

REQUEST FOR QUOTATIONS

SERVICES	X
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DESCRIPTION:	WEBSITE AND SOCIAL MEDIA SUBSCRIPTION SERVICES		
RFQ NUMBER:	SARAO/SRES/MA1115/08/2026-4348		
RFQ PUBLICATION DATE:	11 AUGUST 2026		
CLOSING DATE AND TIME:	18 AUGUST 2026 at 11:00AM		
QUOTATIONS TO BE SUBMITTED VIA EMAIL TO:	manthony@sarao.ac.za		
PREFERENCE POINTS SYSTEM:	80/20		
DELIVERY INFORMATION			
LOCATION:	SARAO, LIESBEECK HOUSE, RIVER PARK, GLOUCESTER ROAD, MOWBRAY, CAPE TOWN, 7700		
LEAD TIME (Purchase order date)	7 days after the official order		
Enquiries relating to bidding procedures may be directed to:		Technical enquiries may be directed to:	
Contact person:	Melissa Anthony	Contact person:	Mulalo Masisi
E- Mail address:	manthony@sarao.ac.za	E- Mail address:	mmasisi@sarao.ac.za
Telephone No:	021 514 1200	Telephone No:	021 514 1200

SUPPLIER INFORMATION

Name of Bidder Name:

Street Address:

Telephone Number

Code

Number

Cell Phone Number

Code

Number

Facsimile Number

Code

Number

E-Mail Address

VAT Registration Number

Tax
Compliance
Status

Tax
Compliance
System PIN

OR

Central Supplier
Database No.

MAAA

B-BBEE Status
Level Verification
Certificate

Tick Applicable Box.
☐ Yes ☐ No

B-BBEE Status
Level Sworn
Affidavit

Tick Applicable Box.
☐ Yes ☐ No

[A B-BBEE status level verification certificate/sworn affidavit (for EMEs & QSEs) must be submitted in order to qualify for preference points for B-BBEE – also refer to the SBD 6.1]

Are you the accredited
representative in South
Africa for the
goods/services/works
offered?

☐ Yes ☐ No
[If yes
enclose
proof]

Are you a foreign-
based supplier for
the
goods/services/work
s offered?

☐ Yes ☐ No
[If yes, answer the
questionnaire below]

Is the entity a resident of the Republic of South Africa (RSA)?

☐ Yes ☐ No

Does the entity have a branch in the RSA?

☐ Yes ☐ No

Does the entity have a permanent establishment in the RSA?

☐ Yes ☐ No

Does the entity have any source of income in the RSA?

☐ Yes ☐ No

Is the entity liable in the RSA for any form of taxation?

☐ Yes ☐ No

If the answer is "No" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS).

FRAUD ARLET

The NRF would never offer payment or any other consideration in return for the favourable consideration of a bid. Please report any suspected acts of fraud or corruption to the following toll-free number: 0800 701 701 or SMS 39772.



1. INTRODUCTION TO SARAO

The South African Radio Astronomy Observatory (SARAO) is a National Facility of the National Research Foundation, and is responsible for implementation of South Africa's strategic investments in radio astronomy. This includes participation in the construction and operation of the international Square Kilometre Array (SKA) project, and implementation of projects and programmes such as the MeerKAT telescope in the Karoo, the Hartebeesthoek Radio Astronomy Observatory (HartRAO) in Gauteng, the Africa Program (including the African VLBI Network), as well as the associated human capital development and commercialisation endeavours.

The SARAO project office has offices based in Johannesburg and Cape Town, as well as the radio-quiet SKA host site in the Karoo, 90km from Carnarvon in the Northern Cape, which hosts the Square Kilometre Array mid-frequency telescopes and MeerKAT radio telescopes, as well as a number of international guest instruments.

2. SUPPLY SPECIFICATIONS

SARAO invites the submission of quotations for Website and Social Media Subscription Services

