

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	RFQ CO 398/09/2025- Re-advertise
DATE ISSUED	07 October 2025
PROJECT NAME	Provision of Business Development Training for Strategic Growth and Stakeholder Engagement
CLOSING DATE AND TIME	16 October 2025 @ 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 QUOTATION FOR THE PROVISION OF BUSINESS DEVELOPMENT TRAINING FOR STRATEGIC GROWTH AND STAKEHOLDER ENGAGEMENT

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)

2.1. Background

The South African National Space Agency (SANSA) plays a strategic role in advancing South Africa's space science, technology, and innovation agenda. To enhance its ability to attract partnerships, commercialise research outputs, and increase stakeholder impact, SANSA seeks to empower internal stakeholders with robust business development capabilities.

This training initiative is designed to develop a shared understanding of business development principles across a multidisciplinary group, including business development practitioners, researchers, scientists, sales and communications personnel, and executives. The goal is to improve strategic positioning, strengthen stakeholder engagement, and foster an entrepreneurial mindset that aligns with the SANSA's mission and public sector context.

2.2. Scope of Work

The service provider is expected to develop and facilitate a **2-day** interactive training programme covering the following elements:

a) Training Objectives

- Introduce core principles of business development in science, research, and innovation sectors
- Build skills in opportunity identification, value proposition development, and stakeholder mapping
- Strengthen communication, negotiation, and proposal development techniques
- Encourage strategic thinking, cross-functional collaboration, and commercial awareness
- Align business development efforts with public sector mandates, national priorities, and innovation funding ecosystems
- Enhance capacity to track and measure business development outcomes and partnerships
- Pitching business opportunities
- Relationship management and networking

b) Target Audience

The training is specifically aimed at:

- Business Development Practitioners
- Researchers and Scientists involved in external engagement
- Communications and Marketing Personnel
- Sales and Outreach Personnel
- Senior Managers and Executives involved in strategic partnerships

The programme must accommodate diverse knowledge levels and functions, using tailored content and breakout sessions where necessary.

c) Training Format and Duration

- **Delivery Method:** Online facilitator-led interactive sessions
- **Session Duration:** 2 days
- **Number of Sessions:** 1 session for all targeted groups

d) Customisation and Content Development

The provider must:

- Tailor content to SANSA's operating environment, national innovation system, and space science sector
- Use case studies from public science councils, research institutions, and similar global space agencies
- Integrate public sector policy frameworks, commercialisation guidelines, and stakeholder engagement models

- Conduct a short needs assessment or planning session with SANSA's Learning & Development and relevant departments before finalising course content.

e) Training Materials and Resources

- Participant manuals or workbooks
- Post-training job aids and toolkits
- Feedback and reflection forms

f) Monitoring and Evaluation

- Pre- and post-training assessments to measure knowledge acquisition and skills improvement.
- Immediate feedback forms after the session.
- A consolidated training report at the end of the programme summarising:
 - Attendance and participation
 - Key observations and recommendations for ongoing development
 - Evaluation of training effectiveness

g) Deliverables

- Customised training content and materials
- Facilitation of training sessions with outcomes
- Pre- and post-assessments and feedback collection
- Training attendance registers
- Attendance certificates
- Close-out report with insights and recommendations

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

Equity Ownership	Proof of evidence	Percentage owned ³	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)
51% black owned	• CSD Report, • CIPC registration, • I D Copies, • Share certificates/ register (if applicable) • BBBEE certificate/ BBBEE sworn affidavit		10	
40% black women owned	• CSD Report, • CIPC registration, • I D Copies, • Share certificates/ register (if applicable) • BBBEE certificate/ BBBEE sworn affidavit		6	
51% owned by Black Youth	• CSD Report, • CIPC registration, • I D Copies, • Share certificates/ register (if applicable) • BBBEE certificate/ BBBEE sworn affidavit		4	

³ This percentage owned refers to percentage of ownership by persons who are actively involved in and exercise control over the enterprise / company (the bidder)

Total Points (Specific Goals)			20	
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Table 2: Details of equity ownership as per table 1

Equity Ownership	Name of Persons	Type of actively involved in or type of control over enterprise/company
51% black owned		
40% black women owned		
51% owned by Black Youth		

Table 3: Checklist for specific goals proof of evidence as per table 1

Note: All proof of evidence must be submitted by the bidder to get points. Failure to submit all applicable proof of evidence documents will result in zero points.

