



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	RFQ CO 301/02/2024
DATE ISSUED	29 February 2024
Briefing Session	11 March 2024 at 10:00 at: Houwteq Campus EMI Facility High Rising Road, Haasvlakte, Grabouw, 7160, South Africa
PROJECT NAME	Repair of microwave Signal Generator and Field Probe
CLOSING DATE AND TIME	15 March 2024 at 16:30
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 offer in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)
in submitting the accompanying bid, do hereby make the following
statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

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 QUOTATION FOR REPAIR OF MICROWAVE SIGNAL GENERATOR AND FIELD PROBE

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

As part of the **Houwteq AIT facility upgrade project** the following equipment and/or services are required. A compulsory briefing session will be held at the collection address on 11 March 2024 at 10:00.

2. SCOPE OF WORK

The tenderer shall **collect, assess, repair/replace, calibrate, and deliver** the following equipment:

2.1 SMF100-A signal generator

The SMF100-A signal generator unit used in operations at Houwteq EMC facility has failed, seemingly due to embedded software failure. The unit requires an assessment, repair, and calibration by its original equipment manufacturer (OEM) to return to full functionality. Under this tender, the failed unit needs to be collected, assessed, and repaired by its OEM, calibrated, and returned to SANSA. Supporting documents (test specification and report) shall be delivered for acceptance.

2.2 Field Probe HI-6153

The **Field Probe HI-6153**'s control unit has failed permanently. Under this tender, the failed unit is required to be replaced by a compatible control unit, and then the field probe integrated with the replacement control unit shall be calibrated as well as full functionality verified. Supporting documents (test specification and report) shall be delivered for acceptance.

Table 1: Field Probe Controller Specifications/Requirements

#	Parameter/Feature	Required Performance
1	Frequency Range	10MHz to 40GHz compatible with Type Electric field probe
2	Manufacturer	Reputable and compatible with probe.
3	Remote Interface	USB to PC with manufacturer supplied software compatible with Rohde &Schwarz EMC-32 or Electra software.
6	Export compliance	ITAR free; South Africa as end user.
7	Mass	Not critical
8	Dimension	Not critical
9	Manuals	Operating and Service Manual
10	Manufacturer Warrantee	The equivalent of extended warranty with accredited calibration coverage for two years

The equipment collection and delivery site is at the following address:

Houwteq Campus EMI Facility
High Rising Road,
Haasvlakte,
Grabouw, 7160,
South Africa

Responsibility for equipment transfers from SANSA to supplier at collection and the supplier shall have insurance to the full replacement value of the equipment in place.

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 organization and individuals who will be providing the service and the organizational capacity supporting the project team.

SANSA is committed to achieving the Government's transformation objectives in terms of the Preferential Procurement Policy Framework Act.

The value of this bid is estimated to NOT exceed R1 million (all applicable taxes included) and therefore the **80/20** system shall be applicable.

The procedure for the evaluation of responsive tenders is the **Performance, Price** and **Preference** method.

Bids will be evaluated in terms of the 80/20 preference points systems, where 80% of points will be determined by price only and 20% of points will be awarded to a bidder for attaining the specific goals in accordance with the Table below.

1. Preference

Specific goals for this RFP and number of points are indicated as per the table 1 below.

Proof of the specific goals below must be attached and submitted with the bid document in order to qualify for the preference points (specific goals).

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Table 2: Specific Goals and points

The specific goals allocated points in terms of this RFQ (B-BBEE Status Level of Contributor)	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)
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

2. Eligibility Criteria

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

If there is “**No**” on the Table 2 below, the bidder who didn't submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
Attendance of compulsory briefing session (signed attendance register as evidence)		
The bidder shall be a formal/confirmed local agent/distributor of the equipment's original equipment manufacturer (OEM). Written evidence in the form of a certificate certificate/letter from OEM to be provided.		

3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **80 points** and over to be assessed on their financial offer (Price) and preference (specific goals) score. The allocation of points for the evaluation of quality/functionality is set out in Table 3 below:

Table 3: Quality/Functionality Criteria

Criteria	Maximum Points
Reference letter(s) from equivalent repair customers for work done in the last 3 years.	40
Bidder years of experience in repair of similar/equivalent equipment.	40
Delivery timelines.	20
Total evaluation points for quality	100

Evaluation criteria 1: Reference letter(s) from similar/equivalent repair customer for work done in the last 3 years.

