



sanedi

South African National Energy
Development Institute

**REQUEST FOR PROPOSALS
FOR
APPOINTMENT OF A RESEARCH COUNCIL TO COLLABORATE WITH
SANEDI TO SUPPORT IMPLEMENTATION OF ENERGY TECHNICAL
PROJECTS FOR MUNICIPALITIES**

Closing date: **23 March 2026**

Time: 11:00

Submission format: Electronic submission to 1425.procurement@sanedi.org.za

Name of the respondent:.....

Late bids will not be accepted for consideration.

Disclaimer:

- **SANEDI has not appointed external consultants to liaise with bidders on any matter. All queries regarding this bid must be submitted in writing to the Supply Chain Management Unit of SANEDI.**
- **SANEDI issues this invitation for bids in good faith; however, it reserves the right to:**
 - **Appoint more than one service provider, if required.**
 - **Cancel or delay the selection process at any time, without explanation.**
 - **Not select any of the respondents to this bid invitation, without explanation.**
 - **Exclude certain services, without explanation.**
- **SANEDI has zero tolerance for fraudulent or corrupt activities.**
- **Any attempt by SANEDI employees to solicit bribes from bidders is unlawful and must be reported immediately.**
- **If a bribe is paid, SANEDI will not be liable for any financial loss, as no SANEDI employee or committee member may request payment to influence a bid outcome.**
- **Fraud, bribery, and corruption are unlawful, and SANEDI will disqualify any bidder found to be involved from further consideration in the tender process.**
- **A contract will only be valid once reduced to writing and signed by the designated responsible person of both parties. At SANEDI, this is the Chief Executive Officer or his/her duly authorised delegate.**



BID DETAILS

Bid Title REQUEST FOR PROPOSALS FOR APPOINTMENT OF A RESEARCH COUNCIL TO COLLABORATE WITH SANEDI TO SUPPORT IMPLEMENTATION OF ENERGY TECHNICAL PROJECTS FOR MUNICIPALITIES

Procurement Reference Number **1425**

Date of TENDER **2 March 2026**

Non-Compulsory Briefing Session **N/A**

Date of Tender CLOSING **23 March 2026 at 11:00am**

CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

Supply Chain Management
Telephone: 011 038 4300
E-mail: enquiries.procurement@sanedi.org.za

BIDDER'S DETAILS

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER Code Number

FACSIMILE NUMBER Code Number

E-MAIL ADDRESS

Signature of Bidder **Date**

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1. Notice And Invitation to Submit Proposals

The **SOUTH AFRICAN NATIONAL ENERGY DEVELOPMENT INSTITUTE** invites suitably qualified and experienced service providers to submit priced proposals for the supply of goods and services as indicated in the Scope of Works herein.

SANEDI is a research and development entity established as a juristic person in terms of the Energy Act, Act 34 of 2008. SANEDI' key focus areas are research and development into new energy technologies and energy efficiency.

Respondents must comply with the terms and conditions as specified in this Bid Document either in their singular capacity or as part of a Joint Venture or consortium.

Potentially emerging enterprises and SMME's who satisfy criteria stated in the Submission Data may submit proposals

Only respondents who submit fully completed priced proposals incorporating all Returnable Schedules duly complete and signed will be eligible to have their submissions evaluated

Queries relating to the issue of these documents may be addressed to

Supply Chain Management

Telephone: 011 038 4300

E-Mail: enquiries.procurement@sanedi.org.za

The closing time for receipt of Proposals is at:

11h00 on Monday the 23 March 2026

2. Submission Data – Specific Conditions of Contract.

1.	<p>The Employer</p> <p>The Employer is SANEDI and is referred to as the CLIENT or EMPLOYER.</p>
2.	<p>Composition of Bid Document</p> <p>The Call for Proposals, the price quotation and the Enterprises responding submission documents forms part of a BID DOCUMENT and may be referred to such further herein.</p> <p>The documents associated with the calling for Proposals issued by the employer comprise:</p> <p>Submission Criteria</p> <ul style="list-style-type: none"> • Notice and Invitation to Submit a Quotation • Submission Data – Specific Conditions of Contract • Evaluation Criteria and Scoring • Central Supplier Database (CSD) summary report <p>Returnable Schedules</p> <ul style="list-style-type: none"> • Technical Proposal & Methodology Statements • Specific Goals Declaration • Declaration of Interest • Certificate of Acceptance – General Conditions of Contract • Certificate of Attendance – Tender Clarification Meeting • Pricing Schedule / Schedule of Rates • Form of Tender <p>Only respondents who submit fully completed Proposals incorporating all Returnable Schedules duly complete and signed will be eligible to have their submissions evaluated</p>
3.	<p>Bid Clarification Meeting</p> <p>Address for Non-Compulsory Briefing Below:</p> <p>N/A</p>

