

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER	RFQ 300-02-2024
DATE ISSUED	07 February 2024
PROJECT NAME	Evaluation Services required of the EO-Sat1 project
Briefing Session	There will be a non-compulsory briefing session on the 16 February 2024 at 11:00. Briefing session will be held virtually, bidders who are interested to attend the compulsory briefing session must indicate by sending an email to lmoloele@sansa.org.za on or before 15 February 2023 at 16:00 to receive Microsoft Teams details.
CLOSING DATE AND TIME	20 February 2024 at 16:00
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 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 interest¹ in the enterprise, employed by the state? **YES/NO**

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.

- 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.

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.
- 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.
- 3.4 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.
- 3.5 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.
- 3.6 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

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.

B. REQUEST FOR PROPOSAL FOR EVALUATION SERVICES REQUIRED OF THE EO-SAT1 PROJECT

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 coordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities for the benefit of the citizens of South Africa.

2. SCOPE OF WORK (TERMS OF REFERENCE)

The purpose of this RFQ is to solicit a service provider that will provide SANSA with an independent evaluation of the EO-Sat1 project, in order to determine current fair value of the project assets as a whole.

The EO-Sat1 project is an Earth Observation satellite development project which commenced in 2014. It currently consists of a combination of hardware, software, and various forms of intellectual property, including but not limited to project and engineering documentation, engineering designs, sub-system architecture, component designs and milestone review data-packs, which were derived from the development work performed by the main contractor.

Currently the project's physical artifacts are located at the Houwteq facility, in Grabouw, Western Cape and the technical deliverables that have been invoiced and paid to date are in the possession of SANSA Space Engineering, located in the Innovation Hub, Pretoria.

1. Scope of Work

The supplier shall execute the following works:

- a) Identify assets, Intellectual property and physical (hardware), comprising the carrying amount on SANSA's balance sheet of R316 million.
- b) Current fair valuation of all assets identified (considering the % completion of the satellite development project)
- c) Recommendation on the technological and physical obsolescence of assets identified.
- d) Recommendation on the any impairment considerations and assistance in identifying the recoverable amount (higher of net realisable value and value in use).
- e) Create, present, and discuss with SANSA EXCO the following final deliverables:
 - i. An engineering report traceably and logically detailing evidence in support of works under 1.a and 1.b above. The report shall be produced and signed

- off by a registered professional engineer (Pr.Eng.) or similar, registered with the Engineering Council of South Africa (ECSA).
- ii. A financial report of the value assessment of the EO-Sat1 project, with all detailed information and evidence appended for easy reference purposes, produced and signed off by a registered Accountant (SAIPA, SAICA, SAIBA, CIMA or similar).

2. Additional Requirements

- Required Qualifications/Accreditation

The supplier shall include and make use of, as part of their assessment team, qualified engineering expertise with experience in the area of satellite (or similar complexity combined electronic, mechanical, optical, software, quality assurance engineering and manufacturing) projects, to objectively assess the technical progress made and to advise on the potential value of the intellectual property that resulted from the project as it currently stands to date.

All financial assessments are required to be executed and signed off by a registered Accountant (SAIPA, SAICA, SAIBA, CIMA or similar).

Furthermore, the service provider is required to have valid accreditation(s) with relevant professional organisations to ensure ethical and credible outputs.

There will be a non-compulsory briefing session on the 16 February 2024 at 11:00. Briefing session will be held virtually, bidders who are interested to attend the compulsory briefing session must indicate by sending an email to lmoloele@sansa.org.za on or before 15 February 2024 at 16:00 to receive Microsoft Teams details.

3. Duration

The due date for the assessment final report is proposed to be no more than 2 months after date of signing the final contract.

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.

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 B-BBEE status level of contributor in accordance with the Table below

1. 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 Table1 below

Table1: B-BBEE level and 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

2. Eligibility Criteria

To be eligible for the functionality, 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
1	CSD Registration Summary Report with a compliant tax status		
2	Proof of valid accreditation/ professional registration (SAIPA, SAICA, SAIBA, CIMA or similar)		
3	Proof of valid professional registration with ECSA of relevant team member		

3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **85 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 Table3 below:

Table 3: Quality/Functionality Criteria

Criteria	Maximum Points
1. Methodology	30
2. Experience of Key Staff (Project team) in the related area(s) of specialisation	40
3. Company Experience	30
Total evaluation points for quality	100

Evaluation criteria 1: Methodology

This section of the proposal shall present the detailed methodology of the service provider and describe in detail how the service provider proposes to undertake the service(s), including but not limited to:

1. The approach to developing a fair value assessment of complex projects of a technical nature.
2. A project plan, detailing major tasks, including approximate durations and sequencing.