	Description	Increments (Monthly)
1.	SARAO Website (www.sarao.ac.za) Hosting Monthly Subscription (Xneelo Dedicated Managed Server with Cloudbric WAF https://www.xneelo.co.za/)	12
2.	Website Plugins Subscriptions: • Download Manager PRO ◦ (https://www.wpdownloadmanager.com/), • WP ActivityLog Pro ◦ (https://melapress.com/wordpress-activity-log/), • Post Tables Pro ◦ (https://barn2.com/wordpressplugins/posts-table-pro/) • YoastSEO Pro ◦ (https://yoast.com/) • Blog Designer Pack Pro ◦ (https://wpblogdesigner.net/) • WP News and Scrolling Widgets Pro ◦ (https://essentialplugin.com/), • Mailchimp (https://mailchimp.com/) • Elementor Pro ◦ (https://elementor.com/pro/) • Slider Revolution ◦ (https://www.sliderrevolution.com/) • Wordfence ◦ (https://www.wordfence.com/)	12
3.	Social Media Subscriptions: • HootSuite social media management tool ◦ https://www.hootsuite.com/ • X Premium ◦ https://twitter.com/SKA_Africa • Meta and Instagram Verified Business Premium ◦ https://www.facebook.com/SKASOUTHAFRICA/, ◦ https://www.instagram.com/saraoweb/	12

4.	Boost Social Media Campaigns once per quarter across multiple social media platforms • Facebook • Instagram • LinkedIn • Twitter/X • TikTok • Youtube • Estimated budget for this quarterly service is R10000	4
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Note:

The quotation must include handling/ management fees and provision for inflation subscription fee increases.

2. EVALUATION PROCESS

The RFQ will be evaluated in the following three phases:

Phase 1:	Administrative compliance / submission of all returnable documents and completion of all returnable schedules
Phase 2:	80/20 preferential point system in terms of PPPR22 - 80 – Price (vat and all taxes included) - 20- Specific goals (BBBEE STATUS LEVEL) Refer to SBD6.1 - Specific goals: <i>relevant in accordance with the B-BBEE Codes of Good Practice and the PPPFA that are contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender, or disability</i>

Phase 1 – Administrative Compliance

All returnable documents marked mandatory ('M'), must be completed or submitted by service providers in order to proceed to be evaluated further in Phase 2.

Returnable Document/ Schedule	Mandatory (M) / Optional (O)
Signed SBD 1 form	M
Signed and completed SBD 3.1 form (pricing schedule)	M
Signed and completed SBD 4 form	M (=> R 2 000)
Signed and completed SBD 6.1 form	M (=> R 2 000)
Valid BBBEE certificate, or sworn affidavit detailing annual turnover, in the case of EMEs and QSEs	O (preference points will not be allocated if not submitted)
CIDB requirement (If applicable)	N/A

Phase 2 – Price and BBBEE Status Level Scoring

The RFQ will be evaluated on the 80/20 preference points system

3. PRICING SCHEDULE – PURCHASES (SBD 3.1) FIRM PRICES

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

Respondents are requested to complete the pricing schedule below in response to this Scope of Work. If the respondent feels there are any additional items that should be priced but were not included as part of the original scope of work, please include them in a separate pricing schedule.

Item No.	Description	Unit of measure	Qty	Rate (R)	Sub-Total Amount (R)
1.	SARAO Website (www.sarao.ac.za) Hosting Monthly Subscription (Xneelo Dedicated Managed Server with Cloudbric WAF https://www.xneelo.co.za/)	Monthly	12		
2	Website Plugins Subscriptions: • Download Manager PRO ◦ (https://www.wpdownloadmanager.com/), • WP ActivityLog Pro ◦ (https://melapress.com/wordpress-activity-log/), • Post Tables Pro ◦ (https://barn2.com/wordpressplugins/posts-table-pro/) • YoastSEO Pro ◦ (https://yoast.com/) • Blog Designer Pack Pro ◦ (https://wpblogdesigner.net/) • WP News and Scrolling Widgets Pro ◦ (https://essentialplugin.com/), • Mailchimp (https://mailchimp.com/) • Elementor Pro ◦ (https://elementor.com/pro/) • Slider Revolution ◦ (https://www.sliderrevolution.com/) • Wordfence ◦ (https://www.wordfence.com/)	Monthly	12		
3.	Social Media Subscriptions: • HootSuite social media management tool ◦ https://www.hootsuite.com/ • X Premium ◦ https://twitter.com/SKA_Africa • Meta and Instagram Verified Business Premium ◦ https://www.facebook.com/SKASOUTHAFRICA/, ◦ https://www.instagram.com/saraoweb/	Monthly	12		
4.	Boost Social Media Campaigns once per quarter across multiple social media platforms • Facebook • Instagram • LinkedIn	Quarterly	4		

	• Twitter/X • TikTok • Youtube • Estimated budget for this quarterly service is R10 000.00.				
	SUB-TOTAL				R
	VAT (15%)				R
	TOTAL PRICE				R

N.B. Please complete the above pricing schedule and also submit a detailed cost breakdown for each required item on official company letterhead.

