



sanedi

South African National Energy
Development Institute

**REQUEST FOR PROPOSALS
FOR
THE DEVELOPMENT OF A MONITORING AND EVALUATION
SYSTEM (MES) FOR PUBLIC SECTOR ENERGY EFFICIENCY
PROJECTS**

Closing date: 3rd December 2024

Time: 11:00

Submission format: Electronic submission to 0924.procurement@sanedi.org.za

Name of the respondent:.....

Late bids will not be accepted for consideration.

BID DETAILS

Bid Title	Request for proposals for The Development of a Monitoring and Evaluation System (MES) for Public Sector Energy Efficiency Projects
Procurement Reference Number	0924
Date of the Bid Clarification Meeting	20 November 2024
Date of TENDER	13 November 2024
Date of Tender CLOSING	03 December 2024 at 11:00am

CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

SUPPLY CHAIN DEPARTMENT

Telephone: 011 038 4369

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's key focus areas are research and development into new energy technologies and energy efficiency.

Respondents must comply with the terms and condition 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 DEPARTMENT

Telephone: 011 038 4369

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

The closing time for receipt of Proposals is at:

11h00 on Tuesday the 3rd of December 2024

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 • Tax Clearance Requirements • Central Supplier Database (CSD) summary report <p>Returnable Schedules</p> <ul style="list-style-type: none"> • Enterprise Questionnaire • Technical Proposal & Methodology Statements • Tax Clearance Certificate • B-BBEE Declaration • Declaration of Interest • Certificate of Past Procurement Performance • Certificate of Bid Independence • Certificate of Acceptance – General Conditions of Contract • Certificate of Acceptance – Bid Evaluation and Scoring Criteria • Certificate of Understanding – Scope of Works • Certificate of Attendance – Tender Clarification Meeting • Pricing Schedule / Schedule of Rates • Form of Tender • Schedule of Proposed Amendments and Qualifications • Record of Addenda or Errata to the Bid <p><i>NB: BIDDER MUST SUBMIT PROOF OF REGISTRATION WITH THE CONSTRUCTION INDUSTRY DEVELOPMENT BOARD IN AN APPROPRIATE CONTRACTOR GRADING DESIGNATION; (SUBMIT REGISTRATION NUMBER OR PROOF OF REGISTRATION APPLICATION)</i></p> <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 Compulsory Briefing Session: 20th November 2024 at 11:00am via Teams: Please use the provided link to join:</p> <p>Microsoft Teams Need help? Join the meeting now Meeting ID: 390 840 055 525 Passcode: 29pESK</p> <p>Failure to complete the certificate of attendance and return with the Bid Documents will disqualify the submission.</p>
4.	<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 0924.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>
5.	<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: <u>11h00 on Tuesday the 3rd December 2024</u></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>

6.	<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>
7.	<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 PROJECT BACKGROUND

Improving energy efficiency is a strategic priority expressed in both the National Development Plan 2030 and South Africa's Nationally Determined Contribution (NDC) under the United Nations Framework Convention on Climate Change (UNFCCC). In South Africa, energy efficiency improves energy security, safeguards environmental sustainability and creates opportunity to increase competitiveness through a reduction of energy intensity. It also provides market and resulting job opportunities and can stimulate inclusive economic growth by releasing generation capacity to all citizens of South Africa. The accuracy, completeness, timeliness, regularity and relevance, as well as credibility, of data is important and therefore, assessing the quality of energy data requires thinking in terms of energy data management systems with components that need to be well managed to be effective.

Energy efficiency in the Public Building Sector forms part of the results framework proposed in the Post-2015 National Energy Efficiency Strategy (NEES) and is one of eight sectors that contribute towards the achievement of the overall impact of a reduction in final energy consumption by 2030. The policy measures for this sector specifically focuses on building an institutional energy efficiency culture and to substantially reduce the average specific energy consumption of the stock of buildings owned or rented by the public sector. The energy efficiency of new buildings will be driven through the successive tightening of building standards to improve energy performance. Funding the large-scale renovation of existing building stock requires innovative financing models and growth of the local Energy Service Company (ESCO) sector.

Energy efficiency of the Municipal Services Sector is another sector contributing towards the energy efficiency impact. The Energy Efficiency Demand-Side Management (EEDSM) programme established by the Department of Mineral Resources and Energy (DMRE), delivers grants to participating municipalities for energy efficiency measures. Municipalities identify measures that are feasible and bring about the greatest return, both in terms of energy savings and on investment, and to source funding through a variety of mechanisms instead of relying on the grant mechanism. In order for municipalities to develop energy management plans, business plans and financing proposals to source financing, municipalities have to demonstrate current consumption patterns and potential for savings.

