



REQUEST FOR QOUTATION (RFQ)

RFQ NUMBER	EO/092/06/2021
DATE ISSUED	30 June 2021
PROJECT NAME	Appointment of a service provider to conduct AfriGEO Land Degradation Neutrality (LDN) inventory study
CLOSING DATE AND TIME	09 July 2021
NAME OF PROPOSER/TENDERER	
TELEPHONE NUMBER	
CSD SUPPLIER NUMBER (MA 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 / al Number

1. DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the state¹, 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

¹"State" means –

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

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? (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).	Yes ☐	No ☐
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)? To access this Register enter the National Treasury's website, www.treasury.gov.za, 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.	Yes ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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 bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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:

(Bid Number and Description)

in response to the invitation for the bid made by:

(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 consortium³ 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.

³ 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 PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AFRIGEO LAND DEGRADATION NEUTRALITY INVENTORY STUDY

The South African National Space Agency (SANSA) seeks the services of a provider to conduct an Africa wide Land Degradation Neutrality inventory study for its Earth observation programme. The duration of the project is six months. The contractor should have good internet connection and computer or system to work with. The incumbent should be able to work remotely, however, the office space is available at the Innovation Hub in Pretoria should the need arise. The duration will be finalised on contract.

BACKGROUND TO SANSA AND AFRIGEO LAND DEGRADATION NEUTRALITY INITIATIVE

The South African National Space Agency (SANSA) is a public entity under the National Department of Science and Innovation. SANSA came into being in December 2010 and was created to promote the use of space and strengthen cooperation in space-related activities while fostering research in earth observations, space science, advancing scientific engineering through developing human capital and supporting industrial development in Space technologies.

SANSA has five programmes distributed across three locations as follows: Head Office, Space Engineering and Earth Observation Programmes in Pretoria; Space Operations Programme in Hartebeesthoek (near Krugersdorp); and the Space Science Programme in Hermanus in the Western Cape. This project will be based in Pretoria at the Earth Observation Programme.

The Land Degradation Neutrality (LDN) initiative was set up to assist countries to develop the monitoring infrastructure necessary to support efforts and policies to combat land degradation using earth observation technology and contributing to Group on Earth Observation's (GEO) Engagement Priority on Sustainable Development Goals. This objective aims to deliver data, information and knowledge enabling stakeholders to improve decision making processes and inform policy requirements, promote the exchange of best practices, enable the uptake of new technologies, and create new economic opportunities while leveraging public sector investment through standardisation, collaboration and innovation. The LDN contributes to the Sustainable Development Goal (SDG)15.3. The LDN has three coordinated working groups (WG) that addresses the GEO strategic activities and the reporting cycle is from 2020 -2022:

- WG1: Capacity Building: Establishing a framework to provide effective and enduring capacity development
- WG2: Data quality standards: Specify minimum characteristics of datasets and analytical methods for use in LDN
- WG3: Data Analytics: Develop open source systems and tools to assist countries to measure and monitor LDN and SDG 15.3.1

SCOPE OF WORK

The study focuses on doing inventory of existing tools, data, projects, initiatives that are related to earth observation-based monitoring and assessment of land degradation in Africa. This information will be used to promote and connect existing efforts, as well as identify gaps and opportunities in Africa. The supplier will be required to coordinate the stakeholder workshops in the participating African countries.

Duties include (but not limited to): To understand the progress of earth observation-based monitoring and assessment of land degradation in Africa through:

- Administering structured questionnaires and literature review to gather information about the existing tools, data, projects and initiatives;
- Targeted virtual stakeholder workshops in participating countries;
- Any other means of data collection

The ideal proposed candidate will have:

- MSc in Geomatics/ Geography/ GIS/Remote Sensing/ Environmental Science/ Social Science or related. PhD will be an added advantage.
- Experience in facilitating workshops and meetings

- Experience in undertaking data collection through administering structured questionnaires and literature review
- In depth knowledge of earth observation applications and initiatives nationally, regionally and continental.
- Report writing and presentation skills
- Good communication skills
- Good interpersonal skills

Service providers are requested to provide quotation for a placement of this candidate for a period of six months.

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 R500 000.00 (all applicable taxes included) and therefore the 80/20 system shall be applicable. The procedure for the evaluation of responsive tenders is Functionality and Price and Preference method.

Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price only 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.

Preference

(ORIGINAL/CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SOWRN 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

Eligibility Criteria

Service providers must submit the following mandatory award criteria items to be evaluated on functionality. 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 two (2) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 2nd working day, the relevant bid will be rejected.

Checklist

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status (Compliant tax status will be confirmed before BEC)		
CV of the proposed candidate/s		
Proposal with methodology		

Functionality/Quality:

Quality:

Scores will be tabulated to 100 points.

