



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/295/12/2021
DATE ISSUED	19 January 2022
PROJECT NAME	Facilities Services unit intervention
CLOSING DATE AND TIME	1 February 2022 at 16:30
CSD NUMBER	
NAME OF PROPOSER/TENDERER	
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 member / Personal member

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
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<p>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 qualification of the bid If no, furnish reasons for non-submission of such of:.....</p>	<p>YES / NO YES / NO</p>
<p>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:.....</p>	<p>YES / NO</p>
<p>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:.....</p>	<p>YES / NO</p>
<p>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:.....</p>	<p>YES / NO</p>
<p>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:.....</p>	<p>YES / NO</p>

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

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

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

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.

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.

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 QUOTATION FOR FACILITIES SERVICES UNIT INTERVENTION

The South African National Space Agency (SANSA) requires a service provider to render a **Facilities Services unit intervention for 6 team members of SANSA Hermanus in Hermanus, Western Cape.**

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

4.1 SCOPE OF WORK

SANSA is a schedule 3A public entity and all procurement is required to be undertaken under strict legislation including the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), National Treasury Guidelines and procurement prescripts.

The SANSA Hermanus facility is located on 16 hectares of land in the Westcliffe Suburb of Hermanus in the Western Cape. The facility includes several buildings utilised for office space, meeting rooms, laboratories, accommodation and instrumentation huts. The Facility Services Unit is responsible for all building and grounds maintenance, security, and SHEQ.

A suitably qualified service provider is required to provide a Facilities Services unit intervention. There are 6 staff members in Facilities Services incorporating different skills sets needed to accomplish the large responsibility. The group consists of 5 men and one lady. There's one manager and 5 sub-ordinates reporting directly to him. The Manager reports directly to the Managing Director for the Facility.

One staff member has difficulty in fully conversing in English, therefore the facilitator needs to have a conversational level of Afrikaans although the workshop will be conducted in English.

The team just went through a change where a long-term colleague was dismissed due to ill health (incapacity), which has had an impact on morale. There is one very new team member. The Facility Services Intervention should include the following:

A one-on-one discussion between HR and the service provider in which details of the group and challenges will be shared.

The process should include an outcomes-based solution that can be practically applied in the workshop.

- a) We need the facilitation of a workshop that all the members can fully comprehend.
- b) This session should focus on individual strengths/weaknesses, personality traits as well as personal happiness and the power of this important emotion and the influence of all of this on the team.
- c) The manager as well as the team should receive feedback on their traits, competencies, and behavioural practices /conduct and how it influences the rest of the team.
- d) This should be followed by a couple of hours of fun interactive teambuilding. The team prefers a 9-hole game of golf in the afternoon after the workshop, however the service provider can make alternative suggestions for consideration by the team.

- e) Any other safe/fun recommendations would be welcomed.
- f) The activity should take the team completely out of their comfort zones. The team should be encouraged to help each other where they can, find solutions but also to see the lighter side of one another's weaknesses.
- g) SANSA HR Department and the Managing Director need a clear understanding of the dynamics of the group in a post workshop report.
- h) The intervention must take place within easy driving distance of the SANSA Hermanus Facility.

Please note:

To be included in this proposal:

- Methodology
- Day programme
- Venue hire
- Full facilitation cost
- Pre workshop discussion with SANSA HR Department
- Post workshop feedback report to the HR Department and the Managing Director at SANSA Hermanus
- Conference equipment including Flipcharts, Pens, Pads and Proxima
- Handouts (if applicable)
- Teas / Coffees / Biscuits / Rusks
- 2 Course Lunch with Salad
- 9 Hole round of Golf / other activity costs
- Cold drinks/ water
- Small fun prizes if applicable
- Cost: Fully inclusive workshop per delegate incl. VAT

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 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

Please Note: the above amount (R500 000) is not the Budget Amount for this Project but is the Treasury threshold for request for quotation (RFQ).

- Only bidders who meet eligibility requirements (Table 2) will be evaluated on quality or functionality.
- The assessment of quality will be done in terms of the evaluation criteria (Table 3) and the minimum threshold of **80** points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation
- 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 B-BBEE status level of contributor in accordance with the Table below

Preference

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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 1 below

Table 1: B-BBEE status level points

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

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 2 below. If the answer 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		

Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **80 Points** 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 3 below:

Table 3:

Criteria	Maximum Points
Company Experience	30
Facilitator Experience	40
Methodology	30
Total evaluation points for quality	100

Evaluation criteria 1: Company Experience

The company must have previously offered a minimum of five (5) interventions/teambuilding courses to at least three (3) different clients. Please note that SANSa reserves the right to contact the references as part of the due diligence process for RFQs.

The description should be put in tabular form with the following headings:

- A. Successfully implemented similar projects and conditions in relation to the scope of work
- B. Minimum of three (3) references letters from clients for work completed in similar projects must be submitted
- C. The bidders must complete the table below

Previous Client contact name and telephone number	Description of intervention provided	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Date (Start and complete) Latest to current projects.

