REQUEST FOR QUOTATION (RFQ)

RFP NUMBER	**RFQ SE/010/11/2026**
DATE ISSUED	**25 November 2026**
PROJECT NAME	Amplifier Room refurbishment at Houwteq AIT Facility (Vibration Test Facility Upgrade)
BRIEFING SESSION (COMPULSORY)	**03 November 2026** at **11h00** at Houwteq Campus, High Rising Road, Haasvlakte, Grabouw, Western Cape, South Africa.
CLOSING DATE AND TIME	**11 November 2026 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**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees

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.

/ 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.

3.5 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

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 QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE AMPLIFIER ROOM REFURBISHMENT AT HOUWTEQ AIT FACILITY (VIBRATION TEST FACILITY UPGRADE)

1. INTRODUCTION

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. BACKGROUND

The Houwteq Test Facility has been established as part of a previous era of space technology development in South Africa in 1985. The facility is currently in an inoperable state due to ageing infrastructure and infrequent maintenance.

This DSTI/SANSA project aims to upgrade the Houwteq Test Facility to an operational state so that the local space industry could professionally address their future growing needs for development testing, qualification and at times acceptance of space-grade equipment and systems.

SANSA invites service providers to respond to this Request for Quotation, reference number SE/10/2026, with the intention to appoint a suitably qualified and experienced service provider to execute the below Statement of Works.

3. SCOPE OF WORK (TERMS OF REFERENCE)

SANSA wishes to appoint a qualified service provider to undertake refurbishment works within the Vibration Test Facility Amplifier Room. The refurbishment shall include cleaning, repair of water-damaged areas, surface preparation and finishing, sealing of ventilation openings, and the supply and installation of a new air-conditioning system.

The appointed service provider shall:

1. Inspect the Amplifier Room and identify all areas affected by water damage, deterioration, surface defects, and any conditions that may affect refurbishment activities.
2. Clean the room thoroughly and remove all dust, debris, loose material, and contaminants prior to commencing refurbishment work.
3. Repair all visible water-damaged surfaces, including ceilings, floors, and walls, to restore them to a suitable condition for finishing works.
4. Prepare and paint the floor surfaces using a durable/industrial coating suitable for the intended operating environment.
5. Prepare and paint all wall and ceiling surfaces to provide a clean, professional finish.

6. Remove and seal all existing wall vents and any other openings identified by SANSA to improve environmental control within the room.
7. Supply and install a new air-conditioning system complete with all required accessories, electrical connections, mounting brackets, refrigerant piping, condensate drainage, commissioning, and testing.
8. Perform final inspection, testing, cleaning, and handover of the refurbished facility to SANSA.

4. APPROACH

1. **Site assessment**: Conduct a detailed inspection of the Amplifier Room and verify all areas requiring refurbishment, including water-damaged ceilings, walls, floors, and ventilation openings.
2. **Room preparation**: Remove loose material, dust, contaminants, and any damaged finishes that may affect repair and painting activities.
3. **Repair works**: Repair damaged ceilings, walls, and floor areas affected by moisture ingress and deterioration.
4. **Vent sealing**: Permanently seal identified wall vents and openings using suitable materials and workmanship.
5. **Painting**: Prepare, prime where required, and paint walls and floors to achieve a uniform and durable finish.
6. **Air-conditioner installation**: Install the new split-unit air-conditioning system in accordance with manufacturer specifications and applicable standards.
7. **Testing and commissioning**: Verify correct operation of the installed air-conditioning system, including cooling, heating, controls, drainage, and overall functionality.
8. **Final cleaning and handover**: Ensure the room is left clean and ready for operational use upon completion of the refurbishment works.

5. AIR-CONDITIONING SYSTEM REQUIREMENTS

The service provider shall ensure that:

- The proposed system is in the range of 90 000 BTU/h Midwall Split Unit comprising an indoor wall-mounted unit and outdoor wall-mounted condenser unit, complete with all required accessories or approved equivalent.
- The system incorporates Advanced Inverter Technology.
- The system provides both heating and cooling (reverse cycle) functionality.
- The nominal capacity is 55 000 – 60 000 BTU/h (16.0 kW – 17.6 kW).