A number of Provinces have initiated a range of energy efficiency programmes on their own buildings, ranging from small-scale CAPEX investments through to establishing energy performance contracts. The National Department for Public Works and Infrastructure (DPWI) has been implementing shared energy savings contracts with ESCOs for a number of years across its building portfolio.

Furthermore, an energy performance rating scheme for buildings is to be rolled out, which requires the energy performance of the building to be assessed and certified through Energy Performance Certificates (EPCs).

In responding to these challenges and opportunities, the DMRE has established – the Energy Efficiency in Public Buildings and Infrastructure Programme (EEPBI) in collaboration with the South African National Energy Development Institute (SANEDI), the National Business Institute (NBI), AND THE Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, with additional funding from the Mitigation Action Facility. The objective of the EEPBI is to support public sector entities in developing and implementing large-scale energy efficiency projects using an energy performance contracting

model, to leverage technical expertise and finance from private sector Energy Service Companies (ESCOs).

3.2 PROJECT OBJECTIVES

The overall aim of the TOR is to select and appoint a qualified service provider for the development of a reporting system for the effective monitoring, reporting and evaluation of public sector energy efficiency activities, in particular those developed under the Energy Efficiency in Public Buildings and Infrastructure Programme (EEPBI).

This document provides the detailed terms of this assignment, with the key deliverable being the final deployment of an internationally accepted, web-based M&E System (MES) to be hosted by the South African National Energy Development Institute (SANEDI) on behalf of EEPBI. The MES will enable the electronic web-based collection of data from data suppliers/sources and can collate (aggregate) the data for specified regions/spheres of government/ technologies, perform data analysis functions and, transform data using known energy efficiency formulas, and generate reports. The MES is aimed at supporting the EEPBI in the monitoring, reporting and evaluation of projects and programme activities and to improve reporting on the target outcomes.

Structure of Monitoring and Evaluation Framework:

A comprehensive M&E framework has been developed for public sector energy efficiency, which includes a set of indicators that, when measured, capture results on different levels of the Theory of Change (directly on output and outcome levels, and indirectly on impact level). The M&E framework and M&E plan contain various measurement items relating to each output or outcome on a vertical level and a generic structure horizontally including indicator, baseline data required, unit of data, targets, data collection methods for baselines and indicator (target) achievement, risks, assumptions, see diagram 1 below.

Figure 1 contains a diagram, based on the Theory of Change that specifies the hierarchy which would inform the required alignment for the internal design and structure of the system. Each of the hierarchical levels are numbered for the following levels. The diagram provides an example illustration of the structure for one outcome. The same generic structure is to be implemented for different outcomes, which allows for additions as the programme expands to other sectors.

Figure 2 illustrates how the system should provide for future inclusion of additional outputs, outcomes and activities

