

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER	RFQ CO/370/03/2025
DATE ISSUED	17 March 2025
PROJECT NAME	Provision of Interior Designer services and the procurement of office furniture
COMPULSORY BRIEFING SESSION /SITE VISIT	24 March 2025 @ 11:00-12:00
CLOSING DATE AND TIME	27 March 2025 @ 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**

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

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.

2.2 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 will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

REQUEST FOR PROPOSAL FOR INTERIOR DESIGNER SERVICES AND THE PROCUREMENT OF OFFICE FURNITURE.

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

1. SCOPE OF WORK * The two scopes below are separate and should not influence either deliverable.

2.1 SCOPE OF WORK (Interior Design)

The SANSA requires the services of a professional interior designer to provide two concepts of office revamp at the SANSA CSIR facility.

Delivery of the concepts is expected within two months of appointment.

A **compulsory site briefing session** will be held on the **24 March 2025 @ 11:00-12:00** for all interested suppliers at the offices of SANSA which is situated at the following address:

**Council for Scientific and Industrial Research (CSIR)
Building 10, Meiring Naudé Road
Brummeria
Pretoria**

SANSA requires energy-efficient and environmentally sound solutions as well as consideration for the latest trends and smart furniture design.

Interior designer to coordinate internal engagement sessions with key internal stakeholders.

Generates two concepts following the consultation processes.

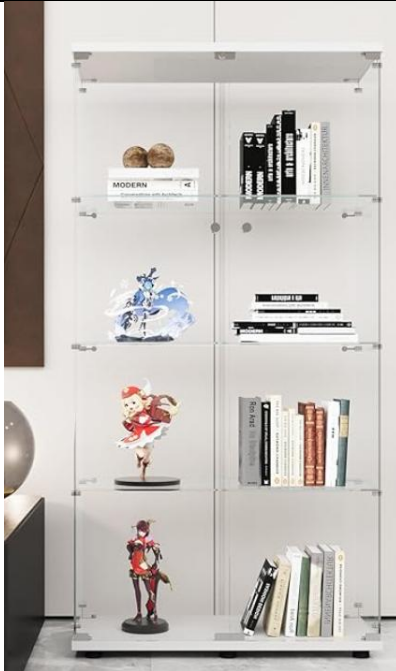
2.2 SCOPE OF WORK (Office Furniture)

The appointed Interior designer will be responsible for acquiring and installation of the following office furniture within one week of appointment.

Description	Picture	Quantity
Mahogany L-shape cluster desk with black PVC edging 1600 x 1200 x 760 complete with desk pedestal with deep filer and central locking.		20
Mahogany desk with black PVC edging with 3 drawer fitted pedestal with top lock. Dimensions: 1300 x 800		15
Ergonomic leather chair with comfortable lumber support. Synchronized mechanism back can be adjusted in 5 positions. Large chrome star base for greater stability, noise reducing castors. 180kg max weight.		30



Melamine swing hinged door cabinet with 3 adjustable shelves 1500 x 900 x 450. 32mm top(16mm optional)lockable. 16mm melamine back wall, rushed steel whalebone handle.		10
Large (adult) blue leatherette beanbags with filling		40
Modern and simple all-in-one table and chair. Multifunctional writing board, new ABS board, hidden cup holder, the table board is retractable equipped with a pen tray, which is very suitable for conference training. Folding and storage makes it easy to move and save space. Multiple seats can be stacked. High quality: ergonomic backrest, breathable mesh, easy to clean. High-elastic sponge cushion, movable armrests, stable and durable metal chair legs with floor mats to protect the floor. Integrated foldable table and chair With writing board and cup holder Dimensions:W52 x D57 x H87cm		40

Glass Display Storage Cabinets The four-shelf frame design is sturdy yet stylish, functional, and highly ornamental. Ample storage space: 64" H x 32" L x 14" W large-capacity storage cabinet with sturdy tempered glass carrier panels that are 5 mm thick. Product dimensions: 35.56 x 81.28 x 162.56 cm			2
Cork pin board (1000mm x 2000mm) Product features: 1.5mm cork surface. Deluxe anodised aluminium frame. Rounded plastic corners. Can be mounted horizontally or vertically. Includes mounting brackets, screws and mounting instructions.			5
Parrot Products A4 Single Mitred Econo Poster Frame, White, 330 mm x 240 mm Size	 Roll over image to zoom in		6

Note: samples of the furniture to be provided to the Project Manager for approval prior to bulk procurement.

The address where delivery should be made is stated below:

Council for Scientific and Industrial Research (CSIR)
Building 10, Meiring Naudé Road
Brummeria
Pretoria

INFORMATION AVAILABLE FROM SANSA

- A **compulsory site visit** will be held on the **24th March 2025** at 11:00 - 12:00 for all interested service providers. Note that service providers must attend the site-visit in order for their submissions to be considered.
- Service providers must ensure that they bring their original identity document for access to CSIR premises (SANSA situated in building 10 within the CSIR).
- Non-attendance to the compulsory site-visit will result in disqualification
- All necessary information needed by the recommended supplier regarding the project will be provided by the SANSA Project Manager.
- The details of the reporting requirements and approval procedure will be outlined in the contract agreement.