<p>4.</p>	<p>ELECTRONIC RETURN OF SUBMISSIONS AND NO MANUAL SUBMISSION WILL BE ACCEPTED.</p> <p>Submissions / Bid Documents may be returned to the CLIENT by means of Electronic Submissions via E-Mail. The Submission E-Mail address designated is 1425.procurement@sanedi.org.za</p> <p>The Bidder shall ensure that the Bid Documents Returnable Schedules together with all Statutory Returns are duly completed, signed and scanned and uploaded to the designated E-mail address in a lock PDF format file.</p> <p>Documents transmitted in an editable format will be regarded as non-returns and may render the submission unresponsive. Telephonic, telegraphic, telex, facsimile submissions offers will not be accepted.</p> <p>The size limits for SANEDI Email is 20 MB. Bidders may submit more than one E-mail.</p>
<p>5.</p>	<p>The closing time for submissions is as stated in the Notice and Invitation to Submit a Proposal Quotation, in the manner specified is</p> <p>Closing date: Monday, 23 March 2026 at 11h00</p> <p>NO Late submissions, or submissions not deposited in the designated e-mail address will be considered, and it is incumbent on the Bidder to ensure that their submission together with all supporting documentation is in the designated e-mail address before the closing Time and date specified.</p>
<p>6.</p>	<p>The Bidder holds SANEDI harmless and indemnifies SANEDI in the event of any failure that prevents or delays the bid submission from being in the designated Tender Box/email address at the time of Bid Closure.</p> <p>Bidders are prohibited from using SANEDI Staff acting as their couriers, agents or delivery mediums to deposit bids in the tender box, and the bidder acknowledges that the use of SANEDI staff in this way will immediately disqualify their tender submission.</p> <p>It is the sole responsibility of the bidder to ensure that the documents submitted via PDF format are not corrupt and that any corrupt documents received by the closing date will be automatically excluded from being evaluated.</p>
<p>7.</p>	<p>Information and data to be completed in all respects</p> <p>Accept that Bid offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the Employer as non-responsive.</p> <p>Accept that the Employer shall not assume any responsibility for the misplacement or Premature opening of the tender offer if the Bid is not submitted in the required format and clearly marked with the bid reference and placed in the designated tender box before bid closing.</p>

8.	SANEDI reserves the right to rotate suppliers according to SANEDI’s rotation policy.
9.	SANEDI reserves the right to independently verify Information that is submitted by the bidder.
10.	Bidders are prohibited and will be disqualified if they share resources amongst themselves for the same tender e.g. the proposed team member of company “A” is also a team member of company “B”.

3. Scope Of Works/Technical Specifications

3.1 BACKGROUND

South Africa's municipalities play a critical role in the delivery of sustainable, reliable, and affordable energy services, which are fundamental to socio-economic development, service delivery, and climate resilience. However, various municipalities face persistent technical, financial, and institutional challenges in planning, implementing, and maintaining energy projects. These challenges include old infrastructure, capacity constraints, limited access to technical expertise, and the increasing complexity of transitioning towards low-carbon and energy-efficient systems.

The South African National Energy Development Institute (SANEDI) is a public entity established in terms of the National Energy Act (Act No. 34 of 2008), mandated to direct, monitor, and conduct applied energy research and development, as well as to support evidence-based energy planning and policy implementation. In fulfilling this mandate, SANEDI works closely with national, provincial, and local government stakeholders, as well as research institutions, industry partners, and development agencies.

Despite the growing need for municipalities to implement energy-related projects that improve efficiency, reliability, and sustainability, many municipalities lack the necessary technical capacity, specialised expertise, and institutional support to effectively plan, design, and implement such projects. This often results in delayed implementation, suboptimal project outcomes, and limited scalability of energy interventions. Furthermore, the increasing complexity of energy technologies, regulatory requirements, and funding mechanisms presents additional challenges for municipalities, particularly in integrating renewable energy solutions, improving energy efficiency, and adopting innovative energy systems. There is a clear need for structured, coordinated technical support that bridges applied research and practical implementation to enable municipalities to successfully deliver energy projects aligned with national energy and climate objectives.