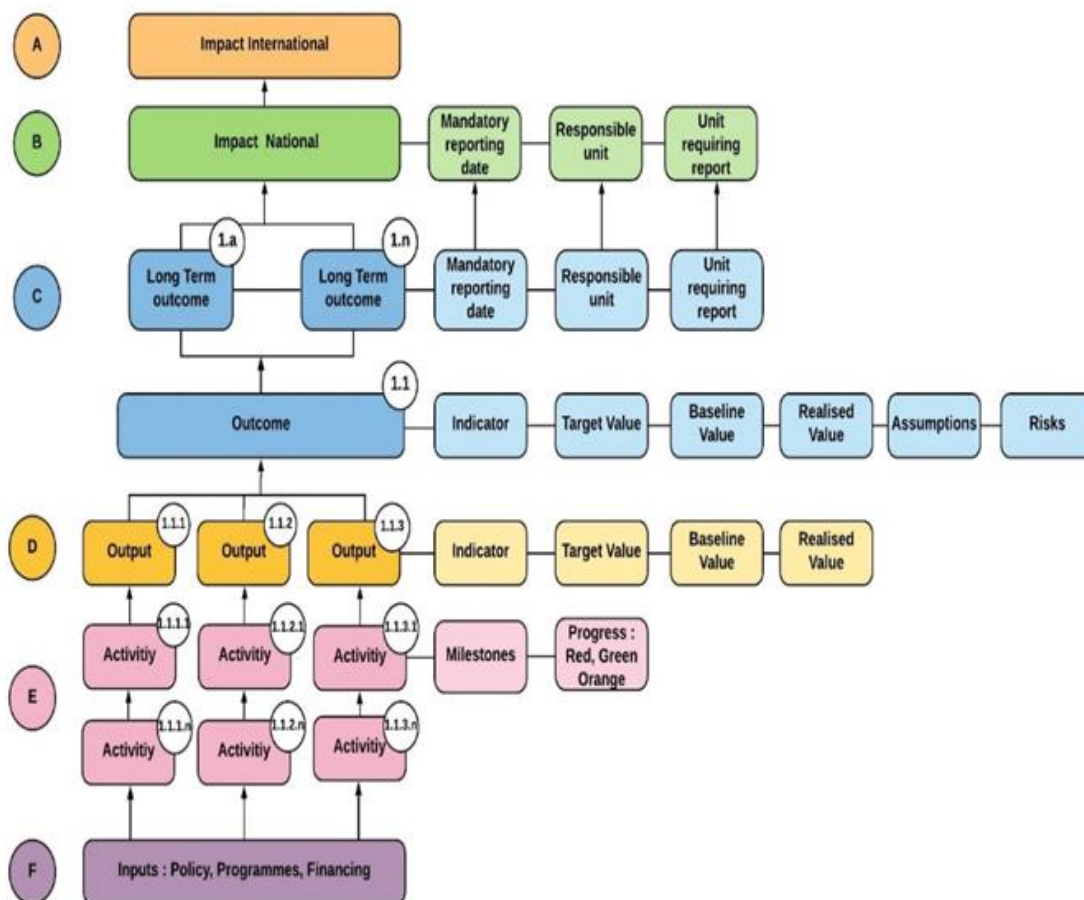


Figure 1 Illustration of the MES design based on the Theory of Change M&E

Impact	Indicator 1					
	Indicator 2					
	Indicator 3					
	Indicator 4					
Outcome	Indicator 1					
	Indicator 2					
	Indicator 3					
Outcome	Outcome 1	Output 1	Output 2	Output 3	Output 4	Output 5
	Outcome 2	Output 1	Output 2	Output 3	Output 4	Output 5
	Outcome 3	Output 1	Output 2	Output 3	Output 4	Output 5
	Outcome 4	Output 1	Output 2	Output 3	Output 4	Output 5
	Outcome 5	Output 1	Output 2	Output 3	Output 4	Output 5
	Outcome 6	Output 1	Output 2	Output 3	Output 4	Output 5
		Activity 1	Activity 1	Activity 1	Activity 1	Activity 1
		Activity 2	Activity 2	Activity 2	Activity 2	Activity 2
		Activity 3	Activity 3	Activity 3	Activity 3	Activity 3
		Activity 4	Activity 4	Activity 4	Activity 4	Activity 4
		Activity 5	Activity 5	Activity 5	Activity 5	Activity 5
	Sub-activities	5 subs	5 subs	5 subs	5 subs	5 subs

Figure 2 Illustration of number of placeholders within the system for different levels

3.3 SCOPE OF WORKS

3.3.1 Requirements for the MES tool

Is to implement and manage a Monitoring and Evaluation System based on proven, existing software to ensure accurate, timely, and efficient data collection, processing, analysis, and reporting. The software should have demonstrated effectiveness and usability in similar contexts or projects.

The scope of the assignment includes, but is not limited to:

- Identifying and recommending a software solution that has a track record of effective use for M&E purposes.
- Customising the system to meet the specific needs of the Public Sector Energy Efficiency projects.
- Setting up data collection tools, indicators, and reporting templates.
- Providing training for relevant staff on the use of the software.
- Ensuring the system allows for both qualitative and quantitative data collection, analysis, and reporting.
- Integrating the M&E system with other project management tools if required.
- Ensuring user-friendly features for data input and analysis, including dashboards and automated reports.
- Data (tables, texts, files), as well as results displayed in the dashboards (data tables, figures, diagrams, graphic displays), should be exportable as screenshots and/or as diagrams or data for further procession in other software (esp. Excel).
- Training shall be provided to relevant SANEDI personnel and other key stakeholders on the operation and implementation of the system, including the management of data and inclusion of additional indicators. Operating guidelines shall also be provided.

3.3.2 Technical Requirements

The successful service provider needs to ensure that SANEDI has full access to the source code. The Intellectual Property remains with SANEDI. The reporting MES must meet the following technical requirements:

1. System Architecture:

- Web-based application accessible via standard web browsers.
- Modular and scalable architecture to accommodate future enhancements.
- High availability and reliability with a minimum uptime of 99.5%.

2. Data Management:

- Support for structured and unstructured data.
- Real-time data collection and processing.
- Data validation and error-checking mechanisms.

3. Integration Capabilities:

- APIs for integration with existing energy management systems and databases.

- Compatibility with various data formats (CSV, XML, JSON, etc.).
- Real-time data synchronization.

4. User Interface:

- Intuitive and responsive user interface design.
- Role-based access control with customizable user roles.
- Multilingual support, including English and local languages.

