



REQUEST FOR PROPOSAL (RFP)

RFP NUMBER	EO-144-03-2026
DATE ISSUED	20/03/2026
PROJECT NAME	Supply and delivery of SANSA branded Space Educational material
CLOSING DATE AND TIME	26/03/2026 @11:00
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.

Full Name	Identity Number	Name of State institution
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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.



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.
- 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

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.



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 SUPPLY AND DELIVERY OF SANSA BRANDED SPACE EDUCATIONAL MATERIAL

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 provider must have experience in designing and printing of promotional materials. Appointed suppliers to use durable materials and provide samples before mass production.

ITEM	DESCRIPTION
<p>1. Reprinting of 6 pull-up banners</p> <ul style="list-style-type: none"> • Designs available 	<ul style="list-style-type: none"> • 120x200cm Rollup Banner • Lay flat Pvc Banner • Aluminium Frame • Carry case • Qty: 10
<p>2. Reprinting of the wall banner (Designs available)</p> 	<ul style="list-style-type: none"> • Freestanding display system ideal for exhibition, product launch or entrance area. • Single-sided concertina banner wall system • Made from high tensile anodised aluminium • Full colour digitally printed single-panel fabric print • 2250 x 3000mm • Supplied in a carry bag with wheels • Qty: 3
<p>3. Branded classic 750 deluxe camp chair (2 logos)</p>	<ul style="list-style-type: none"> • Cup holder • Utility pocket • Comes in a carry bag • Weight: 200kg maximum user weight • Qty: 6



4. Designed and printing of SANSA branded tablecloth (2 logos)



- Branded tablecloths
- Size: 1.83m (w) x 0.76m (l) x 0.75m (h)
- Polyester Spandex
- Full Colour Dye Sublimation Print-SANSA logo (placement of logo on top and bottom along the length)
- Qty:5

5. SANSA branded lanyard with a card holder (2 logos)



- Horizontal name tag badge holders With Lanyard (Fit Card Size: 95 x 60mm/ 3.7" x 2.35" (L*W))
- Blue Lanyards with swivel hook that is up to 18" / 45cm long, lanyard is total 36" / 90cm long
- Clear id card holder with waterproof resealable,
- Qty: 2000

6. SANSA branded pens (2 logos)



- Blue and white curve pen
- Smooth black ink ballpoint
- Matching button, tip and grip detail
- Satisfying click button
- Qty: 8000

7. SANSA branded rulers (2 logo) - Reprint

- Blue and White
- 30 cm
- Qty: 500



8. SANSa branded tote bags (cotton with 2 logo) - reprint



- With long shoulder straps 65cm and a unique bottle slot design.
- 100% Natural Cotton Bag
- Dimension of the bag: 38 (l) x 2 (w) x 38 (h) cm
- two-tone 300D & 600D (blue and white)
- Qty: 2000

9. SANSa branded Notepad (2 logos) - reprint



- A5 Notepad
- Sizes: 5.8x8.3 inches
- Quality: 250gsm strong strawboard cardboard cover pages
- Binding finishing
- 50 inner sheet options
- Qty: 5000

10. Rocket Shapes pens (2 logos)

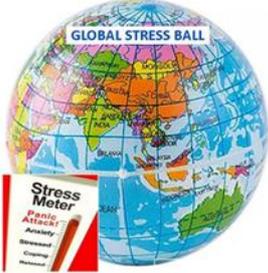


- Multicolor Ballpoint Pens
- Comfortable rubberized grip
- Material: Plastic
- Type: Retractable
- Qty: 5000



<p>11. Metal Lapel pins</p> 	<ul style="list-style-type: none"> • Flags with SANSA and South African flag • Full colour • Size: 350mm end to end • Quantity: 1000
<p>12. Branded memory stick</p> 	<ul style="list-style-type: none"> • Material: USB- Plastic (Blue) • Boxed • Capacity: 16GB • Branding: single colour SANSA logo • Qty: 1000
<p>13. A4 Presentation Folders</p> <ul style="list-style-type: none"> • Design needed 	<ul style="list-style-type: none"> • Pockets: One or two internal pockets to secure documents. • Business Card Slits: Die-cut slots for easy attachment of a business card. • Gussets: A wider spine (gusset) can be added for thicker stacks of paper. • Materials & Finishes: Available in various paper stocks with options like gloss, matt, velvet lamination, embossing, or foil stamping for a premium feel. • Customization: Full-color printing on both sides to display branding and content. • QTY: 1000
<p>14. 3D Solar system model (8)</p> 	<ul style="list-style-type: none"> • Boxed • Quantity: 8 • Branded 2 logos
<p>15. Design and print of the Space and Rocket A0 posters</p> 	<ul style="list-style-type: none"> • Design and print of the OCIMS AO poster • Size: A0 • Printing quality: full colour copies, gloss finish on 200 gsm paper • Quantity: 250 • SANSA will supply the artwork, Content



