



REQUEST FOR QOUTATION (RFQ)

RFQ NUMBER	EO/084/02/2021
DATE ISSUED	17 February 2021
PROJECT NAME	Appointment of an EO User Requirements Coordinator
CLOSING DATE AND TIME	26 February 2021
NAME OF PROPOSER/TENDERER	
TELEPHONE NUMBER	
CSD SUPPLIER NUMBER (MA 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 / al Number

1. DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the state¹, SANSA Board members or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- The bidder is employed by the state;
- SANSA Board member; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament

Are you or any person connected with the bidder presently employed by the state? If so, furnish the following particulars: Name of person / director / trustee / shareholder/ member:..... Name of state institution at which you or the person connected to the bidder is employed..... Position occupied in the state institution:..... Any other particulars:.....	YES / NO
If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? If yes, did you attach proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid If no, furnish reasons for non-submission of such proof:.....	YES / NO YES / NO
Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? If so, furnish particulars:.....	YES / NO
Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars:.....	YES / NO
Are you, or any person connected with the bidder aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars:.....	YES / NO
Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? If so, furnish particulars:.....	YES / NO

2. Declaration of Bidder's past supply chain management practices (SBD 8)

2.1 This Standard Bidding Document must form part of all bids invited.

2.2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system

2.3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-

2.3.1 Abused the institution's supply chain management system

2.3.2 Committed fraud or any other improper conduct in relation to such system; or

2.3.3 Failed to perform on any previous contract.

2.4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
2.4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.1.1	If so, furnish particulars:		
2.4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.2.1	If so, furnish particulars:		
2.4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.3.1	If so, furnish particulars:		
2.4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.4.1	If so, furnish particulars:		

3. Certificate of Independent Bid Determination (SBD 9)

- 3.1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 3.2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3.3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 3.4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 3.5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

- A. I have read and I understand the contents of this Certificate;
- B. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- C. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- D. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- E. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) Has been requested to submit a bid in response to this bid invitation;
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience;
 and

- (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- F. 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 consortium³ will not be construed as collusive bidding.
- G. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (i) prices;
 - (ii) geographical area where product or service will be rendered (market allocation)
 - (iii) methods, factors or formulas used to calculate prices;
 - (iv) the intention or decision to submit or not to submit, a bid;
 - (v) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (vi) bidding with the intention not to win the bid.
- H. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- I. 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 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.

- J. 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.

4. REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF AN EO USER REQUIREMENTS COORDINATOR

The South African National Space Agency (SANSA) seeks the services of a provider to assist with User Requirements Coordination in its Earth observation programme. This service provision should ideally consist of a full time Coordinator based at SANSA's offices at the Innovation Hub in Pretoria for maximum of 6 months. The duration will be finalised on contract

BACKGROUND TO SANSA

The South African National Space Agency (SANSA) is a public entity under the National Department of Science and Innovation. SANSA came into being in December 2010 and was created to promote the use of space and strengthen cooperation in space-related activities while fostering research in Earth observations, space science, advancing scientific engineering through developing human capital and supporting industrial development in Space technologies.

SANSA has 5 programmes distributed across 3 locations as follows: Head Office, Space Engineering and Earth Observation Programmes in Pretoria; Space Operations Programme in Hartebeesthoek (near Krugersdorp); and the Space Science Programme in Hermanus in the Western Cape. This project will be based in Pretoria at the Earth Observation Programme.

SCOPE OF WORK

The South African National Space Agency (SANSA) seeks the services of a provider to assist with User Requirements Coordination in its Earth observation programme. The appointed Coordinator will collaborate with external and internal stakeholders to develop user requirements definitions that would shape the SANSA Earth observation initiatives such as the Space Infrastructure Hub programme (SIH) and the South African Earth Observation System (SAEOSS) Portal. The Coordinator will need to be based at SANSA (as far as possible) and be integrated with the SANSA team.

Duties include (but not limited to):

- Overseeing the implementation of a SANSA user requirements process.
- Identifying high-value sectors related to Food Security, Spatial Planning, Environmental and Resource management and security across the terrestrial or marine environments.
- Identifying key public and private stakeholders, and Earth observation and related practitioners in each of the identified high-value sectors.
- Establishment of Stakeholder Advisory Groups in each high-value sector.
- Defining or adopting a nomenclature and categorisation of the various user needs across the system (upstream to downstream; technology and knowledge needs) which would allow for comparable future user requirements processes.
- Finalising a user needs and products and services template to quantitatively capture these using some standardised model.
- Developing/identify/illustrating implementation scenarios covering "business-as-usual", "threshold" and "breakthrough" scenarios.
- Provide a synthesis report as well as reports in each identified high-value sector.
- Relating the identified user requirements to the development of the South African Earth Observation System (SAEOSS) Portal.

The ideal Coordinator will have:

- A Master's degree in a relevant scientific, economics, innovation or humanities field.
- Experience in public and private sector (Environmental and Resource management).
- Previous experience in running large scale user requirements processes or sectoral analysis.
- Ability to facilitate between a diverse set of stakeholders.
- Good knowledge of broad Earth observation markets i.e. knowledge and experience of commercial and freely available satellite data, products and the use of these in various economic sectors such as agriculture, water, and infrastructure monitoring.
- Effective communication skills.
- Excellent report writing skills.

Service providers are requested to provide quotation for a placement of this Coordinator for a period of six (6) months.

