

TERMS OF REFERENCE

**REQUEST FOR PROPOSALS FOR THE DEVELOPMENT AND
DEPLOYMENT OF AN ONLINE NATIONAL BUILDING ENERGY
PERFORMANCE REGISTER DATABASE AND WEB PLATFORM
IN A PERIOD OF 4 MONTHS**

Closing date: **06 March 2023 at 11:00**

Time: **11:00**

Submission format: Electronic submission to 0422a.procurement@sanedi.org.za

Name of the respondent:.....

Late bids will not be accepted for consideration.

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BID DETAILS

Bid Title	Request for proposals for the development and deployment of a National Building Energy Performance Certificate Register Database and Web Platform in a period of four (4) months
Procurement Reference Number	0422a
Description of Goods & Services	Development and deployment of a National Building Energy Performance Certificate Register Database and Web Platform
Date of TENDER	14 February 2023
Date of Tender CLOSING	06 March 2023 at 11:00am

CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

Ms Vulani Ngoveni

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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Submission Criteria

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:

Ms Vulani Ngoveni

Telephone: 011 038 4418

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

The closing time for receipt of Proposals is at:

11h00 on Monday the 06 March 2023

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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 • Preference Points Claimed • 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</p> <p>There will be <u>NO</u> briefing session.</p>

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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.</p> <p>The Submission E-Mail address designated is 0422a.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.</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: 06 March 2023 at 11h00</p> <p>NO Late submissions, or submissions not deposited in the designated e-mail address will be considered, and it is the responsibility of the Bidder to ensure that their submission together with all supporting documentation are in the designated e-mail address <u>before</u> 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.	<p>SANEDI reserves the to rotate suppliers according to SANEDI's rotation policy.</p>
9.	<p>SANEDI reserves the right to independently verify Information that is submitted by the bidder.</p>
10.	<p>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".</p>

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3. Scope of works/Technical specifications

The purpose of this Terms of Reference is to appoint a service provider for the development and deployment of an online National Building Energy Performance Register (NBEPR) which will constitute a database and web platform for capturing building's registration, information, and generate energy performance certificates in South Africa,

3.1 BACKGROUND

The Minister of Mineral Resources and Energy has under section 19(1)(b) of the National Energy Act, 1998 promulgated the Regulations for the Mandatory Display and Submission of Energy Performance Certificates (EPC) for Buildings on 08 December 2020.

Energy Performance Certificates are mandatory for private sector, non-residential buildings with a total net floor area of 2,000m² and more, and government owned, occupied, or operated buildings of 1,000 m² and more.

Energy Performance Certificates must be displayed at the building's main entrance; and a certified copy of the EPC submitted by the building owner/accounting officer to the South African National Energy Development Institute (SANEDI) within 3 months from the date the EPC is issued.

SANEDI is mandated by the Regulation for the Mandatory Display and Submission of Energy Performance Certificates for Buildings to maintain a National Building Energy Performance Register (NBEPR). This register must include the particulars of all buildings that fall within the regulated building classifications as well as all issued energy performance certificate together with relevant assessment data.

It is therefore, of importance that SANEDI deploys an online NBEPR that can serve as a register and data repository of all buildings within the regulated building classifications in South Africa. The NBEPR should be accessible online and accommodate high rate of users. The DMRE wishes for building owners/accounting officers who own, occupy, or operate buildings that fall within the requirements and identified occupancy classes to be able to register their buildings on the NBEPR platform regardless of whether they are pursuing an EPC in the immediate future or not.

To comply with the Regulation and to ensure the accuracy of the underlying EPC calculations undertaken in line with the South African National Standard for EPCs (SANS 1544:2014), building owners/accounting officers will be required to upload the constituent EPC data into the NBEPR. The NBEPR will increasingly provide an invaluable source of information for assessing and informing energy efficiency policy and energy footprint of the private and public sector building stock that fall within EPC Regulations.

To ensure sustain Energy Performance Certification mechanism in South Africa, the NBEPR must account for the needs of its key stakeholder groups, namely, the Department of Mineral Resources and Energy (DMRE), SANEDI, building owners, accounting officers, SANAS accredited Inspection Bodies, other relevant public entities, and the general public.