Equity Ownership	Proof of evidence	Document submitted (Yes/No)
51% black owned	CSD Report	
	CIPC registration	
	I D Copies	
	Share certificates/ register (if applicable)	
	BBBEE certificate/ BBBEE sworn affidavit	
40% black women owned	CSD Report	
	CIPC registration	
	I D Copies	
	Share certificates/ register (if applicable)	
	BBBEE certificate/ BBBEE sworn affidavit	
51% owned by Black Youth	CSD Report	
	CIPC registration	
	I D Copies	
	Share certificates/ register (if applicable)	
	BBBEE certificate/ BBBEE sworn affidavit	

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		
The Trainer must be a South African by birth, descent or naturalization (provide certified copy if ID).		
A company Accreditation Certificate(s) from the Council on Higher Education, SETA's, and or any certified accreditation certificate(s).		

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
Approach and Methodology Assess the service provider's methodology for delivering a Business Development Training Programme	30
Company Experience Evaluate the service provider's previous experience in providing Business Development Training Programmes	20
Qualifications and Experience of the Trainer Evaluate the qualifications and experience of Trainer in similar projects Failure to provide qualifications and CVs will result in a score of poor in this category/criterion.	50
Total evaluation points for quality (functionality)	100

Evaluation criteria 1: Methodology and Proposal Outline (30 points)

The scoring of the proposed approach will be as follows:

	Methodology
Non-Responsive (score 0)	Service provider has not provided a methodology
Poor (score 5)	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. The proposal omits important outcomes and understanding of the scope of work is inconsistent with the approach paper.
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 a fair degree of detail that facilitates understanding of the proposed scope of work.

Excellent (score 30)	Besides meeting the “good” rating, the important issues are approached innovatively and efficiently, indicating that the service provider has outstanding knowledge of the deliverables. The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value-added services that are relevant to the project.
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Evaluation criteria 2: Company experience (20 points)

The bidder must present **a minimum of 2 valid reference letters** with company letterhead from companies for which they have provided Business Development Training. **The letters must indicate the years in which the service was provided, reference letters will be used to evaluate the criteria.**

The experience of the company in similar projects or similar areas and conditions in relation to the scope of work will be evaluated.

Failure to provide all 2 relevant reference letters will result in a score of zero in this category.

	Company experience
Score 0	No relevant experience
Poor (score 5)	1-2 years of experience <i>The service provider must attach 2 reference letters</i>
Good (score 10)	3-4 years of experience <i>The service provider must attach 2 reference letters</i>
Excellent (score 20)	5+ years of experience <i>The service provider must attach 2 reference letters</i>

Evaluation criteria 3: Qualifications and Experience of the Trainer (50 points)

The experience of the proposed **Trainer** in a similar project will be evaluated. The qualifications and experience of the **Trainer** will be assessed against the scope of work. (Attach CV/profile and qualifications of the Trainer, **failure to attached copies of CV/profile and qualifications will result in a score of zero in this category**).

The Trainer must have the following qualifications:

- A degree in Business Management, Innovation Management, Marketing, Economics or a related field

	Qualifications and Experience of Trainer
Score 0	Service provider did not attach copies of CVs and qualifications, and the project team does not have the relevant experience required.
Poor (score 10)	The Trainer has 1–2 years of experience and minimum degree in Business Management, Innovation Management, Marketing, Economics or a related field Attach copies of CVs and qualifications of the Trainer
Good (score 40)	The Trainer has 3–4 years of experience and minimum degree in Business Management, Innovation Management, Marketing, Economics or a related field Attach copies of CVs and qualifications of the Trainer
Excellent (score 50)	The Trainer has 5+ years of experience and minimum degree in Business Management, Innovation Management, Marketing, Economics or a related field Attach copies of CVs and qualifications of the Trainer

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

Pricing Schedule for a Business Development Training Programme:

Description	Quantity	Cost Per Unit	Total Amount
1. Facilitation of Business Development Training for targeted individuals	50		
Total Excluding VAT			
VAT			
Total 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) Campus
Building 10, Meiring Naudé Road
Brummeria
Pretoria,**

F. TIMELINES

The successful service provider must be in a position to provide the service as soon as they receive the purchase order.

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

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.