

### REQUEST FOR PROPOSAL (RFP)

<b>RFQ NUMBER</b>	<b>SS/431/03/2025</b>
<b>DATE ISSUED</b>	<b>25/06/2025</b>
<b>PROJECT NAME</b>	<b>Preferred supplier for electrical repairs, maintenance and installation services for a period of three (3) years</b>
<b>CLOSING DATE AND TIME</b>	<b>08/07/2025 at 12:00 PM</b>
<b>NAME OF PROPOSER/TENDERER</b>	
<b>CSD SUPPLIER NUMBER (MA NUMBER)</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>PHYSICAL ADDRESS</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	
<b>FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE</b>	
<b>IDENTITY NUMBER</b>	
<b>POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)</b>	
<b>COMPANY REGISTRATION NUMBER</b>	
<b>TAX REFERENCE NUMBER</b>	
<b>VAT REGISTRATION NUMBER</b>	
<b>QUOTE PRICE (INCL VAT)</b>	
<b>SIGNATURE</b>	

**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 interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if

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<sup>1</sup> 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.

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

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

consortium<sup>2</sup> 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 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

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<sup>2</sup> 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.

## **B. REQUEST FOR QUOTATION FOR A PREFERRED SUPPLIER FOR ELECTRICAL REPAIRS, MAINTENANCE AND INSTALLATION SERVICES FOR A PERIOD OF THREE (3) YEARS**

### **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 South African National Space Agency SANSA is seeking a suitably qualified and experienced service provider to provide electrical repairs, maintenance and installation services for the SANSA Hermanus campus. The campus is situated in the suburb of Westcliffe in Hermanus in the Western Cape province, and has numerous buildings utilised for office and laboratory space, accommodation, and instrumentation huts. The facility is a magnetically clean facility and will be moving to 24-hour operations from 2022. Backup power is supplied to the site via a Generator which will be replaced in early 2022, and there are numerous internal and external electrical outlets on the site.

The objective is to repair and maintain all electrical infrastructure on site. The services rendered must be done in a sustainable cost-effective manner whilst minimising downtime and ensuring safety, functionality, effectiveness, and compliance to legislations for all electrical installations.

An electrical contractor will be appointed to undertake repairs and maintenance of all electrical installations, testing, new installations, commissioning and decommissioning of electrical circuits which cover both the interior and exterior installations of buildings at SANSA Hermanus over a period of three (3) years on an as and when required basis. The successful bidder shall provide all necessary test equipment and labour to perform required inspection, testing, repairs and maintenance to affected electrical reticulation with minimal downtime.

**The Bidder's team should include electricians with valid wiremen's licence and be an approved electrical installer with proof of satisfactory service delivery.**

**The electrical services rendered will be on the SANSA Hermanus campus located in Westcliffe, Hermanus. Bidders MUST be in a position to be onsite within 30 minutes of a request from SANSA in the event of emergencies.**

The scope of work includes but is not limited to the below mentioned:



- Provision of Certificate of Compliance
- Installation, repairs and maintenance of:
  - Distributions boards
  - Day and night switches including timers
  - Earth leakage
  - Fans including extractor and other
  - Geyser Connections and terminations
  - Lighting Circuits
  - Load balancing
  - Luminaires
  - Plug circuits
  - Plug points
  - Poor earthing including earth spikes, earthing loops, earth lattice grids, earth plates
  - Cable joint repairs, Cable replacement and other
  - Thermographic inspections
  - Trunking including mounting, wiring, connections
  - Wiring faults such as loose connections, burnt wires
  - Wire ways
  - Star/Delta starters and motors

## C. EVALUATION CRITERIA

SANSA promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

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

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

**Please Note: the above amount (R1 million) is not the budgeted amount for this project, but it is the Treasury threshold for written price quotations.**

The procedure for the evaluation of responsive tenders is **price, functionality (quality) and preference** method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 3) and the minimum threshold of 80 points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining the specific goals in accordance with the Table below.

### 1. Preference

Specific goals for this RFP and number of points are indicated as per table 1 below. Proof of the specific goals below must be attached and submitted with the bid document in order to qualify for the preference points (specific goals).

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

**Table 1: Specific Goals and points**

Equity Ownership	Proof of evidence	Percentage owned <sup>3</sup>	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"> <li>• CSD Report,</li> <li>• CIPC registration,</li> <li>• I D Copies,</li> <li>• Share certificates/ register (if applicable)</li> <li>• BBBEE certificate/ BBBEE sworn affidavit</li> </ul>		10	
40% black women owned	<ul style="list-style-type: none"> <li>• CSD Report,</li> <li>• CIPC registration,</li> <li>• I D Copies,</li> <li>• Share certificates/ register (if applicable)</li> <li>• BBBEE certificate/ BBBEE sworn affidavit</li> </ul>		6	
51% owned by Black Designated Groups			4	
Black People living with disabilities				
<b>Total Points (Specific Goals)</b>			<b>20</b>	

<sup>3</sup> This percentage owned refers to percentage of ownership by persons who are actively involved in and exercise control over the enterprise / company (the bidder)



**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		
40% black women owned		
51% owned by Black Designated Groups		
Black People living with disabilities		

**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	
	ID Copies	
	Share certificates/ register (if applicable)	
	BBBEE certificate/ BBBEE sworn affidavit	
	CSD Report	
	CIPC registration	

