

### REQUEST FOR QUOTATION (RFQ)

<b>RFQ NUMBER</b>	<b>SS/356/03/2023</b>
<b>DATE ISSUED</b>	<b>22 March 2023</b>
<b>PROJECT NAME</b>	<b>Supply and installation of replacement UPS systems</b>
<b>CLOSING DATE AND TIME</b>	<b>30 March 2023 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 / 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

---

<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 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.
- 3.4 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.

---

<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.

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 PROPOSAL FOR REPLACEMENT UPS SYSTEMS AT SANSA HERMANUS**

### **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 SANSA facility in Hermanus (Hospital Street, Hermanus) has experienced a number of UPS system failures over the last quarter and requires the supply and installation of replacement UPS systems. These systems will need to be drop in replacements for the damaged units.

#### ***Specifications:***

#### **2 x 10 kVA Riello Sentinel Power Green UPS (or exact equivalent)**

- Nr of units: 2 units connected in parallel (redundancy mode)
- UPS Power rating: 10kVA
- Phase connection: 3 phase in / 1 phase out
- Monitoring: SNMP network interface card to be included
- Typical standby time: 30 minutes at 25% load
- Floor standing units
- One set of batteries (20 x 12V 7Ah batteries) have already been ordered. Bidder should only quote on one new set of batteries.
- Require installation – new wiring to/from distribution board needed. Input source and UPS outputs to be connected via industrial switchable sockets.

The quote should indicate all additional add-on cards, cables, etc to operate the two UPS units in parallel – if one fails, the second unit must power the load without interruption.

The damaged UPS is wired directly into the distribution board with 3-pole 30A circuit breaker on the source input, and a 3-pole 30A circuit breaker on the UPS output. The supplier needs to verify that the circuit breaker amperage is of correct size. Also, correct size of cable to be specified for installation.

**1 x 10 kVA Riello Sentinel Power Green UPS (or exact equivalent)**

- UPS Power rating: 10kVA
- Phase connection: 1 phase in / 1 phase out
- Monitoring: SNMP network interface card to be included
- Floor standing units
- SANSA already has 40 x 12V 7Ah batteries for this unit. Do not include batteries for this unit.
- Require installation – new wiring to DB needed (3m distance) with suitable circuit breakers to be installed

**1 x 10 kVA Riello Sentryum UPS (or exact equivalent)**

- UPS Power rating: 10kVA
- Phase connection: 3 phase in / 3 phase out
- Monitoring: SNMP network interface card to be included
- Floor standing units
- SANSA already has 40 x 12V 7Ah batteries for this unit. Do not include batteries for this unit.
- Require installation – use existing installation wiring and circuit breakers

**1 x 6 kVA Riello Dual SDU 6000 (or exact equivalent)**

- UPS Power rating 6kVA
- Single phase in / single phase out
- Monitoring: SNMP network interface card to be included
- Floor standing unit
- Require installation - new wiring to DB needed (3m distance), use existing circuit breakers

**6 x 1500VA Riello Sentinel Rack SER 1500 (or exact equivalent)**

- UPS Power rating: 1.5kVA
- 2U, 19" Rack Mount units
- Network interface cards to be included
- Supply of units only

**4 x 1200VA Riello iDialog IDG1200 (or exact equivalent)**

- UPS Power rating 1200 VA
- Desktop Units
- Supply of units only

Notes:

- Hermanus is a coastal region. Conformal coating on UPS electronic circuit boards is a requirement.
- The service provider must include any shipping, travelling and installation fees for the installation and commissioning of the UPS units at the SANSA Hermanus site.
- A minimum warranty period of two years is required as well a service agent not more than 120km from Hermanus.

## 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 70 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

**Table 1: 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 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		

### 3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **70 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: Quality/Functionality Criteria**

Criteria	Maximum Points
References and experience	10
Service and Warranty	40
Proposal	50
<b>Total evaluation points for quality</b>	<b>100</b>

#### Evaluation criteria 1: References and Experience

The supplier must be in a position to provide at least three (3) contactable references to whom goods of a similar nature have been supplied in last year. The supplier should have at least 3 years of experience supplying UPS systems.