In support of local government, SANEDI intends to appoint a suitably qualified Research Council or Research Institution to collaborate in providing targeted technical, research, and implementation support to municipalities to address these challenges and improve the success and sustainability of municipal energy projects.

3.2 Scope of Works

The appointed Service Provider will be required to provide technical, analytical and advisory support to assist in the **development, review, optimization, and standardization of municipal services, processes, frameworks and tools**. The assignment will support evidence-based decision-making, improved service delivery, and institutional strengthening at municipal level.

The scope of work shall include, but not be limited to, the following activities:

- i) Baseline Assessment and Diagnostic Analysis** Conduct comprehensive baseline assessments of existing municipal services, programmes, processes, systems, and frameworks. This shall include the collection, cleaning, and analysis of quantitative and qualitative data to identify gaps, inefficiencies, risks and opportunities for optimisation and standardisation.
- ii) Regulatory and Policy Review** Undertake a review of relevant national, provincial, and municipal policies, legislation, regulations, and guidelines to assess alignment, compliance, and implementation effectiveness. Identify policy and regulatory gaps and provide recommendations to strengthen coherence, standardisation, and practical application within the municipal context.

- iii) Intensive Data Analytics and Modelling** Apply advanced data analytics, modelling, and evidence-based techniques to support diagnostics, forecasting, scenario analysis, and performance assessment. This includes the development of analytical models, dashboards, or decision-support tools to inform planning, prioritisation, and programme optimisation.
- iv) Applied Research and Technical Studies** Design and implement applied research and technical studies as agreed, including the development of appropriate research methodologies, data collection instruments, and analytical frameworks. Research outputs shall be practical and solution-oriented, directly supporting municipal service improvement and institutional decision-making.
- v) Case Study Development and Best Practice Analysis** Develop municipal case studies and comparative analyses that document best practices, lessons learned, and scalable models. Case studies shall support knowledge-sharing, replication, and continuous improvement across municipalities and programmes.
- vi) Development, Review, and Standardisation of Tools and Frameworks** Develop, review, refine, and standardise municipal tools, processes, frameworks, guidelines, and operating procedures. This includes process mapping, workflow optimisation, and the establishment of standardised methodologies to improve consistency, efficiency, and quality of service delivery.
- vii) Stakeholder Engagement and Capacity Building** Facilitate stakeholder engagements, technical workshops, and consultations with relevant government entities, municipalities, and partners. Support knowledge transfer and capacity building through structured engagements, presentations and training sessions.
- viii) Reporting** Prepare high-quality technical reports, analytical briefs, policy notes, frameworks and presentation materials that clearly communicate findings, insights, and recommendations.

3.3 Objectives

- 3.3.1. Provide applied research and technical expertise to support municipal energy related planning and implementation
- 3.3.2. Assist the Municipality in aligning local initiatives with national energy, climate, and development policies
- 3.3.3 Build municipal institutional and technical capacity through knowledge transfer
- 3.3.4 Produce high-quality, credible outputs to inform decision-making

3.4 Focal areas for project proposals

- 3.4.1 The proposals must be aligned or fall within one of the following focus areas:

Focal Area	Subtopic	Description
Service Delivery & Infrastructure	Infrastructure backlogs	Analyse spatial and sectoral disparities in access to basic services and identifies drivers of service delivery backlogs.
	Infrastructure maintenance and asset management	Examine municipal asset management systems, infrastructure lifecycle planning, and maintenance challenges.
	Service delivery performance	Evaluate efficiency, reliability, and quality of municipal service provision, including citizen satisfaction and service interruptions.
Municipal Governance & Administration	Institutional capacity and skills	Assess human resource capacity, skills shortages, and organisational effectiveness within municipalities.
	Political–administrative interface	Examine relationships between elected officials and municipal administration and their impact on governance and service delivery.
	Public participation mechanisms	Study ward committees, community engagement processes, and participatory governance structures.
Municipal Finance & Budgeting	Revenue generation and collection	Examine municipal income sources, billing systems, and challenges in revenue collection.
	Budget planning and expenditure management	Focus on budgeting processes, expenditure patterns, and alignment with IDP priorities.
	Financial accountability and audit outcomes	Analyse audit results, compliance with financial legislation, and internal control systems.

3.5 . Duration

3.5.1 The Programme in Collaboration with South African Research Councils shall be implemented over a period of three (3) years, Service providers shall enter into a contract with the South African National Energy Development Institute (SANEDI), which shall be administered through task orders for the full duration of three years, from date of agreement signature and project inception.

