

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SO 941/10/2025
DATE ISSUED	03 November 2025
PROJECT NAME	Laundry Services (36 months)
CLOSING DATE AND TIME	11 November 2025 @13:00
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 LAUNDRY SERVICES FOR A PERIOD OF 3 YEARS.

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)

SO requires a 36-months' service contract to provide weekly laundry services.

The service requires the washing and ironing (where required) of mainly bed linen and tablecloths occasionally. The bed linen includes blankets, duvet covers, pillowcases, covers and fitted sheets.

The laundry service is required on an uninterrupted weekly basis throughout the year and must include holidays such as April and December/January festive break periods.

The estimated combined mass of the linen or items that will be handed in for the laundry service may vary from week to week and between summer and winter months.

The average weekly load during a summer month is approximately 40kg and winter 50kg. We anticipate that we will hand-in around 50kg weekly for four months (from May through August) of the year and 40kg weekly for the remaining eight months of the year.

Blankets will not need ironing although the other bed linen and tablecloths will.

The items for laundry services must be ready and available for collection within 48 hours of them being handed in.

In the event that the appointed service provider does not meet the service requirements as specified in the RFQ, SANSA reserves the right to terminate the contract with notification.

- The final quotation must include VAT if applicable.
- SANSA reserves the right to cancel the order should the appointed service provider fail to meet with the requirements for this RFQ

SANSA offices are located at the below address.

Farm No 502JQ, Hartbeesthoek, District Krugersdorp

SANSA requires that the bidders Laundromat be situated in and around the Hartbeespoort area.

The appointed service provider is expected to deliver the required service 1 week after the PO has been sent.

SANSA will be responsible for the delivery and collection of the laundry items.

NB: Important Information

- Service provider to comply with the requirements of Occupational Health and Safety Act 85 of 1993 as well as National Environmental Management Act 107 of 1998
- The service provider will be liable for any damages or misplacements of any laundry items.
- SANSA will conduct a site visit to the recommended supplier for verification purposes.

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 and preference** method.

- Bidders who meet the Eligibility criteria will move on to be 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,		6	

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)

	• 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		4	
Total Points (Specific Goals)			20	

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		
Bidding Company Valid Letter of Good Standing		

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

LOAD PRICE X NUMBER OF PERIOD WEEKS (SUMMER/WINTER) FOR EACH YEAR

Bidders to include yearly escalations.

Description	Quantity	Cost Per Unit	Total Amount
Year 1	(40kg load X 8 months)		
	50kg load X 4 winter months		
Year 2	(40kg load X 8 months)		
	50kg load X 4 winter months		
Year 3	(40kg load X 8 months)		
	50kg load X 4 winter months		
Total Excluding VAT			
VAT			
Total Including VAT			

D. SPECIAL CONDITIONS

- Proposals and quotations to be returned to Boitumelo Maredi: tmathose@sansa.org.za.
- 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.
- 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.
- The offices of SANSA are situated at the following address:

E. TIMELINES

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

F. 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. Proof of specific goals must be submitted in order to qualify for preference points (specific goals).
- c. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT.
- d. All pages of quotation must be signed by the authorised person.
- e. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- f. 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.

G. 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/sent 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.

FOR OFFICE USE ONLY:		
SCM Representative review:	T Mathose	
	Name	Signature
Relevant Executive Approval:	T Strydom	

END