5. Reporting and Analytics:

- Customizable dashboards and visualizations.
- Advanced analytics features, including trend analysis and predictive analytics.
- Automated report generation and distribution.

6. Security:

- Compliance with industry-standard security protocols (e.g., SSL/TLS, encryption).
- Regular security audits and vulnerability assessments.
- Data backup and disaster recovery procedures.

7. Performance:

- High performance with minimal latency.
- Scalability to handle increasing data volumes and user loads.
- Efficient data retrieval and processing.

8. Support and Maintenance:

- Comprehensive technical support and maintenance services.
- Regular software updates and patches.
- User training programs and helpdesk support

9. Skills Transfer

- The service provider is required to conduct a comprehensive skills transfer to the internal SANEDI ICT team. This will ensure that SANEDI's ICT personnel acquire the necessary knowledge and skill set to maintain and support the system once the service provider's contract has expired.

10. Software Code Submission:

- The service provider is required to submit the complete source code of the software developed under this contract to SANEDI.

- The submission shall include all necessary documentation, including but not limited to, installation guides, user manuals, and any other relevant materials to ensure the software can be effectively used and maintained by SANEDI.

11. Software Licensing

- The service provider must secure and pay for the licensing of the developed software for a period of three (3) years.
- The software license should include full rights for SANEDI to use, modify and distribute the software as needed to fulfill its organizational objectives

12. License Transfer

- Upon delivery of the software and associated code, the service provider shall ensure that the software license is officially transferred to SANEDI, granting them full over the use and distribution of the software for the duration of the license period.

3.2.2 System Development Cycle Requirements

The system development cycle for a Monitoring and Evaluation (M&E) system typically follows a structured approach to ensure the system meets the needs of SANEDI, DMRE stakeholders and effectively tracks and evaluates project performance. Here are the envisaged main stages in the development cycle of an M&E system:

1. Needs Assessment and Requirement Analysis

- **Define Objectives:** Understand and articulate the primary goals and objectives of the M&E system.
- **Stakeholder Analysis:** Identify and engage key stakeholders to gather their requirements and expectations.
- **Data Requirements:** Determine what data needs to be collected, the sources of data, and how frequently data should be collected.
- **System Requirements:** Define the technical and functional requirements of the system, including software, hardware, and human resources.

2. System Design

- **Conceptual Design:** Develop a high-level design of the system, including the main components and their interactions.
- **Detailed Design:** Create detailed specifications for each component of the system, including data models, user interfaces, and system architecture.
- **Prototyping:** Develop prototypes to visualize and refine the design based on feedback from stakeholders.

3. Development and Testing

- **System Development:** Build the system based on the detailed design specifications. This involves coding, database creation, and integrating different components.
- **Unit Testing:** Test individual components to ensure they function correctly.
- **System Testing:** Test the entire system to ensure all components work together as intended.
- **User Acceptance Testing (UAT):** Engage end-users to test the system in real-world scenarios and provide feedback for improvements.

4. Implementation

- **Stakeholder assessment:** conduct a needs assessment with key stakeholders to define system requirements. All stakeholder engagement must be channelled through SANEDI to ensure proper project alignment.
- **Deployment:** Install the system in the live environment.
- **Data Migration:** Transfer existing data into the new system, if applicable.
- **Training:** Conduct training sessions for users to ensure they are comfortable using the new system.
- **Documentation:** Provide comprehensive documentation, including user manuals and technical guides.
- **Data Integrity:** ensure data integrity, system security, and compliance with relevant local and international data protection regulations including but not limited to POPIA and GDPR.
- **Implement:** implement the selected M&E system in phases, allowing for user feedback and iterative improvements.
- **Review:** review and propose software options that have already proven their effectiveness in similar projects.

5. Operation and Maintenance

- **Monitoring:** Continuously monitor the system to ensure it is functioning as expected within the maintenance period.
- **Support:** Provide ongoing support to users for any issues or challenges they encounter.
- **Maintenance:** Perform regular maintenance tasks, such as updates and bug fixes, to keep the system running smoothly.

6. Evaluation and Improvement

- **Performance Evaluation:** Periodically evaluate the performance of the M&E system against predefined criteria.
- **Feedback Collection:** Gather feedback from users and stakeholders to identify areas for improvement.

- **System Upgrades:** Implement upgrades and enhancements based on evaluation results and feedback.

3.4 Deliverables

The successful service provider is expected to deliver the following:

- Detailed project plan with timelines and milestones.
- Fully functional reporting system in line with the system development cycle and requirements in subsections 3.4.1 and 3.4.2
- Integration with existing systems.
- User training sessions and training materials.
- Technical and user documentation and hand-over of source code.
- Post-implementation support and maintenance plan.

