

**REQUEST FOR QUOTATION (RFQ)**

<b>RFQ NUMBER</b>	<b>SS/318/07/2022</b>
<b>DATE ISSUED</b>	<b>05 July 2022</b>
<b>PROJECT NAME</b>	<b>Supply, Deliver and Refuelling service of Diesel for onsite generator</b>
<b>CLOSING DATE AND TIME</b>	<b>15 July 2022 at 12:00</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 / Personal Number

**1. DECLARATION OF INTEREST (SBD 4)**

Any legal person, including persons employed by the state<sup>1</sup>, 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

<sup>1</sup>"State" means –

- 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);
- any municipality or municipal entity;
- provincial legislature;
- national Assembly or the national Council of provinces; or
- 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:.....	<b>YES / NO</b>
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? <b>(Note: Failure to submit proof of such authority, where applicable, may result in the qualification of the bid)</b> If no, furnish reasons for non-submission of such of:.....	<b>YES / NO</b>    <b>YES / NO</b>
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:.....	<b>YES / NO</b>
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:.....	<b>YES / NO</b>
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:.....	<b>YES / NO</b>
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:.....	<b>YES / NO</b>

## 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?  <b>(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).</b>	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)?  <b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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.</b>	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 bids<sup>1</sup> 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).<sup>2</sup> 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:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.**

**<sup>2</sup> 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:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(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 consortium<sup>3</sup> 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.

**<sup>3</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.**

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 TO SUPPLY, DELIVER AND REFUEL ONSITE GENERATOR

The South African National Space Agency requires a service provider to **Supply, Deliver and Refuel with Diesel the onsite generator located at the SANSA Hermanus Facility**, in Hermanus, Western Cape.

### 4.1 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

### 4.2 SCOPE OF WORK

- SANSA requires a Supplier in Hermanus to **supply, deliver and refuel their generator with Diesel on an as needed basis**

## TECHNICAL INFORMATION AND SPECIFICATIONS

### 4.3. CONTRACT DESCRIPTION

The contract entails supply, deliver and refuel with Diesel of the SANSA Hermanus generator on an “as and when” required basis for the duration of the contract period. The contract period will be for three (3) years.

#### 4.3.1 REQUIREMENTS

The successful bidder(s) for the supply, delivery and refuel of the generator for SANSA must comply with the following specifications when issued with an official order.

- a) The successful supplier must be in a position to deliver the fuel within 24 hours of receiving the SANSA's Purchase Order.
- b) The successful supplier must be in a position to supply a minimum of 600 litres 50ppm diesel per refuelling session.
- c) The successful supplier must have a fuel pump with fuel meter as part of their equipment.
- d) Vehicle / bowser must be able to manoeuvre and negotiate tight spaces, the vehicle bowser must have included in its kit an extendable hose reel.
- e) The successful bidder must be certified to transport flammable liquid as well as have the necessary spill kits and fire equipment available at all times when delivering fuel to the site.
- f) The service provider will be required to supply items complying with the latest issue of applicable Department of Minerals and Energy (DME) / SANS specifications at all times during the tenure of the contract. To this effect such compliance certificates on all items offered must be submitted with the RFQ response.
- g) The delivery of fuel will be done on an “as and when” required basis for the duration of the contract, to **SANSA Hermanus**.
- h) Additionally, in respect of fuel, tankers will be loaded and sealed at the point of collection and such seal must only be broken in the presence of a SANSA official at the time of off-loading.



- i) The bidder must ensure compliance with the relevant provisions of the Road Traffic Ordinance and Road Traffic Act and the requirement of the local licence authority if necessary.
- j) All Bulk road vehicles for petroleum products shall be in compliance with an approved standard and shall conform to sound engineering design.
- k) All vehicles shall be in a roadworthy condition, appropriately licenced and insured. All drivers shall have relevant valid driver's licences with appropriate driving permits, and no vehicle shall carry passengers unless it is specifically designed to do so. All drivers shall adhere to the speed limits and road signs on SANSA premises and sites.
- l) The vehicles shall be subject to inspection by a SANSA representative. Vehicles that are not roadworthy will not be allowed onto site. SANSA reserves the right to search any vehicle on the premises or when entering or leaving the premises.
- m) The bidder shall ensure compliance to the regulations for the transportation of hazardous goods and the local by-laws shall be adhered to.
- n) The bidder (including its employees, workforce, sub-service providers and representatives) shall at all times adhere to and strictly comply with all applicable provisions and regulations of the Occupational Health Safety Act 85 of 1993.
- o) The bidder (including its employees, workforce, sub-service providers and representatives) shall have the professional and technical expertise, the competencies and skills, appropriate equipment, tools, resources, facilities, licences and permits to perform its obligations in terms of the scope of work and shall comply with all safety requirements and the requirements for the protection of life, health and environment.
- p) The bidder must comply with SANSA site specific OHSE and security rules.