4 MEETINGS

A project plan must be developed and include regular progress and consultation sessions/meetings as and when agreed by both parties.

5 ACCOUNTABILITY

The service provider will be accountable to and will work under the direction of the SANSA Project Manager.

B. EVALUATION CRITERIA

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

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

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

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

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

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 3) and the minimum threshold of 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 specific goals in accordance with the Table below.

1. Preference

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

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

Table 1: Specific Goals and points

B-BBEE Status Level of Contributor	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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
CSD Registration Summary Report with a compliant tax status		
Service provider to be registered with The African Institute of the Interior Design Professions (IIID) (Proof to be attached)		

3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **80 points** and over to be assessed on their financial offer (Price) and preference (specific goals) 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
Concept Proposal/ Design	30
Capacity of Project Team	30
Portfolio of evidence	40
Total evaluation points for quality	100

Evaluation Schedule 1: Concept Proposal/ Design

Bidder to include the following in their proposal:

This section of the proposal shall present the detailed proposal of the service provider and describe in detail how the service provider proposes to undertake the project. A detailed concept design/proposal should be provided as part of the methodology.

The Bidder must provide a project management plan that demonstrates an understanding of the project, clear implementation, timelines and proposed cost of the project.

	CONCEPT PROPOSAL/ DESIGN
Non-responsive (Score 0)	The bidder did not submit a methodology and a detailed project plan. (omitting either concept plan/ design or project plan would result in 0)
Poor (Score 10)	The concept plan/ design is poor and does not cover any or all the aspects of the scope of work. Project plan not detailed.
Good (Score 20)	The concept plan/ design covers all aspects of the scope of work and the processes to be followed is clearly defined. The detailed project plan is submitted.
Excellent (Score 30)	The concept plan/ design covers all aspects of the scope of work and outlines the process clearly. The bidder has also included relevant value-added services not included in the scope of work. A detailed project plan is submitted.

Evaluation Schedule 2: Capacity of Project Team

Bidder to include the following in their proposal:

The CV/profile of the project team (Interior designer) must be attached to the bidders' proposal.

Project Team Experience will be evaluated as follows:

	INTERIOR DESIGN
Non-Responsive (Score 0)	The service provider has not provided proof of Project Team CV/profiles, and a portfolio
Poor (Score 10)	The service provider has limited levels of experience (less than 3 years) based on his/her CV/profile, and a portfolio
Good (Score 20)	The service provider has adequate levels of experience (between 3-5 years) based on his/her CV/profile, and a portfolio.
Excellent (Score 30)	The service provider has an extensive level of experience (more than 5 years) based on his/her CV/profile and a portfolio.

Evaluation Schedule 3: Company experience [portfolio of evidence]

Bidder to include the following in their proposal:

The last and/or current project **should not be older than 3 years** and reference letters should **reflect experience in the required scope of work**.

The bidder should briefly describe company experience in the same format as the schedule below. Complete the below table.

Service Provider to ensure the table below is fully completed (as per the format provided). Please note that SANSA reserves the right to contact the references provided to verify the information.

Company Name	Contact Person, phone number & email	Description of Service Rendered	Date when the service was rendered	Value of the project.

	Portfolio of evidence
Non-Responsive (Score 0)	No information provided
Poor (Score 5)	Less than 3 years' experience in the scope of work.
Average (Score 20)	Between 3-6 years' experience in the scope of work.
Good (score 30)	Between 6-10 years' experience in the scope of work.
Excellent (score 40)	Above 10 years' experience in the scope of work.

C. 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.

The pricing table will be used for evaluation purposes only and the future phases will be done on per quote basis

Scope of Work 2.1:	
Itemised description	Price (incl. VAT)
Design Cost (two concepts of office revamp)	
Total (including VAT)	
Scope of Work 2.2:	
Supply and delivery of Office Furniture as per scope of work	
Itemised description	Price (incl. VAT)

D. SPECIAL CONDITIONS

- Quotations to be returned to Boitumelo Maredi :bmaredi@sansa.org.za
- Contract will not be awarded unless supplier is registered on the Central Supplier Database. A supplier registration summary with a compliance tax status must be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD) before the closing date of the bid.
- This RFP is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign the SDP agreement for shorter payment periods for EMEs.
- The offices of SANSA are situated at the following address:
Council for Scientific and Industrial Research (CSIR)
Building 10, Meiring Naudé Road
Brummeria
Pretoria

E. TIMELINES

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

F. 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 method statement of how the tenderer proposes to implement the project.
- 3 References including organisation name, contact person and contact numbers;
- Proof of specific goals must be submitted in order to qualify for preference points (specific goals).
- Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT.
- All pages of quotation must be signed by the authorised person.
- SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- SANSA reserves the right to invite bidders to present their bid proposals for final decision or visit the bidders' premises as part of the evaluation process.

G. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- 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 [\(http://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/ \)](http://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/)

Signed _____ Date _____
Name _____ Position _____
Enterprise name _____

Bid conditions

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 required 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.