3.2 OBJECTIVES OF DEPLOYING AND DEVELOPING THE AUTOMATED ONLINE NBEPR

The overall objective of this project is to have an online database and web platform for building registrations and hosting of all valid building information for EPCs. In addition, it should host certified copies of EPCs issued by a SANAS accredited Inspection Body in terms of the Regulation and SANS 1544:2014 and keep record of all specified data used to determine the EPC rating.

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3.3 TECHNICAL REQUIREMENTS FOR THE DEPLOYMENT AND DEVELOPMENT OF THE ONLINE NBEPR

3.3.1 The technical requirements for the deployment and development of this and online NBEPR are stated within this section, providing detailed description of the required functionality of the online NBEPR. The online NBEPR shall be developed primarily to address the needs of users and system administrators (DMRE and SANEDI).

Below are tasks the appointed service provider shall carry out during the contract period:

3.3.1.1 Develop a user-friendly online NBEPR database portal that will serve as a medium for buildings registration, hosting of already issued EPCs with corresponding dataset, host certified copies of issued EPCs, accessible to all users like the DMRE, SANEDI, building owners, accounting officers, inspection bodies and other relevant parties. The design of the NBEPR should incorporate both SANEDI and the DMRE's Corporate Identities (CI). The portal should be able to handle all application type requests with automated responses as required, inclusive of database redundancy for safety, disaster recovery purposes system continuity. **50 working days.**

3.3.1.2 Deploy and test the online NBEPR to meet user requirements, functionality, usability, security, compatibility, and performance. The NBEPR should be able to automatically issue new EPCS and building registration numbers for new registration and to detect duplicate entries of data to avoid duplications of numbers. **30 working days.**

3.3.1.3 Developing a website with Energy Performance Certificate related web pages and related contents for all groups of stakeholders to access information pertaining to Energy performance Certificates in South Africa. The design of the NBEPR should incorporate both SANEDI and the DMRE's Corporate Identities (CI). Every single content required for this website is already hosted on the SANEDI EPC webpage and must be migrated to the new website— **20 working days.**

3.3.1.4 Migrate the already existing MS. Excel-based NBEPR onto the newly deployed online NBEPR. The current data on MS excel should be accurately loaded and integrated into the new online NBEPR. **10 working days.**

3.3.1.5 Provide training to **15 officials** in a **minimum of 5 days**. In addition, develop a Standard Operating Procedure manual on the online NBEPR for core SANEDI and DMRE officials administering the system in accordance with their respective Roles and responsibilities.

3.3.1.6 Provide support and maintenance for the system for a period of **24 months**.

***Note:** Where possible, adjust the above specified task duration in your planning. Some tasks can be carried out in parallel, and others may require task dependencies completed first. Fast tracking the project tasks to achieve shorter duration than 4 months is encouraged if the quality of the system is not compromised in the process.*

3.4 User Needs

The minimum user needs are based on the minimum functional requirements to be determined during system development. This is merely an indication of the system portfolios that needs to be developed within the NBEPR system. To meet the user needs of the main stakeholder groups which include, i) access

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to the platform for building owners and accounting officers, building registration, ii) access to register buildings and upload EPC data into the database, iii) access to the back end for administrative purpose.

3.5 Minimum Functional Requirements

Table 1 illustrates the minimum functional requirements to meet user needs. A link between each functional requirements is needed to meet user needs, and the corresponding technical specifications in bidders' submissions. Detailed functional requirements will be determined and discussed during the development of the system with the successful bidder.

Table 1: Minimum Functional Requirements of Online NBEPR.