#### 4.3.2 ESTIMATED QUANTITIES

- a) These estimated quantities are given in good faith and without commitment by SANSA.
- b) The contractor shall be bound to supply whatever quantities SANSA actually requires during the period of the contract.

SITE	Generator Tank Size	Description of the tank	Type of Diesel	Purchased volume	Purchased Frequency
SANSA Hermanus	1 000 Liters	Rectangular tank attached to genset	50ppm	maximum 1 000 liters per event	On an as and when needed basis

#### 4.3.3 DELIVERY DETAILS:

- a) Each order must be delivered in full in one batch to the **SANSA in Hospital street, Hermanus** between 08:00 and 16:00 on weekdays excluding public holidays. Other arrangements will be made in the event of additional fuel requirements and exceptional circumstances.
- b) SANSA must be contacted before the delivery is made to ensure that the relevant personnel or project manager is available to receive and check the goods delivered. Access to the Generator is for authorised personnel only and therefore a SANSA team member is required to accompany the delivery.

## 5 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 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.**

**Please Note: the above amount (R1 000 000) is not the Budget Amount for this Project but is the Treasury threshold for request for quotation (RFQ).**

The procedure for the evaluation of responsive tenders is **price and preference** method.

### Preference

**(ORIGINAL/CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN 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

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

**If there is “No” on the Table below, the bidder who didn’t submit the required document (s) with their bid ,the relevant bid will be rejected.**

**Table 2: Eligibility Criteria**

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
<p>The bidder must submit both of the following documents:</p> <ol style="list-style-type: none"><li>1. Valid certified annual License disc and roadworthy certificate</li><li>2. Valid certified operator card, Category G, D</li></ol> <p><b>Note:</b> Both of the above documents must be submitted for all vehicles to be utilised.</p>		

## 6. PRICING SCHEDULE

*Note: The given quantities are estimates for a **month** and are given in good faith without commitment by SANSA. The service provider shall be bound to supply whatever quantities SANSA actually requires during the period of the contract.*

*The quantities and pricing provided will be used for evaluation purposes only. SANSA will order on an as and when required basis throughout the contract.*

ITEM NO	TYPE	UNIT	ESTIMATED QUANTITIES	RATE /LITRE	AMOUNT	BRAND OFFERED
1.	Diesel (50ppm)	Per liter	2 000 litres	R	R	
2.	Delivery to SANSA Hermanus (if applicable)					
3.	Other Cost: Specify					
Total					R	

Please note that delivery includes the offloading (pumping) of the Diesel into the Generator on site and the pricing should reflect this.

## 7. SPECIAL CONDITIONS

- a) Quotations to be returned to: [nstrauss@sansa.org.za](mailto:nstrauss@sansa.org.za)
- b) For any related queries, please send to [nstrauss@sansa.org.za](mailto:nstrauss@sansa.org.za) / 028 285 0048
- c) The lead expert shall have an excellent command of both spoken and written English.
- d) Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.
- e) 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.
- f) The offices of SANSA are situated at the following address:  
**Hospital Road  
Hermanus  
Western Cape**

## 8. TIMELINES

The successful service provider must be in the position to start delivering **within 2-3 weeks** after the first purchase order has been issued by SANSA. The service provider should indicate turn around time in delivery to assist SANSA with its planning.

## 9. 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. Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);
- b. A **CSD summary with tax compliant status to be submitted** to the SANSA with the RFQ
- c. The quote must be valid for a period of 30 days
- d. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- e. All pages of quotation must be signed by the responsible person
- f. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- g. **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

### 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

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