	Methodology
Non-responsive (Score 0)	The bidder did not submit a methodology <u>and</u> did not submit a project plan.
Poor (Score 10)	The methodology or project plan was not included or is poorly communicated and does not cover all aspects of the scope of work.
Good (Score 25)	The methodology covers all aspects of the scope of work and outlines the processes/ techniques/tools. The project plan is clearly defined.
Excellent (Score 30)	The methodology covers all aspects of the scope of work and outlines the processes/ techniques/tools. The project plan is clearly defined. The bidder has also included relevant value add services not included in the scope of work.

Evaluation criteria 2: Experience of Key Staff (Project team) in the related area(s) of specialisation

Bidders must provide a list of minimum 3 team members with relevant experience which will be part of the project team for the duration of the contract, detailing the roles and responsibilities of each member on this project.

The skills and experience of the project lead and other project team members will be evaluated.

A CV/profiles of the Project Lead and other project team members and evidence of

registration and accreditation must be attached to this schedule.

Project Team Experience will be evaluated as follows:

	Project Team Experience
Non Responsive (score 0)	Service provider has not provided evidence of team CV/profiles and/or evidence of qualifications of project lead and other project team members. Any of the above will result in a score of Zero.
Poor (score 10)	Key personnel have limited levels of relevant experience (i.e. less than 3 years per member) based on their CV/profiles and/or proof of qualifications of the Project Lead and other project team members.
Good (score 35)	Key personnel have extensive levels of relevant experience (i.e. between 3-5 years per member) based on their CV/profiles and/or proof of qualifications of the Project Lead and other project team members
Excellent (score 40)	Key personnel have outstanding levels of experience (more than 5 years per member) based on their CV/profiles and/or proof of qualifications of the Project Lead and other project team members

Evaluation criteria 3: Company experience

Extensive experience in the implementation and/or financial management of multi-year, complex electronic or mechatronic engineering projects in the aerospace industry is essential as that will assist the successful bidder in meeting the timelines proposed and the required level of detail and quality in the final reports.

The supplier of these services will therefor need to demonstrate extensive experience in the implementation and/or financial management as well as the evaluation of complex technically relevant engineering projects, preferably in the aerospace and/or defence industries.

The bidder must present at least 2 valid reference letters, on the client's letterhead, for which they have conducted similar services.

Reference letters must indicate the periods and the year(s) in which such services were rendered, a brief description of the project/s deliverables to outline complexity, including indicative project value/size and duration, for which the services were rendered, as these letters will be used to evaluate this criterion.

Reference letters that do not include client project information will not be considered.

The scoring will be as follows:

Points 30	Company Reference letters
(score 0)	Less than 3 years' experience in providing similar services as a company. No reference letters submitted. Either of the above will result in a score of zero.
(score 15)	3 to 5 years' experience in providing similar services as a company AND at least one reference letter has been submitted.
(score 25)	5 to 10 years' experience in providing similar services as a company AND less than 3 reference letters have been submitted.
(score 30)	More than 10 years' experience in providing similar services as a company. At least one reference letter has been submitted. AND more than 3 reference letters have been submitted.

D. PRICING SCHEDULE

Pricing Instructions

1. The Bidder must price all items as per the scope of work.
2. The price should include the labour rates and any other relevant information that will inform the final pricing.
3. Pricing to include sufficient travel arrangements to either Cape Town (if based in Gauteng) and/or to Pretoria (if based in Western Cape)
4. Rates/Prices are to include all costs with no unspecified cost to allow for a fair evaluation.
5. Payment will be made based on the deliverables (proven progress) for the services rendered.
6. Payment will only be made on the basis of invoices provided and accepted by SANSA.
7. Offer to be valid for 30 days from the bid closing date.

E. SPECIAL CONDITIONS

- a) Proposals to be returned to Leonard Moloele: lmoloele@sansa.org.za
- b) The service provider shall commit to post-contract 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.

- 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:

**Shop 2 Enterprise Building
Mark Shuttleworth Street
The Innovation Hub
Pretoria, 0087**

F. TIMELINES

The successful service provider must be in the position to provide the service immediately 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. B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);
- b. Minimum of five (5) references including organisation name, contact person and contact numbers;
- c. Quotation must reflect a price breakdown, where applicable, prices quoted must be inclusive of VAT.
- d. All pages of quotation must be signed by the authorised person.
- e. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- f. SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision.

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 4) 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.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: 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.