REQUEST FOR PROPOSAL (RFP)

RFQ NUMBER	**SS/443/09/2025**
DATE ISSUED	**17/10/2025**
PROJECT NAME	**Preferred Supplier for Intruder Alarm Servicing, Repairs and Maintenance and Installation of new Intruder alarm systems and related equipment for a period of three (3) year**
COMPULSORY BRIEFING SESSION (Onsite)	**22/10/2025 AT 12:00 PM**
CLOSING DATE AND TIME	**27/10/2025 AT 12:00 PM**
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	

The SANSA Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site.

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

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.

interest in the enterprise, in table below.

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. SBD 4 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.

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.

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 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 A PREFERRED SUPPLIER FOR INTRUDER ALARM SERVICING, REPAIRS AND MAINTENANCE AND INSTALLATION OF NEW INTRUDER ALARM SYSTEM AND RELATED EQUIPMENT FOR A PERIOD OF THREE (3) YEARS AT THE SANSA HERMANUS

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

2. SCOPE OF WORK (TERMS OF REFERENCE)

The South African National Space Agency (SANSA) requires a service provider to render servicing, repairs, and/or maintenance of existing Intruder Alarm Systems and installation of new intruder alarm systems and related equipment for a period of three (3) years for the Hermanus site of SANSA located in Hermanus, Western Cape

2.1 Required service include but not limited to:

- The service provider will maintain the Intruder Alarm Systems infrastructure at SANSA Hermanus which consists of Office Buildings, Accommodation Buildings, and a few instrumentation and laboratory type buildings.
- The service provider must be qualified to complete all the repairs.
- The service provider shall be expected to identify all needed repairs and modifications required during a regular onsite inspection, testing and maintenance (ITM).
- All deficiencies identified by the service provider shall be repaired and documented immediately by the service provider while on site.
- Servicing for the intruder alarm system will be done on a bi-annual basis.
- Servicing/compliance certificates to be included after each service.
- Request for installation will be done on a per quote basis.
- The system currently installed at SANSA Hermanus is **Texecom** and all repairs need to be compatible to this system.

2.2 List of locations where the intruder alarms are installed:

Building name	Control pads	Sensors	Panic buttons
Fort Knox (Accommodation)	1	6	1
Garages	1	2	1
Main building	1	35	5
Research building	1	14	2
SEU building	1	10	3
Comms storeroom	1	4	1
Student res	1	24	6

The SANSA Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site.

Technical wing	1	12	2
Technolab	1	8	1
Outbuilding (Lab)	-	6	-

2.3 The service provider shall provide all necessary test equipment and labour to perform required inspection, testing, maintenance and repairs.
2.4 Please note that this RFQ only includes the servicing, repairs and maintenance of existing systems on the SANSA Hermanus.

NB: New installations will be done on per quote basis

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 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.

Table1: 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 Designated Groups Black People living with disabilities			4	
Total Points (Specific Goals)			**20**	

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)

The SANSA Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site.

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 Designated Groups Black People living with disabilities		

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	
	CSD Report	
	CIPC registration	

40% black women owned	I D Copies	
	Share certificates/ register (if applicable)	
	BBBEE certificate/ BBBEE sworn affidavit	
51% owned by Black Designated Groups Black People living with disabilities		

1. 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		
SSAIB Certification, SAIDSA similar		
Business premisses MUST be in a 115km radius or less from SANSA in Hermanus. Proof of address MUST be provided. Municipal account in the name of the bidder or lease agreement.		
Attendance of compulsory briefing session		

NB: Please note. Due to numerous falsified documents eg. lease agreements to meet the radius requirement. SANSA reserves the right to verify information provided

in terms of business address. For leased business addresses, the bidder need to provide all details of the property and landlord name, contact number and email. In the case SANSA is unable to verify the information provide to be true, it will be accepted that the bidder's business address does not meet the eligibility criteria. SANSA will conduct a site visit to the business premises before awarded to the successful bidder

2. 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
Company Experience	50
Technician/s Experience	50
Total evaluation points for quality	**100**

Evaluation criteria 1: Company experience

Provide a detailed list of all Intruder Alarm maintenance work and projects that have been successfully completed over the past 5 years

- Company Name
- Contact at Company (Name)
- Contact number
- Service / Installation date
- Description of Service
- Value

NB: Please note that SANSA will be contacting references to verify information as part of the due diligence for this RFQ.