3.5 Evaluation Methodology

3.5.1 Project Cost

- The service provider(s) will be requested to provide a quote regarding the work to be undertaken for this project.
- The total cost must be VAT inclusive and should be quoted in South African currency (i.e. Rands).
- Detailed costing should be aligned with project activities and project deliverables.

3.5.2 Company Experience

- Expertise in M&E software, particularly systems with a proven track record.
- Experience in implementing M&E systems in a similar context.
- Ability to provide ongoing technical support and training.
- Strong data management and analysis skills.
- Service providers should demonstrate a minimum of 5 years track record in developing and implementing monitoring systems / Data based systems adaptable to the energy or environmental sectors.
- The experience or track record in the development and implementation of monitoring/ Data based systems must be supported by signed letters of recent relevant projects with contact details of the clients and approval letters as proof of the projects executed and also to enable SANEDI and the EEPBIP to authenticate the submissions independently.
- A company profile of the service provider(s) must be provided and if more than one (1) company is involved with the proposal, profiles for all those companies must be submitted. Details of any joint venture (JV) if there is any should be provided including

attaching the JV Agreement between the parties. Proposals should also indicate available or allocated human resources per project activities.

3.5.3 Project Team Leader and Team Member's experience

- Team leader must have a minimum of five (5) years' experience in system development, statistics or data analysis, monitoring of energy or environmental projects; and should have led 5 successful projects that developed and implemented a monitoring/Data based system. Contact details for reference checks in line with the previous projects should be provided.
- Individual team member(s) must demonstrate experience in system development, statistics or data analysis, monitoring of energy or environmental projects; and should have worked on 3 successful projects that developed and implemented an monitoring/Data based system. Contacts details for reference checks in line with the projects conducted should be provided.
- Both team leader and team member(s) must be familiar with South African energy policy including energy efficiency and carbon emissions reporting and monitoring processes.
- Brief CVs of the proposed project team leader and member(s) describing their relevant skills and experience, and roles in the proposed projects must be included in the proposal failure to attach, bidders will forfeit points.
- Good organization, communication and report writing track record.

3.5.4 Qualifications

- Team leader must possess a minimum of a master's degree in science, information technology, energy, economics, engineering, environmental science, monitoring and evaluation, climate change studies or a related field.
- Team member(s) must possess a minimum of Bachelor's degree in science, information technology, energy, economic, engineering, environmental science, climate change studies or a related field.
- Copies of certified certificates for both team leader and team member(s) must be attached to the proposal as proof, failure to attach, bidders will forfeit points. CV must not exceed 4 pages.

3.6.5 Project Plan

- Project plan with timelines linked to deliverables and how the intermediate and final outputs regarding how the main and specific objectives of the project will be met.
- The proposed methodology on how the project will be developed and implemented should be included and this should include how the required data to pilot (test) the system will be collected.

- The relevant stakeholders should be identified; and how they will be engaged on the project (i.e. communication strategy and plan) should be part of the project plan.
- Management and accountability on the project should be clearly outlined. This should include the personnel roles in relation to the work plan and deliverables.

3.7 Project duration

6 Months implementation

Maintenance until the end of August 2026.

3 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:

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

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:

5. Technical Evaluation Criteria

5.1 Phase 1: Initial Screening Process: At this phase bidder's response are reviewed to check if bidders have responded according to SANEDI's RFP document.

5.2 Phase 2: Mandatory Requirements: It must be noted that bidders who fail to meet any of the *MANDATORY REQUIREMENTS* will be disqualified and not be evaluated further.

5.3 Technical evaluation: Bidders will be evaluated according to the below technical evaluation criteria.

Minimum Technical Threshold is **70%**.

It must be noted that if the Bidder does not meet the 70% minimum threshold, the bidder will be disqualified and not be evaluated further.

Evaluation Criteria

No	Criteria	Score	Weights
1	<p>Company Experience:</p> <ul style="list-style-type: none"> Service providers should demonstrate a minimum of 5 years track record in developing and implementing monitoring/ data based systems. The experience or track record in the development and implementation of monitoring / data-based systems must be supported by 5 signed letters of recent relevant projects with contact details of the clients and approval letters as proof of the projects executed. <p>Note: If more than one of the listed relevant projects were undertaken for the same client, one letter from the client listing all the projects will suffice. For example, if one client lists 5 relevant</p>	<p>5 = 14 years' company experience 4 = 12 years' company experience 3 = 10 years' company experience 2 = 8 years' company experience 1 = 3 years' company experience</p> <p>5 = 5 projects 4 = 4 projects 3 = 3 projects 2 = 2 projects 1 = 1 project</p>	<p><u>10</u></p> <p>5</p> <p>5</p>