- The minimum energy efficiency rating is A++ / A+.
- The unit utilises an environmentally friendly refrigerant.
- The indoor unit finish is matt white or equivalent.
- A wireless remote control with batteries is supplied.
- All applicable Certificates of Compliance are provided upon completion.
- The air-conditioning system falls under the Pressure Equipment Regulations (PER), and the installation shall comply with all applicable PER requirements.

- Only suitably qualified and competent persons shall work on the air-conditioning system.
- When the existing air-conditioning unit is replaced, the old refrigerant shall not be released into the atmosphere and must be recovered in accordance with applicable regulations.

6. TECHNICAL CAPABILITY

- The bidder must have competent personnel, equipment, tools, and supervision necessary to undertake building refurbishment and HVAC installation activities safely and to the required quality standards.
- The bidder must demonstrate experience in commercial or industrial refurbishment projects and split-unit air-conditioning installations.
- The bidder must comply with all applicable electrical, HVAC, and building regulations.
- The bidder must use registered and competent personnel for all HVAC and refrigerant work, including valid SAQCC Gas registration where applicable.

7. PRODUCT AND SYSTEM SUITABILITY

- All materials used for repairs, sealing, painting, and finishing shall be suitable for the intended indoor environment.
- Paint systems shall provide durable and professional finishes for ceilings, walls and floors.
- The proposed air-conditioning equipment shall meet or exceed the specified performance requirements.
- The bidder shall submit product data sheets and technical specifications for the proposed air-conditioning system.

8. DELIVERABLES

The following lists the deliverables of this RFQ:

- Fully cleaned and refurbished Amplifier Room.
- All identified water-damaged areas treated/repaired and restored.
- Walls and ceiling painted and finished to an acceptable standard.
- Floors painted and finished to an acceptable standard.
- Existing vents sealed as specified.
- Fully installed, tested, and commissioned air-conditioning system.
- Applicable Certificates of Compliance provided.
- Final inspection and completion report confirming all refurbishment activities have been completed satisfactorily.

9. HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS

The service provider shall ensure the following:

- Appropriate personal protective equipment is utilised throughout the refurbishment and installation activities.
- Work areas are barricaded or controlled to prevent unauthorised access.
- All waste material, damaged building material, packaging, and installation debris are removed and disposed of responsibly.
- Electrical installation activities are performed by suitably qualified personnel.
- Safe working practices are followed during repair, painting, installation, testing, and commissioning activities.
- The site is maintained in a safe and environmentally responsible condition throughout the duration of the project.
- All work complies with the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Construction Regulations, 2014, including the submission of a site-specific health and safety plan prior to commencement of work.

10. COMPULSORY BRIEFING SESSION:

- Compulsory briefing session and site inspection will be on the 03 November 2026 at 11h00 at Houwteq Campus, High Rising Road, Haasvlakte, Grabouw, Western Cape, South Africa.

11. WARRANTY

- The bidder must provide a workmanship warranty and state the warranty period for the air-conditioning system.
- Any product warranty offered by the manufacturer must also be clearly stated.

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.
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** and **preference** method.
The evaluation of the bids will be conducted in the following two stages:

- Firstly, the submission will be evaluated to confirm if it meets the required scope of work as stated above. A bid will be disqualified if it fails to meet all the requirements for the scope of work.

- Thereafter, only the qualifying bids (meet the scope of work) are evaluated in terms of the 80/20 preference points system, 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 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

The specific goals allocated points in terms of this RFP	**Proof of evidence**	**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)
51% black owned or		10	
40% black women owned or		6	
51% owned by Black Designated Groups		4	
Total Points (Specific Goals)		**20**	

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		
1. CIDB registration and minimum grading of General Building Grade 1(GB1) 2. **Site inspection** o The bidder must attend a compulsory or recommended site inspection, where applicable, to verify the existing condition of the amplifier room, including ceiling damage, floor deterioration, water ingress, wall defects, ventilation openings, moisture-affected areas, and any access limitations before submitting a quotation. **Evidence for compliance:** o Copy of CIDB registration o Attendance shall be verified and recorded on the site attendance register.		
3. **Relevant experience** o The bidder must have proven experience in building refurbishment, water-		

damage repairs, internal renovation works, moisture remediation, ceiling repairs, floor restoration, wall repairs, surface preparation, and associated building maintenance activities. **Evidence for compliance:** o The bidder shall provide details of at least three (3) successfully completed projects of a similar nature undertaken within the last five (5) years. References must include project descriptions, client contact details, project values, and completion dates. 4. **Technical capability** o The bidder shall demonstrate access to suitably qualified personnel, equipment, supervision, and resources necessary to execute refurbishment, repair, finishing, and associated construction works safely and effectively. **Evidence for compliance:**		