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

Maximum Points	Criteria
0	The supplier did not include any details
15	The supplier provided three (3) or less references related to the scope of work. Supplier will only score the full 15 points when all relevant cells has been completed in the grid above.
30	The supplier provided more than three (3) to five (5) references related to the scope of work. Supplier will only score the full 30 points when all relevant cells has been completed in the grid above.
50	The supplier provided more than five (5) references related to the scope of work. Supplier will only score the full 50 points when all relevant cells has been populated in the grid above.

Evaluation criteria 2: Technician' experience

The technician must have experience in servicing and maintaining intruder alarm systems. The bidder must attach a CV of a technician for SANSA to establish the Technicians servicing, and maintenance ability.

Maximum points	Criteria
0	No information supplied
30	The technician has three (3) years or less experience according to CV
50	The technician has FOUR (4) years or more experience according to CV

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.
6. Pricing schedule is for evaluation purposes only

				Year 1		**Year 2**		**Year 3**	
Description	Type	Frequency	Quantity	Total Price per unit (Incl. VAT)	Total price (Incl. VAT)	Total price per unit (Incl. VAT)	Total Price (Incl. VAT)	Total price per unit (Incl. VAT)	Total price (Incl. VAT)
Intruder alarm service	Service	Bi-annual	2						
Call out fee (Normal Rates)	Maintenance	Ad-hoc	12						
Call out fee (After hour rates)	Maintenance	Ad-hoc	12						
Rate per KM (if applicable)	Travel								
Other Costs									
TOTAL PER YEAR									

The SANSA Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site.

E. SPECIAL CONDITIONS

a) Quotations to be returned to B Mdodana bmdodana@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 RFQ is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign an SDP agreement for shorter payment periods for EMEs.
e) The offices of SANSA are situated at the following address:

Hospital Street
Hermanus
7200

F. TIMELINES

The successful service provider must be in the position to provide the goods/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. 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.

H. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption.
iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest.
iv) confirms that the contents of this questionnaire/forms (SBD 49) are within my personal knowledge and are to the best of my belief both true and correct
v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
vi) confirms that the bidder has read the General Conditions of Contract (GCC) and agree with the conditions. The GCC can be found on (http://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/)

Signed ---------- Date ----------

Name ---------- Position ----------

Enterprise name ----------

BID CONDITIONS

1. Disqualification
Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder will be disqualified. Please return this document with the supporting documents.

2. Bid Document Submission
Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the SANSA by the due date and time.
Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

COMPLIANCE WITH PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) ("POPIA")

1. The Constitution guarantees citizens the right to privacy, including the right not to have the privacy of their communications infringed.

2. POPIA aims to promote the protection of privacy through the application of its guiding principles for the processing of personal information in a context-sensitive manner.

Committed to your Privacy

3. SANSA fully comprehends that your personal and company information is valuable to you; your privacy is just important to SANSA. SANSA commits to safeguarding and lawfully processing your personal information.

Purpose for Processing your Personal Information

4. SANSA collects, holds, uses and discloses your personal information mainly to provide you with access to its services. SANSA will only process your personal information for a purpose you would reasonably expect, including:

- Complying with any legal and regulatory requirements such as contract agreements, etc.
- Confirming, verifying and updating your details.
- Invoicing or paying you to ensure payment and tax compliance.

5. SANSA may collect your personal information which may include your first name and last name, company name and its registration number, identity numbers, email address, physical or postal address, other contact information, banking details, etc.

Consent to Disclose and Share your Personal Information

6. SANSA may need to share your personal information, with third parties, to provide advice, and/or services. Where SANSA shares your personal information, it will take all reasonable precautions to ensure that the third party will treat your personal information with the same level of protection as required by SANSA.

Request and Access to your Personal Information

7. Should you require further information on this or have any concerns about how your personal information is processed or used; you can contact SANSA's Information Officer: 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. Enquiries 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.

END