No	Criteria	Score	Weights
	projects then the letter will be scored as 5 projects instead of 1 project if all projects are relevant. It should be noted that proposal that are unclear and not adhering to these instructions will forfeit points.		
2	Team leader and team members: <ul style="list-style-type: none"> Team leader must have a minimum of eight (8) years' experience in system development, statistics or data analysis, monitoring & evaluation of energy or environmental (natural resources) projects; and should have led 5 successful projects that developed and implemented a data-based system or environmental monitoring system. Contact details for reference checks in line with the previous projects should be provided. Individual team member(s) must demonstrate experience in system development, statistics or data analysis, monitoring of energy or environmental projects; and should have worked on 3 successful projects that developed and implemented an data based system or environmental monitoring system. Contacts details for reference checks in line with the projects conducted should be provided. Both team leader and team member(s) must be familiar with South African energy policy including the energy efficiency and carbon emissions reporting and monitoring processes. 	5 = 8 years' experience 4 = 7 years' experience 3 = 6 years' experience 2 = 5 years' experience 1 = less than 5 years' experience 5 = 5 years' experience 4 = 4 years' experience 3 = 3 years' experience 2 = 2 years' experience 1 = 1-year experience 5 = experience of energy policy framework, strategies and plans and the overall emissions and data reporting systems	<u>20</u> 7 7 3

No	Criteria	Score	Weights
	<ul style="list-style-type: none"> Brief CVs of the proposed project team leader and member(s) describing their relevant skills and experience, and roles in the proposed projects must be included in the proposal failure to attach, bidders will forfeit points. Each CV must not exceed 4 pages 	<p>4 = experience of energy and environmental laws and how they interface on data management protocols</p> <p>3 = experience of energy policy including the energy efficiency and carbon emissions reporting and monitoring processes</p> <p>2 = experience of energy policy including the energy efficiency and carbon emissions reporting and monitoring processes, but limited knowledge on data collection processes</p> <p>1 = No experience</p> <p>3 = Detailed CV of 4 pages with detailed qualifications, experience, expertise roles and responsibilities related to the project, and accompanied by certified copies of qualifications</p> <p>2 = Detailed CV of 4 pages with detailed qualifications, experience, expertise but no clear roles and responsibilities related to the project, and accompanied by certified copies of qualifications</p> <p>1 = Detailed CV of 4 pages with detailed qualifications, experience, expertise roles and responsibilities related to the project, and accompanied copies of qualifications not certified</p>	3
3.	<p>Qualifications:</p> <ul style="list-style-type: none"> Team leader must possess a minimum of Master's degree in science, monitoring and evaluation, information technology, energy, economics, engineering, environmental science, climate change studies or a related field. Copies of certified certificates for both team leader and team member(s) must be attached to the 	<p>5 = Master's degree</p> <p>4 = Honors degree</p> <p>3 = Degree</p> <p>2 = Diploma</p> <p>1 = Higher certificate</p>	<p><u>10</u></p> <p>5</p>

No	Criteria	Score	Weights
	<p>proposal as proof, failure to attach, bidders will forfeit points.</p> <ul style="list-style-type: none"> Team member(s) must possess a minimum of Bachelor's degree in science, information technology, energy, economic, engineering, environmental science, climate change studies or a related field. Copies of certified certificates for both team leader and team member(s) must be attached to the proposal as proof, failure to attach, bidders will forfeit points. 	<p>5 = Master's degree</p> <p>4 = Honors degree</p> <p>3 = Degree</p> <p>2 = Diploma</p> <p>1 = Higher certificate</p>	5
4	<p>Project Methodology:</p> <ul style="list-style-type: none"> A clear methodology with milestones and timelines must be indicated in the proposal. The methodology must outline how the planned work will be carried out showing clearly how each task will logically lead to specific deliverables. Detailed work plans, including timetable for each deliverable. 	<p>5 – Clear methodology with deliverables, timelines, showing logically flow how each task will be implemented</p> <p>4 – Clear methodology with deliverables, timelines but no logical flow on how task will be implemented</p> <p>3 – Clear methodology with deliverables but no clear timelines and logical flow</p> <p>2- Methodology without deliverables and timelines</p> <p>1 – No methodology</p> <p>5 – Detailed work plan with realistic timelines linked to every deliverable</p> <p>4 – Detailed work plan with realistic timelines but not linked to every deliverable</p> <p>3 – Detailed work plan with timelines</p> <p>2 – Work plan lacking details</p>	<p><u>50</u></p> <p>30</p> <p>10</p>