4. BIDDING CONDITIONS FOR THIS RFQ

The following conditions shall apply to this Request for Quotation (RFQ):

1. All prices quoted must remain valid for a minimum period of 60 days from the date of submission.
2. All prices must be inclusive of VAT, where applicable.
3. Bidders are required to submit the following documentation in support of their quotation:
 - a) Proof of B-BBEE Status Level of Contribution to claim preference points in terms of the 80/20 preference point system (SBD 6.1).
 - b) An Exempted Micro Enterprise (EME) must submit a sworn affidavit confirming:
 - Annual total revenue of R10 million or less, and
 - Level of black ownership.
 - c) A Qualifying Small Enterprise (QSE) must submit:
 - A sworn affidavit confirming annual total revenue of between R10 million and R50 million and level of black ownership, or
 - A valid B-BBEE verification certificate.
4. The 80/20 preference point system will be applied as follows:
 - 80 points for price; and
 - 20 points for B-BBEE contribution level.
5. No award will be made to any service provider that is not registered on the Central Supplier Database (CSD).

Registration can be completed at: <https://secure.csd.gov.za/>
6. Quotations equal to or above R2,000 (VAT inclusive) must be accompanied by all relevant SBD documentation, duly completed, as outlined in Section 3 of this document.

7. For quotations above R2,000 (VAT inclusive), the successful bidder will be the one scoring the highest total points in accordance with the 80/20 preference point system.
8. For goods/services below R2,000 (VAT inclusive), the successful bidder will be the one offering the lowest acceptable quotation.
9. SARAO reserves the right to withdraw this invitation to quote, to re-advertise, or to accept any part of a quotation. SARAO does not bind itself to accepting the lowest quotation.
10. This Request for Quotation is subject to the National Treasury General Conditions of Contract (GCC) and, where applicable, any Special Conditions of Contract (SCC).
11. Payment terms are 30 days from the date of receipt of a valid invoice and upon delivery and acceptance of goods/services.
No pre-payment will be allowed.
12. In the event of a conflict between the supplier's terms and conditions and those of SARAO, SARAO's terms and conditions shall prevail.

SBD4 BIDDER'S DISCLOSURE

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

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**

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.

2.2.1 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.

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.

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

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the **80/20** preference

point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing

and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

- (e) **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Notes to tenderers: The tenderer must indicate how they claim points for each preference point system. The tenderer must submit Proof of B-BBEE Certificate or Sworn Affidavit.

Specific Goals	Number of points allocated (80/20 system) (between R2 000 and R50 000 000)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contribution 1 to 3	8	
B-BBEE Status Level of Contribution 4 to 6	6	

B-BBEE Status Level of Contribution 7 to 8	2	
Supplier that is at least 51% Black-owned	3	
Supplier that is at least 51% Black female-owned	3	
Supplier that is at least 51% Black youth-owned	1	
Supplier that is at least 51% owned by People with Disabilities	1	
EME or QSE	4	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.1. Name of company/firm.....

4.2. Company registration number:

4.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as



shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

SBD 7.2 - CONTRACT FORM - RENDERING OF SERVICES SCHEDULE 5

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

GENERAL CONDITIONS OF CONTRACT

The National Treasury General Conditions of Contract shall govern the contractual relationship between SARAO and the successful bidder. The contract is not attached, however is accessible on SARAO's website - <http://www.sarao.ac.za/tenders/procurement-documents>

BID SIGNATURE (SBD 1)

I, the bidder, warrant by signature as having read and accepted each page in this document including any annexures attached to this document. I undertake to supply all or any of the goods, works, and services described in this procurement invitation to SARAO in accordance with the ,conditions requirements and specifications stipulated in this bid document at the price/s quoted. I confirm that I have satisfied myself as to the correctness and validity of my offer/bid in response to this invitation, covering all my obligations and I accept that any mistakes regarding price(s), rate(s), and calculations are at my own risk.

My offer remains binding upon me and open for acceptance by SARAO during the validity period indicated and calculated from the closing time of bid invitation. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this document as the principal liable for the due fulfilment of the subsequent contract conditions if awarded to me.

I declare that during the bidding period did not have access to any NRF proprietary information or any other matter that may have unfairly placed our bid in a preferential position in relation to any of the other bidder(s).

I confirm that I am duly authorised to sign this offer/ bid response.

NB: Failure to provide / or comply with any of the above particulars may render the bid invalid.

Signature of bidder: