REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	**SS/453/01/2026 – Re-advertised**
DATE ISSUED	**5 March 2026**
PROJECT NAME	**BRANDED PROMOTIONAL GOODS – Re-advertised**
CLOSING DATE AND TIME	**12 March 2026 at 12:00**
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. 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 PROMOTIONAL GOODS

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)

SANSA requires a service provider that is able to provide high quality branded promotional items.

Bidders are expected to carefully review the specifications for each item listed in the request and ensure that the products quoted meet or exceed the stated requirements. The intention of this bid is to procure durable, professional, and high quality promotional items that accurately represent SANSA's brand.

Service providers must therefore quote on products that comply fully with the specifications provided. Quoting on lower quality or cheaper alternatives that do not meet the required specifications will not be accepted and may result in the bid being disqualified. Pricing should reflect the supply of quality items that are suitable for corporate use and long-term brand representation.

It is the responsibility of the bidder to ensure that the products offered are of a high standard in terms of material, durability, print or branding quality, and overall presentation. SANSA reserves the right to request physical samples and to verify product quality prior to confirming any order.

DESCRIPTION
SANSA Branded black pens Material: Plastic & Metal Ink Colour: Black
SANSA Branded Altitude Script Mini Notebook & Pen with SANSA Logo and website address

Material: Notebook - Recycled Paper
Pen - Recycled Paper & ABS

Size: Notebook - 11.2cm (l) x 8.6cm (w) x 1cm (h)

Capacity: Notebook - 80 Sheets / 160 Lined Pages
Ink Colour - Black

SANSA Branded Swiss Cougar Palencia Anti-Theft Laptop Backpack

Material: 600D Two-Tone Polyester

Size: 29cm (l) x 20cm (w) x 44cm (h)

Capacity: 15.6" / 26L

Adhesive vinyl printing

(SANSA Logo to be provided)

SANSA Branded Holder With Sticky Notes

Material: Plastic

Size: 8.3cm x 5.4cm x 1cm

SANSA Altitude Lustre Keyholder

Material: Zinc Alloy & Polished Nickel Plating

Size: 5cm (d) x 0.7cm (h)

Branding Options: Laser Engraving

SANSA Branded Omega Mouse Pad & Branded Wireless Mouse

Material: Mousepad - Neoprene
Mouse - ABS
Size: Mousepad - 20.3cm (l) x 23cm (w)
Mouse - 11.5cm (l) x 5.7cm (w) x 2.3cm (h)

Adhesive vinyl printing

SANSA Branded Pencil Case

- With pen, pencil, eraser, sharpener and ruler
- Material: Denim
- Size:23.5cm(l) x 11.4cm(w)
- Picture of Solar System at the back of the pencil case
-

SANSA Branded Adults T-Shirt

- Material: 100% Cotton
- Branding Options: Vinyl or Heat press
- Sizes: S, M, L and XL (**50 for each size)**

SANSA Kids T-Shirt

- Material: 100% Cotton
- Branding Options: Vinyl or Heat press
- Sizes: Ages:5-6yrs, 7-8yrs, 9-10yrs, 11-12yrs
- Picture of Solar System at the back of the t-shirt

(100 for each size)

Branded Wrist Band

Material: silicone

Size:1.2(h)x7cm(dia)

Colour: Cyan, Blue and white (SANSA Colours)

SANSA Branded Bucket Hat for Kids

- Material: 100% Cotton
- Size: S/M
- Branding Options: Embroidery, Screen Print, Heat Press, Direct to Film
- Picture of Solar System on the side of the hat

-

SANSA Branded Bucket Hat for Adults

- Material: 100% Cotton
- Size: one size fits all
- Branding Options: Embroidery, Screen Print, Heat Press, Direct to Film
- Picture of Solar System on the side of the hat

SANSA Branded Fridge Magnets (Solar System)

Materia: Magnet

Capacity: A6

SANSA Branded Pins

Material Metal

Size: Medium 58mmx58mm

SANSA Branded Water Bottle

Material BPA-Free Plastic & Aluminium

Sise: Transparent 6.5cm (w)x21.5cm(h)x6.5cm(d)