Score	
<b>0</b>	The supplier can give less than three (3) contactable references or has less than 3 years' experience. Any combination of these two factors will result of a score of zero.
<b>10</b>	The supplier can give three (3) contactable references and has over 3 years' experience

**References:** Please complete the table below with contactable references as per Evaluation Criteria 1

Reference Name	Contact No.	Email

**Experience:** Please indicate how much experience supplier has in supplying UPS Systems as per Evaluation Criteria 1:

Experience	Please indicate below
No experience	
< 3 years	
≥ 3 years	

**Evaluation criteria 2: Supplier's ability to provide warranty and service of equipment. Supplier must confirm that the equipment provided carries a warranty of at least two years and that the equipment is serviceable within South Africa at a centre not more than 120 km from Hermanus.**

Score	
<b>0</b>	The supplier has not provided confirmation of the 2-year warranty and/or indicated the details of the service centre for the equipment in South Africa and/or does not have a service centre within 120 km of Hermanus. Any combination of the above 3 will result in a score of zero.
<b>20</b>	The supplier has provided confirmation of the 2-year warranty and the address and contact information for the service centre in South Africa and has provided details of a service centre within 120 km of Hermanus..

Service Centre Name	Contact No.	Email	Address

### Evaluation criteria 3: Products supplied meet the required specifications

- Supplier must submit a proposal and quotation based on the Scope of Work (Section 4.2).
- Quoted prices should be all inclusive of VAT, any import charges, shipping and delivery to Hermanus, Western Cape.
- Supplier should ensure that the full product part number is indicated on the quotation. Ideally, a detailed specification / data sheet should be attached showing that the products meet the specifications (Section 4.2).

Score	
<b>0</b>	<p>Supplier has not provided a detailed quotation.</p> <ul style="list-style-type: none"> <li>• Goods supplied do not meet the required specifications in Section 4.2.</li> </ul> <p>(Any combination of the above criteria will result in a score of <b>ZERO</b>)</p>
<b>40</b>	<p>A detailed quotation has been submitted, inclusive of all delivery charges. <b>Part numbers</b> have been clearly indicated and the products meet the required specifications.</p>
<b>50</b>	<p>A detailed quotation has been submitted, inclusive of all delivery charges. <b>Part numbers and detailed specification sheets</b> are given and show the products meet the required specifications.</p>

## 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.

DESCRIPTION	Quantity	AMOUNT (EXCL VAT)
10kVA UPS 3:1 (parallel installation)	2	
1500VA Rack Mount UPS	6	
10kVA UPS 1:1	1	
10kVA UPS 3:3	1	
6kVA UPS	1	
1200VA Desktop UPS	4	
Installation (including travel to SANSA Hermanus) Costs	1	
Other Costs (specify)	1	
<b>TOTAL CONTRACT AMOUNT (EXCLUDING VAT)</b>		
<b>VAT (15%)</b>		
<b>TOTAL CONTRACT AMOUNT (INCLUDING VAT)</b>		

## **E. SPECIAL CONDITIONS**

- a) Quotations to be returned to: Nicole Strauss at [nstrauss@sansa.org.za](mailto:nstrauss@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)
- d) This RFP is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign a SDP agreement for shorter payment periods for EMEs.
- e) The offices of SANSA are situated at the following address:  
SANSA Hermanus  
Hospital Street  
Westcliff  
Hermanus  
7200  
Western Cape

## **F. TIMELINES**

The successful service provider must be in the position to provide the service within 4-6 weeks 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. 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 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/sent 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 SANS.

#### **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 SANS's Information Officer: Ms Andiswa Mlisa on [popi\\_paia@sansa.org.za](mailto:popi_paia@sansa.org.za).

8. You can request access to the personal information SANS has on you at any time. If you think that SANS 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 SANS to retain any information, SANS will advise so.

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

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

**END**