The scoring of the company experience will be as follows:

Points 30	Company Experience
(score 0)	Less than 5 interventions/teambuilding courses in similar project or less than 3 reference letters. Any combination of the above conditions will result in zero.
(score 30)	5 interventions/teambuilding courses or more in similar project and 3 or more positive reference letters

Evaluation criteria 2: Facilitator Experience

The experience of the proposed facilitator in similar projects (team building interventions) in relation to the scope of work will be evaluated. The experience of the facilitator will be assessed according to SANSA's requirements as per the scope of work. (Attach CV/profile, proof of experience).

Points 40	Facilitator Experience
Non Responsive (score 0)	Service provider has not provided proof of team CV/profiles or proof of experience. All possible combinations of above conditions will result in zero.
Poor (score 20)	Facilitator have limited levels of experience in interventions/teambuilding courses (less than 3 years) based on their CV/profiles and proof of experience.
Good (score 30)	Facilitator have extensive levels of experience in interventions/teambuilding courses (between 3-5 years) based on their CV/profiles of experience.

Excellent (score 40)	Facilitator have outstanding levels of experience in interventions/teambuilding courses (more than 5 years) based on their CV/profiles and proof of experience.
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Evaluation criteria 3: Methodology and activity

Detailed document on methodology of interventions/teambuilding courses as well as the fun activity to be provided

Points 30	Training Manuals
Non Responsive (score 0)	Did not submit methodology of interventions/teambuilding courses as well as the fun activity. Any combination of the above conditions will result in zero.
Poor (score 5)	Methodology of interventions/teambuilding courses as well as the fun activity does not meet the scope of work. Any combination of the above conditions will result in score of 5
Good (score 20)	Methodology of interventions/teambuilding courses as well as the fun activity meets the scope of work.
Excellent (score 30)	Methodology of interventions/teambuilding courses meets the scope of work. In addition, provides value added services and resources. E.g. videos, links, after service contact support.

6. PRICING SCHEDULE

Pricing Instructions

1. The Bidder must price all items according to the scope of work including disbursements
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.
4. Payment will only be made on the basis of invoices provided.
5. Offer to be valid for 30 days from the bid closing date.
6. Costing to include venue in the Hermanus, Western Cape area. Any costs related to the interventions/teambuilding must be included in the pricing schedule.

DESCRIPTION	AMOUNT (EXCL VAT)
Intervention rate per day (6 delegates) (including venue, food, drinks etc)	
Pre workshop discussion with SANSA HR Department	
Post workshop feedback report to the HR Department and Managing Director at SANSA Hermanus	
Fun Activity Cost	
Workshop materials	
Other Cost (please specify)	
TOTAL CONTRACT AMOUNT (EXCLUDING VAT)	
VAT (15%)	
TOTAL CONTRACT AMOUNT (INCLUDING VAT)	

7. SPECIAL CONDITIONS

- a) RFQ responses to be returned to Ms Nicole Strauss nstrauss@sansa.org.za / 028312 0048
- b) The facilitator shall have an excellent command of both spoken and written English.
- c) Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.
- d) Contract will not be awarded unless supplier is registered on the **Central Supplier Database**. A supplier summary indicating compliant tax status should be submitted with the proposal. Potential suppliers should contact SANSA for assistance in registering on the CSD.
- e) Please note that all services and requirements are to be rendered in proximity to the SANSA Hermanus facility at the address given in g.
- f) SANSA reserves the right to select any, all or no options offered to best suit the needs of SANSA and its budget.
- g) The offices of SANSA are situated at the following address:
Hospital Street
Westcliff
Hermanus
7200

8 TIMELINES

The successful service provider must be in the position to commence within two (2) weeks after the purchase order has been issued by SANSA.

9 SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and qualify with respect to the criteria, RFQ should provide the following supporting documentation.

- a. A method statement of how the service provider proposes to implement the project (deep cleaning and servicing of sanitary bins). The Supplier should provide the following documentation:
 - o Service proposal including Service schedule,
 - o Resource allocation, and
 - o Organogram showing the team of people available for service delivery as per scope of work
- b. A B-BBEE status level verification certificate must be submitted in order to qualify for preference points for B-BBEE);
- c. A supplier summary indicating valid tax clearance should be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD.
- d. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT. The quote must be valid for a period of 30 days.
- e. Quotation to include travelling, training aids and certificates of completion
- f. Quotation should be quoted per day not per person.
- g. All pages of quotation must be signed by the responsible person
- h. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- i. SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision

10. 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*

Please note that if the supporting documentation is not provided then the submission will be classified as non-responsive.

Tender Conditions

1. Disqualification

Please note that if a tender document is not filled in correctly or completely, or is delivered/send after the tender closing time, or the valid tax clearance certificate is not submitted with the proposal, then unfortunately that tenderer will be disqualified. Please return this document with the supporting documents including the valid tax clearance certificate.

2. Tender 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 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