Capacity:580ml

SANSA Branded USB Stick

Material: Metal

Size:6cm(l)x1.5(w)

Capacity:32GB

SANSA Branded Tote Bag

Material: 600D

Size: 38cm(w)x2cm(d)x38(h)

Adhesive vinyl printing

SANSA Branded Lanyard

- Material: Polyester

- Size: Lanyard - 90cm (l) x 0.5cm (w)
  Recess - 2.7cm (dia)

SANSA Branded Bespoke Rocket Key Ring individually packaged

Material: Metal shape like a rocket instead of a car

Size: 4.2cm (l) x 2.7cm (w)

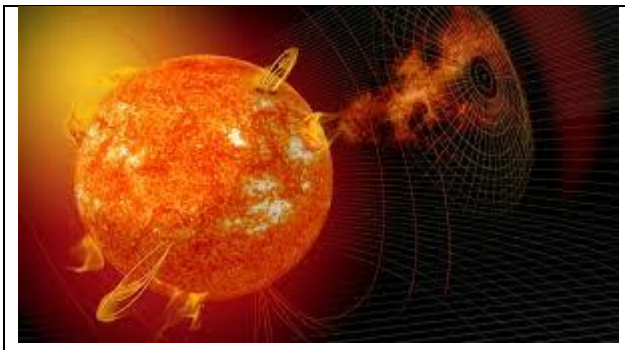
Branding Option: Dome Sticker

SANSA Branded black round mouse pad

Material: Polyester & Rubber

Size: Round 20cm (dia)

Below image and SANS logo to be printed on mouse pad



Please note;

The successful service provider will be requested to provide good quality branded samples of selected items before the order is placed.

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 70 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 Youth	I D Copies		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**

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)

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	I D Copies	

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 4: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		

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.

DESCRIPTION	Quantity	UNIT AMOUNT (EXCL VAT)	TOTAL AMOUNT (EXCL VAT)
SANSA Branded black pens Material: Plastic & Metal Ink Colour: Black 	**2650**		

SANSA Branded Altitude Script Mini Notebook & Pen with SANSA Logo and website address Material: Notebook - Recycled Paper Pen - Recycled Paper & ABS Size: Notebook - 11.2cm (l) x 8.6cm (w) x 1cm (h) Capacity: Notebook - 80 Sheets / 160 Lined Pages Ink Colour - Black 	**400**		
SANSA Branded Swiss Cougar Palencia Anti-Theft Laptop Backpack Material: 600D Two-Tone Polyester Size: 29cm (l) x 20cm (w) x 44cm (h) Capacity: 15.6" / 26L **<u>Adhesive vinyl</u>** <u>printing</u> **(SANSA Logo to be provided)** 	45		
SANSA Branded Holder With Sticky Notes Material: Plastic	2000		

Size: 8.3cm x 5.4cm x 1cm 			
SANSA Altitude Lustre Keyholder Material: Zinc Alloy & Polished Nickel Plating Size: 5cm (d) x 0.7cm (h) Branding Options: Laser Engraving 	**400**		
SANSA Branded Omega Mouse Pad & Branded Wireless Mouse Material: Mousepad - Neoprene Mouse - ABS Size: Mousepad - 20.3cm (l) x 23cm (w) Mouse - 11.5cm (l) x 5.7cm (w) x 2.3cm (h) **Adhesive vinyl** printing	100		