Respondents must score a minimum of **55 points** from criteria 1 to 4 in the table below to be eligible for a presentation. Respondents must **score an overall minimum threshold of 70 points** from criteria 1 to 5 in the table below 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 1 below:

Table 1: Points for the evaluation of quality/functionality

Criteria	Maximum Points
1. Team's qualifications and experience	25
2. Company experience	10
3. Scale of work	20
4. Methodology	25
5. Presentation	20
Total evaluation points for quality (functionality)	100

Evaluation criteria 1: Relevant team's qualifications and experience

- These will be evaluated as per the below table
- The supplier is required to provide CVs and certified qualifications of the proposed candidate/s

No.	Functionality requirement	How will this be evaluated	Points allocation	Scoring Criteria
1.	MSc in Geomatics/ Geography/ GIS/Remote Sensing/ Environmental Science/Social Science or related	Certified copies of qualification(s), SAQA accredited qualifications	10	Undergraduate = 0 MSc = 8 PhD = 10
2.	Experience in undertaking literature review and administering structured questionnaires	CV listing publications and relevant reports, contact details for referees	10	- No relevant projects =0 1 -2 regional/ continental relevant projects = 8 2 or more regional/continental relevant projects = 10
3.	Experience in facilitating workshops and meetings	CV listing previous workshops and meetings	5	No workshops facilitated = 0 Two workshops facilitated =3 Three or more workshops =5

Evaluation criteria 2: Company experience

Company to provide supporting information on the proposal that indicates that they have undertaken similar studies in prior years, e.g. name of study and the year it was conducted. The experience of the tenderer in similar project or similar areas and conditions in relation to the scope of work will be evaluated. The supplier is required to complete the table below with client names and project name, description, duration and value.

	Company Experience
Poor (score 0)	The company has less than three years or no experience in similar work based on references submitted.
Moderate (score 8)	The company has three to five years' experience in similar work based on references submitted.
Good (score 10)	The company has more than five years' experience in similar work based on references submitted.

Client name and contact details	Year conducted (start and end dates)	Project Name	Brief description and value of the project

Evaluation criteria 3: Scale of work

Supplier to provide supporting information on the proposal that indicates that they have undertaken similar studies and geographical extent of the study. The supplier should submit the list of completed relevant projects where the proposed candidate/s were involved at national, regional and continental scale.

Score	Criteria
Poor (score 0)	The supplier has not conducted similar projects at a national, regional and continental scale
Moderate (score 10)	The supplier has conducted similar projects at a national level.
Good (score 15)	The supplier has conducted similar projects at regional level, covering at least more than one country.
Excellent (score 20)	The supplier has conducted similar projects at national, regional and continental scale

Evaluation criteria 4: Methodology

This section of the proposal shall present the methodology of the supplier and describe in detail how the supplier proposes to undertake the service.

Score	Criteria
Poor (score 0)	The service provider has not provided a proposal or the methodology provided is a repetition of the scope of work.
Moderate (score 10)	The proposal is poor or does not satisfy project objectives or requirements. The service provider has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the scope of the work.
Good (score 20)	The proposal is specifically tailored to address all scope of work objectives and requirements; All-important activities are indicated and their sequencing is appropriate and consistent with project objectives and requirements.
Excellent (score 25)	Besides meeting the minimum requirements, the important issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables. The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value added services that are relevant to the project. The sequencing and timing of activities are very well defined, indicating that the service provider has optimized the use of resources and the work plan permits flexibility to accommodate contingencies and risks.

Evaluation criteria 5: Presentation

Only suppliers who score a minimum of 55 points in criteria 1 to 4 will be invited to present their portfolio of projects demonstrating their experience in conducting similar projects.

Score	Criteria
Poor (score 0)	Supplier has not provided evidence that effectively demonstrates the ability to conduct similar projects
Moderate (score 10)	Supplier has partially provided evidence that effectively demonstrates the ability to conduct similar projects
Good (score 20)	Supplier has fully provided evidence that effectively demonstrates the ability to conduct similar projects

SPECIAL CONDITIONS

- (i) Quotations to be returned to: Azola Nodali eo-scm@sansa.org.za / 012 844 0428
- (ii) The lead expert shall have an excellent command of both spoken and written English
- (iii) The total cost should be inclusive of all expenses, including disbursements costs,
- (iv) 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.
- (v) Payment will be done based on the deliverables, with payments done within 30 days of receipt of invoice.
- (vi) The supplier will be required to provide three approved reports in order to receive payment. The payments will be allocated as per the table below:

Deliverables	Payment portions	Reporting intervals
Inception report	20% of the total payment	End of first month after signing the contract
Progress report (50% of the work covered)	30% of the total payment	Three months after the signing of the contract
Draft report (90% of the work covered)	20% of the total payment	Five months the signing of the contract
Final report (100% of the work covered)	30% of the total payment	Six months after the signing of the contract

- (vii) 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.

The offices of SANSA are situated at the following address:

Mark Shuttleworth Street
The Innovation Hub
Lynnwood
Pretoria
0087

TIMELINES

The delivery time will be confirmed with the winning bidder upon finalisation of the award process.

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.

Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);

CSD Registration Summary with a tax compliance status must be provided with the bid document

The quote must be valid for a period of 30 days

Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT

SANSA has the right to withdraw any quotation at any time within the validity of the quotation.

SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision

SANSA will not award the contract to any bidder who does not comply with the terms and conditions of the bid document and will at its own discretion appoint next highest scoring bidder

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

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