40% black women owned	ID Copies	
	Share certificates/ register (if applicable)	
	BBBEE certificate/ BBBEE sworn affidavit	
51% owned by Black Designated Groups		
Black People living with disabilities		

## 1. 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 3<sup>rd</sup> 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		
Registered with ECASA, ECB or equivalent		
Registered with the Department of Labour (DoL)		
Certified copy of registration card (“Wireman's Licence”) OR proof of employment of a registered person.		
The allocated Electricians have passed a Trade Test; have an N3		

minimum (including a Technical Senior Certificate), and passed the National Exam on SANS 10142-1.		
Business location within the Overstrand District Municipality (30 minutes' drive from the Hermanus campus)		

### 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:**

<b>Criteria</b>	<b>Maximum Points</b>
Company's experience	40
Key Staff qualifications and experience	25
Contactable references	25
Practical exercise	10
<b>Total evaluation points for quality</b>	<b>100</b>

### **Evaluation criteria 1: Company Experience**

Provide a detailed list of all electrical maintenance work and projects that have been successfully completed over the past 3 years and on-going projects with a similar

scope of work of this document. Include the duration of each project and contract

Score	Supply of items
0	Bidder did not provide details of any projects
20	Bidder provided list of projects, but the list is lacking details as requested in scope and evaluation criteria
40	Bidder provided a detailed list of all projects including ongoing projects that adequately demonstrates ability to meet scope of work requirements

#### **Evaluation criteria 2: Key Staff Qualifications and Experience**

Supervisor/Foreman/Artisan who will be doing the work must be in possession of wireman's licence. The electrician must have experience of 3 years or more. All qualifications need to be recognised by the Department of Higher Education & Training / Quality Council for Trades & Occupations. Please provide a short CV or documented information and qualifications of main electrician that will be responsible for the SANSA campus.

Score	Maximum Points
0	Bidder did not provide any information on minimum qualifications criteria OR any details of experience (either will result in a score of zero)
15	Bidder submitted a copy of wireman's license, and the electricians experience. Electrician lacks sufficient experience and details on completed projects not sufficient for full evaluation
25	Bidder submitted a copy of wireman's license, and the electrician/s experience. Electrician has 3 or more years of experience. Bidder supplied list of projects that the electrician has completed

### Evaluation criteria 3: Contactable references

The supplier must supply reference letters or completion certificates from clients. Please note that SANSA will contact references as part of the due diligence for RFQs.

Score	Delivery /time frame
0	Service provider did not supply any references letters or completion certificates
15	Service provider supplied less than three (3) reference letters or completion certificates
25	Service provider supplied three (3) or more reference letters or completion certificates

### Evaluation criteria 4: Practical exercise – process evaluation

Supplier must supply pricing and methodology for completing the process indicated in each of the scenarios below. Please note that details must be provided for BOTH scenarios. A separate typed sheet may be attached with the information provided.

Score	Show practical experience – process
0	Service provider did not complete practical exercise process
10	Service provider completed exercise table and demonstrated good understanding of maintenance work

**Compulsory completion of the next two scenarios for evaluation purposes on pricing and process evaluation:**

#### Exercise 1

Replace 30A breaker in Distribution Box (DB)	
	Price (Incl. VAT)



<b>30A Breaker 3 phase 5ka</b>			
<b>Labour Rate/hour</b>			
<b>Call out fee/(if applicable)</b>			
<b>Other Costs</b>			
<b>Total*****To be carried over to pricing schedule</b>			
<b>Indicate estimated time to commission the circuit</b>			
<b>What process to follow to replace the breaker</b>			



## Exercise 2

<b>Replace 4 x 4, 16A double wall socket</b>			
			<b>Price (Incl. VAT)</b>
<b>4 x 4, 16A double wall socket</b>			
<b>Labour rate/hour</b>			
<b>Call out fee (if applicable)</b>			
<b>Other Costs (if applicable)</b>			
<b>Total ***** To be carried over to pricing schedule</b>			
<b>Indicate estimated time to commission the wall socket</b>			
<b>What process was followed to replace the 4x4, 16A double wall socket</b>			

## 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.
6. The pricing of exercises 1 & 2 are for evaluation purposes only, but the rest of the pricing should remain unchanged throughout the 3-year period.

### Rates for electrical services

	Year 1	Year 2	Year 3	
Description of Product	Price per unit (incl. VAT)	Total Price (incl. VAT)	Price per unit (incl. VAT)	Total Price (incl. VAT)
Labour Rate/hour (fixed rate per year)				



Labour Rate/hour (after hours) (fixed rate per year)				
Call out fee (if applicable) (fixed rate per year)				
Thermographic inspections				
Certificate of Compliance				
Any other costs (please specify)				
<b>Total pricing</b> carried over from exercise 1				
<b>Total pricing</b> carried over from exercise 2				
<b>Total price</b>				



## **E. SPECIAL CONDITIONS**

- a) Quotations to be returned to B [bmdodana@sansa.org.za](mailto:bmdodana@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. 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 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.
- e) The offices of SANSA are situated at the following address:

Hospital Street  
Hermanus  
7200

## **F. TIMELINES**

The successful service provider must be in the position to provide the goods/service within 1 week after the purchase order has been issued by SANSA.

## **G. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA**

In order to demonstrate their capacity and score points with respect to the criteria, tenderers should provide the following supporting documentation.

- a. 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.

## **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 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/> )

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: on [popi\\_paia@sansa.org.za](mailto: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 [scm@sansa.org.za](mailto:scm@sansa.org.za)

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



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

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

END