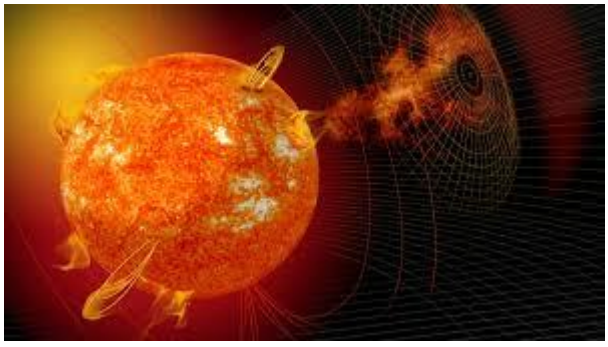
SANSA Branded Pencil Case • With pen, pencil, eraser, sharpener and ruler • Material: Denim • Size:23.5cm(l) x 11.4cm(w) • Picture of Solar System at the back of the pencil case • 	500		
SANSA Branded Adults T-Shirt • Material: 100% Cotton • Branding Options: Vinyl or Heat press • Sizes: S, M, L and XL (**50 for each size)** • **MUST BE 165GSM**	200		

SANSA Kids T-Shirt • Material: 100% Cotton • Branding Options: Vinyl or Heat press • Sizes: Ages:5-6yrs, 7-8yrs, 9-10yrs, 11-12yrs • Picture of Solar System at the back of the t-shirt • **MUST BE 165GSM** • **(100 for each size)** 	400		
Branded Wrist Band Material: silicone Size:1.2(h)x7cm(dia) Colour: Cyan, Blue and white (SANSA Colours) 	2000		

SANSA Branded Bucket Hat for Kids • Material: 100% Cotton • Size: S/M • Branding Options: Embroidery, Screen Print, Heat Press, Direct to Film • Picture of Solar System on the side of the hat • 	200		
SANSA Branded Bucket Hat for Adults • Material: 100% Cotton • Size: one size fits all • Branding Options: Embroidery, Screen Print, Heat Press, Direct to Film • Picture of Solar System on the side of the hat •	200		

SANSA Branded Fridge Magnets (Solar System) Materia: Magnet Capacity: A6 	200		
SANSA Branded Pins Material Metal Size: Medium 58mmx58mm 	500		
SANSA Branded Water Bottle Material BPA-Free Plastic & Aluminium Sise: Transparent 6.5cm (w)x21.5cm(h)x6.5cm(d) Capacity:580ml	300		

SANSA Branded USB Stick Material: Metal Size:6cm(l)x1.5(w) Capacity:32GB 	150		
SANSA Branded Tote Bag Material: 600D Size: 38cm(w)x2cm(d)x38(h) **<u>Adhesive vinyl printing</u>** 	250		
SANSA Branded Lanyard • Material: Polyester • Size: Lanyard - 90cm (l) x 0.5cm (w) Recess - 2.7cm (dia)	2000		

SANSA Branded Bespoke Rocket Key Ring individually packaged • Material: Metal shape like a rocket instead of a car • Size: 4.2cm (l) x 2.7cm (w) Branding Option: Dome Sticker 	200		
SANSA Branded black round mouse pad Material: Polyester & Rubber Size: Round 20cm (dia) **Below image and SANS logo to be printed on mouse pad** 	650		

Delivery to SANSA Space Science			
TOTAL CONTRACT AMOUNT (EXCLUDING VAT)			
VAT (15%)			
TOTAL CONTRACT AMOUNT (INCLUDING VAT)			

E. SPECIAL CONDITIONS

a) Quotations to be returned to Nicole Strauss:nstrauss@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 (CSD). 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 Black Owned EMEs and QSEs.
e) The offices of SANSA are situated at the following address:
SANSA Hermanus
Hospital Street
Hermanus

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. 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 or contact the references 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. SANSA reserves the right to review the rendering of the Goods and Services under this agreement on intervals agreed upon and may terminate the services of the bidder for

non-performance and replace same with the next highest scoring bidder in agreement with said bidder.

VII. confirms that the percentage owned (table 1) refers to percentage of ownership by persons who are actively involved in and exercise control over the enterprise / company the bidder and that there is no fronting. Please note that fronting is a criminal offence under the Broad-Based Black Economic Empowerment (B-BBEE) Act. Individuals and companies involved in fronting practices can face severe penalties, including fines and imprisonment.

VIII. 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. Enquiries about bid and tenders should be sent to spaceops-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