Description: Reference letter(s) from similar/equivalent repair customer for work done in the last 3 years.

Maximum Points	Criteria
10	0-2 reference letters for work done in the last 3 years
20	2-5 reference letters for work done in the last 3 years
40	>5 reference letters for work done in the last 3 years

Evaluation criteria 2: Bidder years of experience in repair of similar/equivalent equipment.

Description: Bidder years of experience in repair of similar/equivalent equipment.

Maximum Points	Criteria
10	0-2 years experience
20	2-5 years experience
40	>5 years experience

Evaluation criteria 3: Delivery timelines

Description: The service provider should describe the delivery timelines. The scoring of the delivery timelines will be evaluated as follows

Maximum Points	Criteria
0	Longer than 6 months delivery timelines provided
10	Delivery on site between 2-6 months from order
20	Delivery on site within 2 months from order.

D. PRICING SCHEDULE

Pricing Instructions

1. The Bidder must price all items/work packages defined in scope section.
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 based on invoices provided, following incoming inspection of delivered goods' acceptance.
5. Offer to be valid for 30 days from the bid closing date.

DESCRIPTION	AMOUNT (EXCL VAT)
TOTAL AMOUNT (EXCLUDING VAT)	
VAT (15%)	
TOTAL AMOUNT (INCLUDING VAT)	

E. SPECIAL CONDITIONS

- F. Quotations to be returned to Leonard Moloele: lmoloele@sansa.org.za and Boitumelo Maredi: bmaredi@sansa.org.za
- G. Contract will not be awarded unless the supplier is registered on the Central Supplier Database. A supplier registration summary with a compliance tax status must be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD) before the closing date of the bid.
- H. This RFQ is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign an SDP agreement for shorter payment periods for EMEs.
- I. The offices of SANSA are situated at the following address:
**Enterprise Building
Mark Shuttleworth Street
Innovation Hub
Pretoria, 0087**
- J. The delivery site of SANSA for this tender is at the following address:
**Houtek Campus EMI Facility
High Rising Road,
Haasvlakte,
Grabouw, 7160,
South Africa**

K. TIMELINES

The successful service provider/goods supplier must be in the position to deliver the goods within 4 weeks after the purchase order has been issued by SANSA.

L. 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 as part of the evaluation process.

M. 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 49) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- vi) confirms that the bidder has read the General Conditions of Contract (GCC) and agree with the conditions. The GCC can be found on (<http://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/>)



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA



SCM-F-05 - RFQ

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 supporting documents.

2. Bid Document Submission

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the SANSA by the due date and time.

Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

COMPLIANCE WITH PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) ("POPIA")

1. The Constitution guarantees citizens the right to privacy, including the right not to have the privacy of their communications infringed.

2. POPIA aims to promote the protection of privacy through the application of its guiding principles for the processing of personal information in a context-sensitive manner.

Committed to your Privacy

3. SANSA fully comprehends that your personal and company information is valuable to you; your privacy is just important to SANSA. SANSA commits to safeguarding and lawfully processing your personal information.

Purpose for Processing your Personal Information

4. SANSA collects, holds, uses and discloses your personal information mainly to provide you with access to its services. SANSA will only process your personal information for a purpose you would reasonably expect, including:

- Complying with any legal and regulatory requirements such as contract agreements, etc.
- Confirming, verifying and updating your details.
- Invoicing or paying you to ensure payment and tax compliance.

5. SANSA may collect your personal information which may include your first name and last name, company name and its registration number, identity numbers, email address, physical or postal address, other contact information, banking details, etc.

Consent to Disclose and Share your Personal Information

6. SANSA may need to share your personal information, with third parties, to provide advice, and/or services. Where SANSA shares your personal information, it will take all reasonable precautions to ensure that the third party will treat your personal information with the same level of protection as required by SANSA.

Request and Access to your Personal Information

7. Should you require further information on this or have any concerns about how your personal information is processed or used; you can contact SANSA's Information Officer: Mr Humbulani Mudau on popi_paia@sansa.org.za.

8. You can request access to the personal information SANSA has on you at any time. If you think that SANSA has outdated information, you may request to update or correct it. You can also opt-out and request the removal of your personal information at any time. If there are any lawful reasons for requiring SANSA to retain any information, SANSA will advise so.

9. PLEASE TAKE NOTE that your personal information is securely hosted on infrastructure / system managed by SANSA. SANSA assures you that your information will not be shared for any marketing or promotional purposes without your consent.

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