<p>16. Global Table Tennis Stress Ball</p> 	<ul style="list-style-type: none"> • Material: Sponge foam • Feature: Childsafe 100% • Size / Diameter: 63mm • Colour: Picture show • Qty: 500
<p>17. Branded Wristband (2 logos)</p> 	<ul style="list-style-type: none"> • Material: Silicone • Size: 1.2cm (h) x 7cm (dia) • Color: Solid white and blue • Wristband printed "I ♥ Space" and two SANSa logos • Qty: 5000 (2500 white/2500 blue)
<p>18. Branded Pencils</p> 	<ul style="list-style-type: none"> • A natural finish sharpened wooden pencil with eraser. • Dimension: 19 x 0.8cm • linden wood • supplied sharpened • Two SANSa logos • Qty 2000
<p>19. Mousepad</p> 	<ul style="list-style-type: none"> • Standard size Mousepad • Base: Non-slip rubber/silicone base for stability. • Features: Anti-fray stitching, surface texture for control/speed • Qty: 500
<p>20. Design and print Full Space Careers booklets (12 pages max)</p>	<ul style="list-style-type: none"> • Design, print and deliver A4-size career brochures • Size: A4, 12 pages (incl cover page) • Printing quality: full color copies, gloss finish on 170 - 200 gsm paper • SANSa will supply the artwork, Content and imagery • Saddle stitching binding • Qty: 1000



	
<p>21. Re-printing SANSA EO Brochure (Design available)</p>	<ul style="list-style-type: none">• print and deliver A4-size brochures• Size: A4, 12 pages (incl cover page)• Printing quality: full color copies, gloss finish on 170 - 200 gsm paper• SANSA will supply the artwork,• Saddle stitching binding• Qty: 5000

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. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the submission will be evaluated to confirm if it meets the required scope of work as stated above. A bid will be disqualified if it fails to meet all the requirements for the scope of work.
- Thereafter, only the qualifying bids (meet the scope of work) 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.

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	<ul style="list-style-type: none"> • CSD Report, • CIPC registration, • I D Copies, • Share certificates/ register (if applicable) • BBBEE certificate/ BBBEE sworn affidavit 		10	
40% black women owned	<ul style="list-style-type: none"> • CSD Report, • CIPC registration, • I D Copies, • Share certificates/ register (if applicable) • BBBEE certificate/ BBBEE sworn affidavit 		6	
51% owned by Black Youth			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		

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)

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		

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		

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	Qty	AMOUNT
1. Reprint of banners	6	
2. Wall banners	3	
3. Branded Camp chair	6	
4. Tablecloths	5	
5. Blue lanyards	2000	
6. Branded pens	8000	
7. Branded rulers	500	
8. Branded Tote bags	2000	
9. Notepads	5000	
10. Rocket shaped pens	5000	
11. Metal lapel pins	1000	
12. Branded memory sticks (16gig)	1000	
13. A4 Presentation Folders	1000	
14. 3D Solar System	8	
15. A0 Posters – Space and Rocket	250	
16. Global Stress ball	500	
17. Wristbands	5000 Blue 2500 & White 2500	
18. Branded Pencils	2000	



19. Mousepads	500	
20. Space booklets	1000	
21. EO Brochure	5000	
TOTAL CONTRACT AMOUNT (EXCLUDING VAT)		
VAT (15%)		
TOTAL CONTRACT AMOUNT (INCLUDING VAT)		

E. SPECIAL CONDITIONS

- a) Quotations to be returned to SCM Official :scm@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:
**Building 10,
CSIR Campus,
Meiring Naude Road,
Brummeria,
Pretoria 0184**

F. TIMELINES

The successful service provider must be in the position to provide the catering service one 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 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. SANSAS 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 SANSAS 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. SANSAS fully comprehends that your personal and company information is valuable to you; your privacy is just important to SANSAS. SANSAS commits to safeguarding and lawfully processing your personal information.

Purpose for Processing your Personal Information

4. SANSAS collects, holds, uses and discloses your personal information mainly to provide you with access to its services. SANSAS 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. SANSAS 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. SANSAS may need to share your personal information, with third parties, to provide advice, and/or services. Where SANSAS 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 SANSAS.

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 SANSAS 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 SANSAS has on you at any time. If you think that SANSAS 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 SANSAS to retain any information, SANSAS will advise so.
9. **PLEASE TAKE NOTE** that your personal information is securely hosted on infrastructure / system managed by SANSAS. SANSAS assures you that your information will not be shared for any marketing or promotional purposes without your consent.



science, technology
& innovation

Department:
Science, Technology and Innovation
REPUBLIC OF SOUTH AFRICA



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10. SANSAS will continue to manage, monitor, refine and develop policies, processes and systems. This will ensure that SANSAS takes every practical and reasonable step(s) to ensure data protection, is in line with POPIA.

END