○ A list of equipment and resources available for the project. ○ Copy of Certification/qualification of air-conditioning installer/s. ○ Copy of valid SAQCC Gas registration of the air-conditioning installer/s (where applicable to the refrigerant/pressure equipment installation). 5. **Method Statement** ○ The bidder shall submit a detailed method statement describing the proposed approach for demolition, repair, moisture treatment, ceiling refurbishment, floor restoration, wall repairs, cleaning, quality control, and project close-out activities. 6. **Health and Safety Compliance** ○ The bidder shall demonstrate compliance with applicable Occupational Health and		

Safety requirements for refurbishment activities. **Evidence for compliance:** o Valid Health and Safety File, risk assessment methodology, and proof of competent supervision. 7. **Product and Material Information** o The bidder shall provide specifications for all proposed repair materials, coatings, sealants, primers, and finishing products intended for use during the refurbishment.		

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	AMOUNT (EXCL VAT)
Material costs (For Scope of work).	
Labour costs (For Scope of work).	
TOTAL CONTRACT AMOUNT (EXCLUDING VAT)	
VAT (15%)	
TOTAL CONTRACT AMOUNT (INCLUDING VAT)	

E. SPECIAL CONDITIONS

a) Quotations to be returned to Leonard Moloele:lmoloele@sansa.org.za

b) The service provider shall commit to provide support where and when required by SANSA.

c) Contract will not be awarded unless supplier is registered on the Central Supplier Database (CSD). 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.

d) 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 Black Owned EMEs and QSEs.

e) The offices of SANSA are situated at the following address:
Building 10 SANSA, CSIR Campus,
Meiring Naude Road,
Brummeria,
Pretoria, 0184

f) The following Acceptance Criteria is applicable to this RFQ:

- All damaged, deteriorated, loose, or contaminated materials shall be removed or repaired prior to the commencement of refurbishment works.

- All ceiling areas affected by moisture, leaks, staining, deterioration, or water ingress shall be repaired or replaced and restored to a neat and uniform finish.

- All floor defects, damaged finishes, moisture-affected surfaces, cracks, and deteriorated areas shall be repaired and reinstated to a sound and serviceable condition.

- All wall surfaces showing signs of moisture damage, deterioration, staining, cracking, or surface defects shall be repaired, treated, and finished to match surrounding surfaces.

- The source of water ingress shall be identified and permanently rectified through sealing, drainage improvement, crack repair, joint treatment, or other suitable remedial measures.

- Ventilation openings, wall penetrations, joints, service entries, and other critical interfaces shall be inspected and sealed where necessary to prevent future water ingress.

- All repaired surfaces shall be clean, dry, properly prepared, and free from dust, grease, debris, biological growth, loose material, or contaminants prior to the application of coatings, sealants, or finishes.

- The completed works shall present a uniform appearance and shall be free from visible defects, blistering, delamination, cracking, pinholes, staining, ponding water, or unfinished areas.

- All drainage paths, outlets, and associated systems affected by the refurbishment works shall remain operational and unobstructed upon completion of the project.

- The contractor shall provide all product specifications, warranties, guarantees, inspection records, and completion documentation relevant to the materials and systems installed during the refurbishment.

F. 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.

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. Proof of specific goals must be submitted in order to qualify for preference points (specific goals).

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 bidders to present their bid proposals for final decision or visit the bidders' premises or contact the references as part of the evaluation process.

H. DECLARATION

The undersigned, who warrants that he / she is duly authorised 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 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) SANSA reserves the right to review the rendering of the Goods and Services under this Agreement on intervals agreed upon and may terminate the services of the Bidder for non-performance and replace same with the next highest scoring bidder in agreement with said Bidder.

vii) 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/).

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 does not comply 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 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 on popi_paia@sansa.org.za. (**PLEASE NOTE:** This email address is restricted to POPI and PAIA-related enquiries, not general enquiries about bids and tenders. Enquiries about bid and tenders should be sent to scm@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.

FOR OFFICE USE		
	Name	**Signature**
SCM Representative review:	**Leonard Moloele**	
Relevant Executive Approval.	**Prof Abel Ramuelo**	

END