3.6 Operating Principles

3.6.1 SANEDI requires willingness of the Research Councils to apply to participate and submit a proof of work done in relation to requirements.

3.6.2 Task orders shall be issued to the Research Council whenever services are required or work is deemed necessary

3.7 Quotation Model

The table below shows an example of a quotation model on hourly rate of resources that may be required by the science council. The science council may populate based on the resources required. (typical job profiles, positions/ titles within science councils)

#	Designation	Hourly rate (VAT Incl.)
1.	Project Lead/	
2.	Project Manager/Coordinator	
3.	Data and Modelling expert (Incl. Energy Modelling Specialist)	
4.	Data and Modelling expert (Incl. Energy Modelling Specialist)	
5.	Technical Energy Expert	
6.	Senior Scientist and Engineer (Incl. Energy Systems Engineer; Data Scientist)	
7.	Researcher	
8.	Junior Researchers / Assistants	

3.8 Minimum Requirements for compliance

	<p><u>Proposals will be ineligible if:</u></p> <ul style="list-style-type: none"> ▪ The applicant is not a publicly funded science council and/or national research agency, as defined by the following acts: <ul style="list-style-type: none"> ○ Act No. 23 of 1998 ○ Act No. 46 of 1988 ○ Act No. 30 of 1989 ○ Act No. 26 of 2008 ○ Act No. 34 of 2008 ○ Act No. 100 of 1993 ▪ The proposal is received by SANEDI SCM after the deadline for submission. ▪ Incorrect business plan template is used. ▪ The proposal does not align itself with listed research focal areas. ▪ Partnership statement (if applicable) is not completed and not signed. ▪ Parts of the business plan template and Annexures are not completed. ▪ Proposed cost includes salaries of permanent personnel.
	<p><u>Proposals will be eligible if:</u></p> <ul style="list-style-type: none"> ▪ All projects are costed in South African Rand (ZAR), and expenditure adheres to the requirements as laid out in the legislation of the PFMA. ▪ All required documents are submitted. ▪ All sections of the business plan including all the Annexures are completed.

3.9 Application Process



4. Technical Evaluation Criteria

- ♣ Skills and expertise of the research/ science council.
- ♣ If the service provider has experience in energy related research or Energy Technical Project experience within municipalities.

Table 1: Outline of Evaluation Criteria (This is a 1 to 5 points Scoring criteria)

No	Criteria	Score	Weights
1.	<p>Team – qualifications</p> <p>The research/science council team must collectively demonstrate appropriate academic qualifications aligned with the project scope (energy systems, engineering, environmental science, analytics, municipal governance, modelling, or related fields).</p> <p>Team to provide/ submit qualifications as evidence.</p>	<p>5 = (Related Bachelor’s degree + Honours degree + Master’s degree + PhD) and related years of experience</p> <p>4 = Related Bachelor’s degree + Honours degree + Master’s degree + PhD</p> <p>3 = Related Bachelor’s degree + Honours degree + Master’s degree</p> <p>2 = Related Bachelor’s degree + Honours degree</p> <p>1 = Related Bachelor’s degree</p> <p>0 = No related qualifications</p>	<u>10</u>
2.	<p>Researcher/Lead Experience</p> <p>Researcher/Lead should demonstrate at least 5 years of relevant experience in technical energy projects and/ or activities outlined in the scope of work. Research Lead should have an NRF rating.</p> <p>CV of the lead to be provided/ submitted</p>	<p>5 = 12 years or more relevant experience</p> <p>4 = 10 years relevant experience</p> <p>3 = 7 years relevant experience</p> <p>2 = 5 years relevant experience</p> <p>1 = Less than 5 years relevant experience</p> <p>0 = No related experience</p>	<u>20</u>
3.	<p>Researcher/Lead Qualifications</p> <p>Researcher/Lead should ideally have a post-graduate qualification, preferably master’s degree.</p> <p>Attach all qualification/s.</p>	<p>5 = PhD degree in the relevant field</p> <p>4 = Master’s degree in the relevant field</p> <p>3 = Honors degree in the relevant field</p> <p>2 = Diploma or Bachelor’s degree in relevant</p> <p>1 = No qualifications in relevant field</p> <p>0 = No related qualifications</p>	<u>20</u>