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 R500 000.00 (all applicable taxes included) and therefore the 80/20 system shall be applicable. The procedure for the evaluation of responsive tenders is Functionality and Price and Preference method.

Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price only and the 20 points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table below.

Preference

(ORIGINAL/CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SOWRN AFFIDAVIT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

Calculation of points for B-BBEE status level contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the

Table below

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Eligibility Criteria

Service providers must submit the following mandatory award criteria items to be evaluated on functionality. 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 two (2) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 2nd working day, the relevant bid will be rejected.

Checklist

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status (Compliant tax status will be confirmed before BEC)		

Functionality/Quality:

Quality:

Scores will be tabulated to 100 points.

Respondents must score a minimum of **50 points** from criteria 1 and 2 in the table below to be eligible for an interview. Respondents must **score an overall minimum threshold of 70 points** from criteria 1, 2 and 3 in the table below and over to be assessed on their financial offer and preference score.

The allocation of points for the evaluation of quality/functionality is set out in Table 1 below:

Table 1: Points for the evaluation of quality/functionality

Criteria	Maximum Points
1. Coordinator Qualifications and Experience	60
2. Company's experience	10
3. Interview and Presentation	30
Total evaluation points for quality (functionality)	100

Evaluation criteria 1: Coordinator Qualifications and Experience

- These will be evaluated as per the below table

No.	Functionality requirement	How this will be evaluated	Points allocation	Scoring Criteria
1.	A Master's degree in a relevant scientific, economics, innovation or humanities field.	Certified copies of qualification(s)	13	<ul style="list-style-type: none"> • Undergraduate = 0 • Masters, PHD = 13
2.	Previous experience in	Project reports highlighting tools	15	<ul style="list-style-type: none"> • One (1) project as Co-author = 10;

	running large scale user requirements processes or sectoral analysis	or systems used and role played in project		<ul style="list-style-type: none"> • At least one (1) Project Lead or at least 2 projects as Co-author = 15;
3.	Ability to facilitate between a diverse set of stakeholders.	Testimonials (providing specific evidence of involvement in projects) from project owners or reports from projects clearly indicating role and range of stakeholders engaged.	15	<ul style="list-style-type: none"> • Testimonial or report for one (1) facilitated project = 5 points. • Testimonials or reports for between 2 - 3 projects = 10points. • Testimonial or reports for greater than 3 facilitated projects = 15 points.
4.	Good knowledge of broad Earth observation markets i.e. knowledge and experience of commercial and freely available satellite data, products and the use of these in various economic sectors such as agriculture, water, and infrastructure monitoring.	Testimonials (providing specific evidence of involvement in projects) or published or publicly available reports clearly demonstrating your broad knowledge of the EO market Please provide links to published material.	7	<ul style="list-style-type: none"> • Involvement in 1-2 projects = 4 points. • Involvement in 3 or more projects = 7 points
5.	Excellent report writing skills	Evaluation submitted reports.	10	Good = 5 Excellent = 10

Evaluation criteria 2: Company experience

The bidder must present a minimum of two (2) valid reference letters from companies for which they have provided similar services (Failure to provide a minimum of 2 reference letters will result in a score of zero). The reference letters must indicate the date on which the service was provided as well as the exact service delivered, **letters will be used to determine the years' of experience of the service provider and if the work undertaken is relevant or not.** The experience of the tenderer in similar project or similar areas and conditions in relation to the scope of work will be evaluated.

	Company Experience (general acknowledgement from a client of work completed)
Poor (score 0)	Failure to provide a minimum of 2 reference letters (will result in a score of zero.
Moderate (score 3)	The tenderer has submitted all reference letters and has experience of more than 1 and less than 2 years in related work.
Good (score 5)	The tenderer has submitted all reference letters and has experience of more than 2 and less than 5 years in related work.

Excellent (score 10)	The tenderer has submitted all reference letters and has experience of more than 5 years' in related work.
-------------------------	--

Evaluation criteria 3: Interview and presentation

Only bidders who score a minimum of 50 points in criteria 1 & 2 may be invited to an interview. The candidate will be expected to present their methodology and approach to user requirements and their portfolio of projects at the interview. Presentation criteria will be provided with the invitation.

SPECIAL CONDITIONS

- (i) Quotations to be returned to: Azola Nodali eo-scm@sansa.org.za / 012 844 0428
- (ii) The lead expert shall have an excellent command of both spoken and written English
- (iii) The total cost should be inclusive of all expenses, including disbursements costs,
- (iv) This RFP is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign a SDP agreement for shorter payment periods for EMEs.
- (v) Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.
- (vi) 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.

The offices of SANSA are situated at the following address:

Mark Shuttleworth Street
The Innovation Hub
Lynnwood
Pretoria
0087

TIMELINES

The delivery time will be confirmed with the winning bidder upon finalisation of the award process.

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.

Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);

CSD Registration Summary with a tax compliance status must be provided with the bid document

The quote must be valid for a period of 30 days

Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT

SANSA has the right to withdraw any quotation at any time within the validity of the quotation.

SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision

SANSA will not award the contract to any bidder who does not comply with the terms and conditions of the bid document and will at its own discretion appoint next highest scoring bidder

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; and ;
- iv) confirms that the contents of this questionnaire/forms (SBD 4, 8 & 9) 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 SANSA website (<http://www.sansa.org.za/images/Procurement/GCC/GCC.pdf>)

Signed	Date
Name	Position
Enterprise name	

Bid Conditions

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

Faxed and emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete faxed or 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.

END