NBEPR minimum functions /User needs	Description
FRQ1 – Online web portal access (Access/Admin/Register)	Users will be able to access information on the NBEPR based on access Privileges (Public/Admin/Registered)
FRQ2 – Search for Building and EPC Validity Period	Users will be able to search for a building EPC data and validity of its EPCs.
FRQ3 – Find Accredited Inspection Bodies	Users will be able to find accredited Inspection Bodies
FRQ4 – Dashboard	Users will be able to view buildings energy performance and EPC statistics on the web page
FRQ5 – View building energy performance and validity of EPCs available online as PDF/Html file	All users will be able to view building energy performance and validity of EPC online in PDF/Html
FRQ6 – User Management	Admin user will be able to manage users, approve registration
FRQ7 – Data Management	Admin user will be able to manage data, backups, and maintenance.
FRQ8 – Data extraction	Admin user will be able to extract data for monitoring and modelling.
FRQ9 – Content management	Admin user will be able to manage content, backups, and maintenance.
FRQ10 – Document management	Admin user will be able to manage documents, backups, and maintenance
FRQ11 – Web portal management	Admin user will be able to view and edit to web portal settings (Server settings, Proxy settings, database settings, Mail settings)
FRQ12 – User registration	Users will be able to register their profile and building data (upload all supporting documents)
FRQ13 – EPC data view	Authorised user will be able to preview uploaded building/EPC data and a demo of a valid EPC.
FRQ14 – System generated unique EPC & building Registration Numbers	Authorised user will receive system generated unique EPC & building No
FRQ15 – View and Export/Print signed EPC PDF/html	Authorised user will be able to view, download and print signed EPC for their display.

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NBEPR minimum functions /User needs	Description
FRQ16 – Upload certified copies of EPCs in a document manager	Authorised user will be able to upload valid signed and certified EPC in a system generated document manager.
FRQ17 – Required EPC data must be uploaded into online NBEPR.	Authorised user will be able to upload building/EPC data into the NBEPR manually or automatically using excel template
FRQ18 – Validation of uploaded EPC data	Authorised user will be able to validate uploaded data via system generated algorithm
FRQ19 – Preview EPC	Authorised user will preview system generated of EPC for approval
FRQ20 – Issue EPCs PDF/Html file SANAS logo, company logo & with rating info	Authorised user will issue a system generated EPC in PDF/Html file with all relevant logos and building information
FRQ21 – Upload signed EPC.	Authorised user will be able to upload Electronic signed EPC.
FRQ22 – Building Tracker	Authorised user will be able to track registered buildings using Building registration/Unique EPC numbers.

3.6 Online NBEPR - Non-functional Requirements

In addition to meeting the detailed minimum functional requirements, the online NBEPR will need to meet several non-functional requirements to ensure that it provides a robust, stable, accessible, and effective platform. However, the main categories of non-functional requirements of the online NBEPR include:

- Architectural goals and constraints – require for the overall architecture of the system to provide a highly available and user-friendly web portal for NBEPR users, and to understand what programs and services are available.
- Guiding principles – requires that the system is scalable, flexible, standards-based.
- User Experience (UX) and User Interface (UI) design patterns – requires a deep understanding of user needs, abilities, and limitations to ensure users can effectively interact with the system. Existing design pattern catalogues should be used for the design of the NBEPR.
- Design principles – requires for the system to work with a range of modern browsers that support HTML, DHTML, CSS, JavaScript, and XML and for business rules to be encoded within the application development framework.
- Accessibility for people with disabilities – requires for the design and function of the system to include principles that provides access to people with disabilities.

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3.7 Database Design

The design of a fully functional online NBEPR is crucial. Ensuring the database is built in such a way as to allow for accurate and up-to-date information to be transferred to relevant components and users of the online NBEPR is crucial.

3.7.1 Data Governance and Policies

The online NBEPR should conform to the Protection of Personal Information Act No. 4 of 2013 (POPIA). This Act requires adequate measures be taken on the collection, processing, and sharing of personal and business information like+ ID numbers, names, addresses, account numbers etc. The online NBEPR must be transparent and accountable when handling personal information—ensuring that users have the right to access personal information that was collected, in addition, the online NBEPR will be governed by SANEDI's current IT policies and standards like ITIL, COBIT and other international IT best practices.

3.7.2 Home Page

Building and Energy Performance information should be available on the home page of the online NBEPR. The contents should be listed as per the relevance for specific user groups and their interaction with the online NBEPR. This will further be elaborated during the specification development process.

The following is an example of what should be included in the list but not limited to:

- EPC related content
- Building registration related content
- Ticketing system
- List of SANAS accredited Inspection Bodies
- SANAS Accreditation Process
- Profile management
- User Guides/ Management
- Site Feedback
- Help
- Contact details.

3.7.3 System architecture

The System Architecture is shown in Figure 2 below. SANEDI will host an online NBEPR internally and provide a required hardware for the web applications.