No	Criteria	Score	Weights
	<ul style="list-style-type: none"> Effective project leadership, project management and allocation of tasks that demonstrate the ability of the team to deliver quality work timeously. The stakeholders' management plan should be included identify all key stakeholders and how they will be engaged on the project (i.e. communication strategy and plan) should be part of the project plan <p>Note: it should be noted that proposal that are unclear and not adhering to these instructions will forfeit "points"</p>	<p>1 - No work plan</p> <p>5 – Effective project leadership, project management and clear allocation of tasks and proper resourcing with highly skilled and experience team</p> <p>4 - Effective project leadership, project management and clear allocation of tasks but not demonstrating proper resourcing</p> <p>3 - Effective project leadership, project management and allocation of tasks demonstrating the ability of the team to deliver quality work timeously.</p> <p>2 – Project leadership and project management demonstrated without clear allocation of tasks</p> <p>1 – No project leadership and project management demonstrated</p> <p>5 - Clear stakeholder management plan and mapping with milestones demonstrating the ability to deliver a theory of change in government</p> <p>4 – Clear stakeholder management plan to enhance the EEPBIP's capacities</p> <p>3 - Clear stakeholder management plan and mapping with milestones demonstrating the ability to deliver the project within the allocated time frames</p> <p>2 - Stakeholder management plan lacks details on how and when the project will be done</p> <p>1 – No plan</p>	<p>5</p> <p>5</p>

No	Criteria	Score	Weights
5	Reference Letters: from different companies they worked with for similar project. The letters should be on company letterhead, signed by designed manager and dated.	5 or more reference letters – 5 4 reference letters – 4 3 reference letters – 3 2 reference letters – 2 1 reference letters – 1	<u>10</u>
Total			100
Technical Threshold			70%

6 Returnable Schedules

6.1 Enterprise Questionnaire

Bidders must return submission date for all sections under item 6.1.1 – 6.1.4. On separate sheets where applicable.

Detailed documentation must be attached to this section under sub clauses 6.1.1 – 6.1.4 to provide substantive returns

6.1.1 Company Profile

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- | | |
|--|---|
| <input type="checkbox"/> a member of any municipal council | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature | |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity |
| <input type="checkbox"/> a member of the board of directors of any municipal entity | <input type="checkbox"/> an employee of Parliament or a provincial legislature |
| <input type="checkbox"/> an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

Name of spouse, child or parent	Status of service

	Name of institution, public office, board or organ of state and position held	(tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

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

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) 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;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

6.1.2 Bidders Experience Profile

The experience of the tenderer or joint venture partners in the case of an unincorporated joint venture or consortium as opposed to the key staff members / experts in similar projects or similar areas and conditions in relation to the scope of work over the last five years will be evaluated.

Tenderers should very briefly describe his or her experience in this regard and attach this to this schedule.

The description should be put in tabular form with the following headings:

Description of work (service)	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Date completed

6.1.3 Key Personnel

The tenderer should propose the structure and composition of their team i.e. the main disciplines involved, the key staff member / expert responsible for each discipline, and the proposed technical and support staff and site staff. The roles and responsibilities of each key staff member / expert should be set out as job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared.

The experience of assigned staff member in relation to the scope of work will be evaluated from three different points of view:

- 1) General experience (total duration of professional activity), level of education and training and positions held of each discipline specific team leader.
- 2) The education, training, skills and experience of the Assigned Staff in the specific sector, field, subject, etc which is directly linked to the scope of work.
- 3) The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to the project e.g. local conditions, affected communities, legislation, techniques etc.

A CV of the Project Director and Team Leader of not more than 2 pages should be attached to this schedule, together with the Bidders organization and staffing demographics

DECLARATION OF BIDDER – ENTERPRISE QUESTIONNAIRE

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of the sections 5.1.1 – 5.1.3 schedule are within my personal knowledge and are to the best of my belief both true and correct.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.2 Technical Proposal & Methodology Statement

6.2.1 Solution Statement

The **Solution Statement and Methodology** must respond to the scope of work and outline the proposed technical solution offered. This technical solution statement should articulate what value add the tenderer will provide in achieving the stated objectives for the project and detail the time frames and proposed methodology. Vulture

The layout of the solution statement and Methodology should be such that it mirrors the headings contained in the Scope of Works, Section 6 of this Bid Document.

The tenderer must as such explain his / her understanding of the objectives of the assignment and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The document should explain the technical attributes and contain specifications of all equipment proposed, to demonstrate the compatibility and capability of the solution. The technical paper should also include a quality plan which outlines processes, procedures for the testing and verification of deliverables, and meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management. The Methodology statement must also include an activity Gantt reflecting a work breakdown structure.