No	Criteria	Score	Weights
4.	<p>Published Articles Submission of at least 5 Peer reviewed Journals/ conference papers covering areas being bidding for under the scope of works. These conference papers or Journals must include the name of the author(s) and topic related to the research areas.</p>	5 = 7 or more conference papers/Journals 4 = 5 conference papers/Journals 3 = 4 conference papers/Journals 2 = 3 conference papers/Journals 1 = Less than 3 conference papers/Journals 0 = No published articles/ journals provided	<u>20</u>
5.	<p>Technical Reports Submission of at least 3 Comprehensive technical reports demonstrating skills/ covering areas being bidding for within the scope of works. The technical reports must be signed by all relevant parties and include the name of the author(s) and topic related to the research areas.</p>	5 = 5 technical reports submitted 4 = 4 technical reports submitted 3 = 3 technical reports submitted 2 = 2 technical reports submitted 1 = 1 technical report submitted 0 = No technical reports submitted	<u>20</u>
6.	<p>Accredited Professional Bodies Researcher/Project Lead should be a member of a relevant Accredited Professional Body or member of associations e.g. ECSA, SACNASP etc. Membership certificate should be attached.</p>	5 = A member of an Accredited Professional Body 0 = Not a member of an Accredited Professional Body	<u>10</u>
Total			100
Threshold			80

6.1 Bidder’s Declaration of Interest

SBD 4

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

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 enterpr

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.
- 3.9** 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.
- 3.10** 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.

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.



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

5. Preference Points

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

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 Preference Points applicable:

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender 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 SANEDI 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 SANEDI.

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).
- (f) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (g) “B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (h) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (i) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) “EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (k) “functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (l) “proof of B-BBEE status level of contributor” means:
 - B-BBEE Status level certificate issued by an authorized body or person;
 - A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - Any other requirement prescribed in terms of the B-BBEE Act;
 - “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{80/20} \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{90/10}$$

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

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)			Number of points claimed (80/20 system) (To be completed by the tenderer)
	Total points possible	Indicator	Points allocated	
B-BBEE Status level of Contributor	10	Level 1	10	
		Level 2	9	
		Level 3	8	
		Level 4	5	
		Level 5	4	
		Level 6	3	
		Level 7	2	
		Level 8	1	
		Non-compliant	0	
Women	5	Women Owned 76% - 100%	100%	
		Women Owned 51% - 75%	75%	
		Women Owned 26% - 50%	50%	
		Women Owned 5% - 25%	25%	
		Women Owned less than 5% - 0%	0%	
Youth	2.5	Youth Owned 76% - 100%	100%	
		Youth Owned 51% - 75%	75%	
		Youth Owned 26% - 50%	50%	
		Youth Owned 5% - 25%	25%	
		Youth Owned less than 5% - 0%	0%	
Persons with Disability	2.5	Person with Disability 76% - 100%	100%	
		Persons with disability 51% - 75%	75%	
		Persons with disability 26% - 50%	50%	
		Persons with disability 5% - 25%	25%	
		Persons with disability less than 5% - 0%	0%	
TOTAL FOR SPECIFIC GOALS	20			

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of the company/firm.....

4.4 Company registration number:.....

4.5 TYPE OF COMPANY/FIRM

Type of Firm	Tick the applicable box here
Partnership/Joint Venture/ Consortium	
One-person business/sole propriety	
Close corporation	
Public Company	
Personal Liability Company	
(Pty) Limited	
Non -Profit Company	
State Owned Company	

4.6. 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:

6.2 Certificate of Acceptance – General Conditions of Contract

I, THE UNDERSIGNED (NAME).....

Warrants that I am duly authorised to do so on behalf of the enterprise, and confirm that the terms and conditions of contract are acceptable to the enterprise and that such contract will be acceptable to the enterprise should the contract or part thereof be awarded to the enterprise, and that such contract will be signed by the enterprise within 7 days of a request to sign the contract.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6. Pricing Schedule

Activities as per the deliverables of the project				
NAME	POSITION IN TEAM	HOURLY RATE	HOURS	COST
Activity 1				
Activity 2				
Activity 3				

Activity 4				
Activity 5				
Activity 6				
Additional costs				
Total costs (EXCL.) VAT				
VAT				
Total Cost (INCL.) VAT				

<p>AMOUNT IN WORDS To be carried forward to Section 8 Form of Tender BID 3025b</p> <p>..... SIGNATURE OF BIDDER</p>	
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I confirm that I am duly authorised to sign and certify that the price indicated on the schedule is our bid price submitted