Figure 1: System Architecture

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3.8 Software and database options

Stated in Table 2 below are options of software applications, database, and web server applications for the service provider to base their quotation on.

Table 2: Optional Software applications for NBEPR System.

SOFTWARE	DATABASES	WEB SERVERS
PHP	MySQL	Apache
HTML 5, CSS		Nginx
JavaScript		Microsoft IIS
Node JS		
act		
Java		

3.9 Additional system requirements

As discussed in further sections, there are several additional system requirements to consider in the NBEPR development process.

3.9.1 Performance requirements

Response time and loading speed must be aligned to web-based best practices.

3.9.2 Safety, security, and environmental requirements

Specific user groups will be created that will have access to the system with certain rights. The online NBEPR must have a firewall and an up-to-date SSL certificate protection to ensure web security from hackers. Security should be aligned to SANEDI IT policies and international best practices ISO/IEC 27001/27002 Information security management. Login security (password protected with captcha). In addition, data encryption and protection against malware must be integrated.

3.9.3 Maintenance requirements

- **Hardware Maintenance:** The IT Manager at SANEDI should test the hardware frequently. Otherwise, it will be conducted by the cloud hosting service provider.
- **Information system maintenance:** The IT Manager will perform updates of master files, such as adding and deleting users.
- **SANEDI IT Department Network Maintenance:** Taking care of the network's overall health (anticipating, preventing, and solving the problems, troubleshooting, cable testing).
- **Security Maintenance:** The SANEDI IT Manager would ensure that the systems remain secure all the time. The Security maintenance service would include backups, checking permissions and ownerships in critical files and directories, checking the assignment of rights, monitoring system logs etc. Otherwise, conducted via the cloud hosting service provider.
- **Preventive Maintenance:** The SANEDI IT Manager would perform proactive maintenance to prevent system problems. Its purpose is to minimise breakdowns and excessive depreciation. Otherwise, this could be conducted by the cloud hosting service provider.

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NOTE: All hardware will be provided by SANEDI's IT Department

4 Evaluation Criteria

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.

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.

Phase 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.

Phase 4: Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), 80/20 preference point system.

Table 3: Outline of Evaluation Criteria

No	Criteria	Score	Weights
		This is a 1 to 5 points Scoring criteria	
1.	<p>Company Experience</p> <p>Service providers should demonstrate at least 5 years of experience and track-record in developing and implementing web-based databases.</p>	<p>5 = 9 years and more company experience</p> <p>4 = 8 years' but less than 9 years company experience</p> <p>3 = 7 years' but less than 8 years company experience</p> <p>2 = 6 years' but less than 7 years company experience</p> <p>1 = 5 years' but less than 6 years company experience</p>	20

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No	Criteria	Score	Weights
2.	<p>Team leader Experience</p> <p>Team leader must have at least 10 years' experience in system development, statistics or data analysis, monitoring & evaluation within the energy or environmental (natural resources) sector, be familiar with South African energy policy including the energy efficiency and carbon emissions reporting and monitoring processes projects.</p> <p>Note: Proof required here include</p> <ul style="list-style-type: none"> CV of the team leader Signed letter by the team leader detailing 3 successful projects they have led where they developed and implemented an energy or environmental database. Letter must contain details, duration of project for reference checks in line with the previous projects must be provided. 	<p>5 = 14 years and more experience</p> <p>4 = 13 years' but less than 14 years' experience</p> <p>3 = 12 years' but less than 13 years' experience</p> <p>2 = 11 years' but less than 12 years' experience</p> <p>1 = 10 years' but less than 11 years' experience</p>	<u>15</u>
3.	<p>Reference Letters</p> <p>The experience or track record in the development and implementation of web-based databases and/systems must be supported by signed letters of relevant projects as proof of the projects executed. These reference letters must be on the letterhead of the client, contain the contact details of the clients, state the nature of the project, value of the project and be duly signed by an individually authorised to sign such letters.</p> <p>Note: <i>If more than one of the referenced projects were undertaken for the same client, one letter from the client listing all the projects will suffice. For example, if one client provides on reference letter with 5 relevant projects listed within, then the letter will be scored as 5 reference letters.</i></p>	<p>5 = 5 reference and more letters</p> <p>4 = 4 reference letters</p> <p>3 = 3 reference letters</p> <p>2 = 2 reference letters</p> <p>1 = 1 reference letter</p>	<u>15</u>

