state

It will be required from the electrical contractor to have the relevant expertise (in-house or subcontracted) to perform an in-depth analysis of the current electrical reticulation.



Areas to be covered:

- Inspection, Repair, Maintenance specification and servicing of the Electrical system that include but is not limited to:
 - Transformers
 - High voltage 66kV – transformers 2 x 10MW
 - Medium voltage 11kV – 3 substations 8 x 11kV transformers, 2 x 11kV 500kW
 - Low voltage 400V

This should include a comprehensive Health assessment report, including oil testing, to evaluate the condition and overall health of the transformers. Contractor to liaise with SANSA and Eskom on boundaries after award.
- Switch gear and protection equipment:
 - 66kV ABB Circuit Breaker (SF6 Gas)
 - 11kV Reyrolle Circuit Breaker (SF6 Gas)
 - 400V Motor and Generator, protection circuit of 110V
 - Servicing switch gear

Assessment SF6 gas, leakage, pressure and purity should be taken into account.
- Caterpillar Generators.
 - 800kVA
 - 150kVA
 - 75kVA
- Determine all distribution boards (DB) on the site and draw a basic interconnection diagram to indicate all the main supply cables.
 - Uninterrupted Power Supply (UPS)
 - 100kVA building. (232 transfer box)
 - 80kVA inverter (building 221)
 - 20kVA inverter (Building 227) (inverter)
 - 8kVA inverters
 - 5kVA inverters
 - Inspection of all batteries
 - 400Hz systems (Siemens)
 - Inspection and consideration for soldering and welding points.

The bidder shall provide an onsite competent individual with High Voltage work experience, knowledgeable in safety regulations such as Occupational Health and Safety Act 85 of 1993, including electrical safety training to work with high voltage.

- Certificate of Compliance report:
 - Provide feedback on the general age / condition of the circuit breakers in use.
 - Where high current systems such as UPS systems, air-conditioners, etc are powered from such a DB, determine if the correct size circuit breaker is used. This also applies to upstream circuit breakers to a DB to ensure that they are sufficiently sized.
 - Identify/recommend old circuits / distribution boards that need to be refurbished, and those that can possibly be decommissioned and/or rewired to a different DB.
 - Inspect/Verify current earthing system to establish where there are areas for rectification.
- Identify areas for improvement, such as alternative supply cable routes.
- Creation of equipment list and possible alternatives as Spares after breakdown.
- Identification and supply of any signage, mimics required for electrical system.



- Identify any additional Electrical areas of concern and provide corresponding scope of works and Bill of quantities agreed upon with SANSA before implementation.

Deliverables:

- A written report with findings and recommendations according to electrical infrastructure and layout, signed off and approved by an individual who is professionally registered with the Engineering Council of South Africa (ECSA).
- A risk assessment for critical areas that need urgent attention, in particular areas any Red Zone Areas.
- A written report with findings and recommendations regarding all the generators and emergency supply equipment (UPS's) and 400Hz systems.
- The report to be submitted to SANSA with an engagement with the project team to explain the state of reticulation, areas of concern, proposed approach and high-level plan for rectification activities, and possible areas for improvement.
- On acceptance of the report, and a formal response from SANSA, the electrical contractor will confirm the complete plan for the electrical reticulation for the Houwteq Facility.

C. Compulsory Briefing Session and Site Inspection

A compulsory briefing session will be held onsite on 26 March 2025, 11:00 am until 14:00 pm at the following address:

Houwteq Campus
High Rising Road
Haasvlakte
Grabouw, 7160

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

D. 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 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	

To be eligible for the price and preferencing evaluation, the bidders must submit the following as per table 2 and table 3 below.

Table 2: Eligibility Criteria

Please Note: All yes must be obtained to be considered for price and BEE. **Failure to obtain all YES, bidders will automatically be disqualified.**

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
Compulsory briefing session		
Company and at least one director must be accredited with the relevant accreditation body in line with the scope of work (attach valid proof)		
The bidder must be registered with the Department of Labour (attach valid proof).		
Proof of registration as a 3-phase electrical inspector (attach valid proof).		

Please Note: Bidders must pass eligibility criteria to be evaluated for table 3. **Failure to pass, bidders will automatically be disqualified.**

Table 3: Company capability and Capacity of skilled personnel

Technical Evaluation Criteria	Score
BSc/BEng in Electrical Engineering, with Valid Pr. Eng ECSA certification. Please note: Attach qualification and accreditation.	YES/NO
Qualification in Project Management. Please note: Certificate to be attached or accreditation in SACPCMP/PMP.	YES/NO
Curriculum Vitae submitted to ensure the competency of key team members should have the following Qualifications: <ul style="list-style-type: none"> Registered individual to issue COC. Wireman's License Technical Drawing experience Please note: Attach CVs or Company profile.	YES/NO
The bidder shall provide a minimum of three Completion/Reference letters of previous projects on client letter heads, with at least one of the three which MUST be from a South African government institution/ Public entity. The Reference letter should have demonstrated projects that included the following scope: <ol style="list-style-type: none"> Electrical Reticulation Assessment or design of Low to High Voltage Electrical systems. Experience in Building Upgrade projects. Fault Finding and Condition Assessment 	YES/NO



4. Evidence of Transformer, generator and Switchgear projects	
Please note: Attach valid reference letters and completion certificates (on a signed/stamped letterhead). SANSA reserves the right to verify the reference letters provided.	
Detailed Method Statement for an overview of works and a clear preliminary program that addresses, the specific project objectives provided within the requirements documentation accompanying this RFP. The approach is sufficiently flexible to accommodate changes that may occur during execution (Schedule should be less than a year)	YES/NO

Please Note: All yes must be obtained to be considered for price and BEE. **Failure to obtain all YES, bidders will automatically be disqualified.**

E. PRICING SCHEDULE

Pricing Instructions

1. The Bidder must price all items.
2. Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
3. Payment will be made based on the deliverables (proven progress) for the services rendered/goods received.
4. Payment will only be made on the basis of invoices provided.
5. Offer to be valid for 30 days from the bid closing date.

DESCRIPTION	AMOUNT (EXCL VAT)
Electrical Assessment Report on Houwteq Facility.	
Project Plan (schedule, Bill of Quantity)	
Additional Services: <ul style="list-style-type: none"> ➤ Baseline assessment ➤ Project Management ➤ Construction if applicable ➤ Consultation for Specifications 	
Additional Costs (e.g Travel, Contingencies, etc)	
TOTAL AMOUNT (EXCLUDING VAT)	
VAT (15%)	
TOTAL AMOUNT (INCLUDING VAT)	

F. SPECIAL CONDITIONS

- a) Quotations to be returned to Leonard Moloele: lmoloele@sansa.org.za and copy bmaredi@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) before the closing date of the bid.



- c) 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.
- d) The offices of SANSA are situated at the following address:

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

G. TIMELINES

The successful service provider must be in the position to provide the goods/service within 2 weeks after the purchase order has been issued by SANSA.

H. 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.

I. 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/>)



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA



SCM-F-05 - RFQ

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: Mr Humbulani Mudau on popi_paia@sansa.org.za. **(PLEASE NOTE:** This email address is restricted to POPI and PAIA-related inquiries, not general inquiries about bids and tenders. Inquiries about bid 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.