NAME (PRINT) CAPACITY

SIGNATURE

NAME OF FIRM DATE

7. Form of Tender

1.	<p><u>Conditions of Acceptance</u></p> <ul style="list-style-type: none"> ▪ The Tenderer is required to complete this FORM of TENDER in every respect, and tenders will not be considered unless this FORM of TENDER is completed in every particular and each page is initialled by the tenderer and fully signed on this page. ▪ This Form of Tender shall be completed by the tenderer in black ink and no corrections, use of correcting fluids or any alterations will be permitted. ▪ The FORM of TENDER and price schedules shall be stated in South African Rand (ZAR) and the price indicated on the schedules shall be binding on the tenderer, and no exception shall be made for omissions, casting errors or errors of whatsoever nature. ▪ Where a tenderer is not returning a price for a line item, or costs associated with that line item are included in another line item, the tendered shall endorse that line item with the words, “No Cost” or “incorporated in Item (NO.....)” whichever being applicable.
2.	<p><u>Confidentiality</u></p> <p>All information pertaining to the services acquired by SANEDI from the service provider or furnished to the service provider shall be treated as confidential by the service provider and shall not be used or furnished to any other person other than for the purposes of the services without the written Consent of the Accounting Officer unless such information is or later becomes public knowledge, other than by breach of the afore-going.</p>
3.	<p>The service provider shall ensure that all its officers, employees, agents or subcontractors treat all information relating to the services as confidential.</p>
4.	<p>The service provider shall ensure that proper security procedures are implemented and maintained to restrict, as far as possible, access to confidential information. The service provider shall ensure that no confidential information is copied or reproduced without prior written approval by the Accounting Officer.</p>
5.	<p>Failure by the service provider to comply with the provisions of this Clause shall constitute a material breach of the contract and shall constitute a ground for termination of the contract by SANEDI, by giving the service provider thirty days’ notice.</p>
6.	<p><u>Priced Proposal</u></p> <p>The Bid is a <u>FIXED PRICE PROPOSAL</u> and clause 48 shall apply. Clause 49 is not applicable.</p>

7.	FIXED PRICE PROPOSAL The price quoted in the pricing schedule and returned in the Form of Tender is returned as a FIXED PRICE PROPOSAL valid for a period of contract and is not subject to cost price escalations, foreign currency variation or additionality as agreed in the Conditions of Contract
8.	The Bidder is advised that SANEDI will remit the appointed service provider directly and shall be required to comply with all remittance requirements stipulated in the Conditions of Contract specific to this appointment.
9.	The Bidder is advised to plan and provide for all possible risks that may affect the delivery project on time and what mechanisms are in place to manage such risks.
10	We/I the undersigned, who warrants that they are duly authorised to do so on behalf of the enterprise, confirms that the contents of the conditions of acceptance pertaining to the FORM of TENDER are acceptable, and having fully understood the scope of works and conditions of bidding, herewith warrant that We/I have satisfied ourselves as to the correctness and sufficiency of the rates and prices set out in the Schedule and therefore offer the following PRICE and offer to undertake the works in accordance with the standards and specifications required.
11	The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that this Form of Tender is submitted in good faith, free of corrections, alterations or encumbrances and such price is binding on the enterprise for a period of 90 days from date of tender close and may be extended by mutual agreement between the parties for a further period of 90 days thereafter.
12	We/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 goods and/or works 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.
13	We/I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to SANEDI in accordance with the requirements and specifications stipulated in bid number 0823 at the price/s quoted. This offer remains binding and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
14	We/I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents in accordance with the SANEDI STANDARD CONDITIONS OF CONTRACT pertaining to the supply of goods and services. The Bidder is advised to familiarise themselves with the SANEDI STANDARD CONDITIONS OF CONTRACT pertaining to the supply of goods and services which can be viewed on the SANEDI Website at www.SANEDI.ORG.ZA
15	We/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.
16	We/I declare that we/I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

I, THE UNDERSIGNED (NAME).....

Warrants that I am duly authorised to do so on behalf of the enterprise, and confirm that the Bid submitted has been checked and all prices shown are full and final, and inclusive of all taxes, levies,

duties and encumbrances, and shall remain valid for a period of 90 days from date of Quotation Closure as depicted in the Submission Data Section of this Bid Document

Therefore our TOTAL Tender Price in respect of the Goods and Services requested under this Call for Proposals (**BID REF 3025b**) as stated in South African Rand (ZAR) and upon the terms and conditions set out in the Bid Document free of exceptions, amendments or qualifications save those listed in Schedule 9 shall be:

Tender Amount **R**

Amount in Words

.....

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date