DECLARATION OF BIDDER – TECHNICAL PROPOSAL AND METHODOLOGY STATEMENTS

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of the sections 5.2 schedule is within my personal knowledge and is to the best of my belief both true and correct.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.3 Bidder's Declaration of Interest

	<p>Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where</p> <ul style="list-style-type: none"> - the bidder is employed by the state; and/or - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid. 	
	<p>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</p>	
	<p>COMPANY & REPRESENTATIVE DETAILS</p>	
	Full Name of bidder or his or her representative	
	Identity Number	
	Position occupied in the Company (director, trustee, shareholder, member):	
	Registration number of company, enterprise, close corporation, partnership agreement or trust	
	Tax Reference Number	
	VAT Registration Number	

DECLARATIONS	YES	NO
Are you or any person connected with the bidder presently employed by the state?		
If so, furnish the following particulars:		
Name of person / director / trustee / shareholder/ member		
Name of state institution at which you or the person connected to the bidder is employed :		
Position occupied in the state institution		
Any other particulars:		
If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?		
If yes, did you attach proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)		
If no, furnish reasons for non-submission of such proof:		

	Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?		
	If so, furnish particulars:		
	Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?		
	If so, furnish particulars:		
	Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies With or not they are bidding for this contract?		
	If so, furnish particulars:		

Full details of directors / trustees / members / shareholders.			
The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in the table below.			
Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

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“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

DECLARATION OF INTEREST

I, the undersigned (name).....

Certify that the information furnished in this declaration is correct and I accept that SANEDI may reject the bid or act against me should this declaration prove to be false.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.4 Tax Clearance Certificate

The Bidder is to attach a Tax Compliance Status Pin here

6.5 Declaration of Bidder's Past Supply Chain Management Practices

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>

4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.4.1	If so, furnish particulars:
-------	-----------------------------

SBD 8

CERTIFICATION

I, the undersigned (full name).....

Certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.6 Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid for

in response to the invitation for the bid made by SANEDI do hereby make the following statements that I certify to be true and complete in every respect:

I therefore certify, on behalf of

that I have read and I understand the contents of this Certificate;

1. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
2. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
3. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
4. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
5. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
6. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
8. 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.
9. 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.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.7 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

6.8 Declaration of Acceptance – Bid Evaluation Criteria

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

Warrant that I am duly authorised to represent our company in the submission of this Bid and we acknowledge that we are fully conversant with, and accept the Bid Evaluation, Scoring and Adjudication Criteria as contained in the Special Conditions of the Bid together with the General conditions as contained on the SANEDI web site, and acknowledge that we have read, understand and accept such as the methodology of bid evaluation and adjudication for this bid.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.9 Declaration of Understanding – Scope of Works

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

Warrant that I am duly authorised to represent our company in the submission of this Bid and we acknowledge that we are fully conversant with the scope of works and technical specifications and all requirements enabling us to submit a proposal.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

7 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</p> <p>To be carried forward to Section 8 Form of Tender BID 0924</p> <p>.....</p> <p>SIGNATURE OF BIDDER</p>	
--	--

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

8 Form of Tender

11.	<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.
12.	<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>
13.	<p>The service provider shall ensure that all its officers, employees, agents or subcontractors treat all information relating to the services as confidential.</p>
14.	<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>
15.	<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>
16.	<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>
17.	<p><u>FIXED PRICE PROPOSAL</u></p> <p>The price quoted in the pricing schedule and returned in the Form of Tender is returned as a <u>FIXED PRICE PROPOSAL</u> 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</p>

18.	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.
19.	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.
20.	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.
21.	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.
22.	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.
23.	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 0622 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.
24.	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
25.	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.
26.	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 0622) 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

9 Addenda

9.1 Proposed Amendments and Qualifications

27.	<p>The Tenderer should record any deviations or qualifications they may wish to make to the tender documents in this Returnable Schedule.</p> <p>If the space provided is insufficient, the Tenderer must reflect the headings and emphasis of matter in this schedule and provide detailed amplification of such deviations and qualifications in a separate sheet and incorporate such response in the singular bound bid document submitted at the time of Tender.</p> <p>The Tenderer accepts that the Client will, at its sole discretion determine the validity of such amendments and or qualifications and apportion weighting to such in addition to the BID SCOPE or evaluation criteria in the best interest of the Client.</p> <p>The decision of the Client in this regard is final, and the Client reserves the right to negotiate with a bidder to finalise the implications of such amendments and qualifications</p> <p>Tenderers must not include deviations or qualifications relating to the scope of work in this schedule where they are required to submit an Approach Paper.</p>	
	Page	Clause or item
	Proposal	

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

9.2 Record of Addenda to Tender Documents

We confirm that the following communications received from the CLIENT before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date