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No	Criteria	Score	Weights
4.	<p>Project Approach and Methodology</p> <p>A clear project approach and methodology showing an understanding of the scope with detailed drawings and flow charts showing the major areas of development of the online NBEPR. In addition, the methodology must outline how the planned work will be carried out clearly indicating how each aspect of development, stakeholder/user engagement of the methodology will logically lead to specific deliverables.</p>	<p>5 = Clear methodology addressing aspects of the development with detailed drawings and flow charts showing the major areas of development of the NBEPR.</p> <p>4 = Clear methodology with major aspects addressed in drawings and flow charts showing the major areas of development of the NBEPR.</p> <p>3 = Methodology addressing at least required aspects with some missing drawings and flow charts showing major areas of development of NBEPR.</p> <p>2 = Basic methodology without drawings and flow charts but articulated words detailing some areas of development of the NBEPR.</p> <p>1 = Basic methodology without drawings and flow charts showing the major areas of development of the NBEPR.</p>	<u>25</u>
5.	<p>Project Plan</p> <p>Effective project leadership, project management and allocation of tasks that demonstrate the ability of the team to deliver quality work timeously is crucial. Milestones and timelines must be indicated in the proposal.</p> <p>Note: Focus items within the project plan must include the following <u>focal areas</u>:</p> <ul style="list-style-type: none"> Detailed workplans where major areas are listed and connected to the project approach and methodology. Detailed timelines for each deliverable on the workplan covered. Roles and responsibilities of team members with clear link to project approach and methodology. 	<p>5 = Project plan with all 4 focal areas planned for.</p> <p>4 = Project plan with only 3 focal areas planned for.</p> <p>3 = Project plan with only 2 focal areas planned for.</p> <p>2 = Basic project plan with only 1 focal area planned for.</p> <p>1 = Basic project plan without the 4 focal areas planned for.</p>	<u>25</u>

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No	Criteria	Score	Weights
	<ul style="list-style-type: none"> Risk identification with proposed mitigation strategy. 		
Total			100
Threshold			70

5 Returnable Schedules

5.1 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

5.1.1 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

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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	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)

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		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 the 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.

5.1.2 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

5.1.3 Key Personnel

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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

5.2 Technical Proposal & Methodology Statement

5.2.1 Solution Statement

TERMS OF REFERENCE

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

TERMS OF REFERENCE

5.3 Tax Clearance Certificate

The Bidder is to attach a valid original Tax Clearance Certificate here

TERMS OF REFERENCE

5.4 Preference Points Claimed

SBD 6.1

BID NO: 0422a

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The applicable preference point system for this tender is the **80/20** preference point system.
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

TERMS OF REFERENCE

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“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;
- (c) **“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;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“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;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“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;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

TERMS OF REFERENCE

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

4.2 BID DECLARATION

- 4.3 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

5. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 5.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

6. SUB-CONTRACTING

- 6.1 Will any portion of the contract be sub-contracted?

(**Tick applicable box**)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 6.1.1 If yes, indicate:

7. What percentage of the contract will be subcontracted.....%

8. The name of the sub-contractor.....

9. The B-BBEE status level of the sub-contractor.....

10. Whether the sub-contractor is an EME or QSE

(**Tick applicable box**)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

TERMS OF REFERENCE

11. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:		EME √	QSE √
Black people			
Black people who are youth			
Black people who are women			
Black people with disabilities			
Black people living in rural or underdeveloped areas or townships			
Cooperative owned by black people			
Black people who are military veterans			
OR			
Any EME			
Any QSE			

12. **DECLARATION WITH REGARD TO COMPANY/FIRM**

12.1 Name of company/firm:.....

12.2 VAT registration number:.....

12.3 Company registration number:.....

12.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited
 [TICK APPLICABLE BOX]

12.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

12.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.
 [TICK APPLICABLE BOX]

TERMS OF REFERENCE

12.7 Total number of years the company/firm has been in business:.....

12.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

TERMS OF REFERENCE

5.5 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.
	In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

COMPANY & REPRESENTATIVE DETAILS	
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:		

TERMS OF REFERENCE

	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

"State" means –

TERMS OF REFERENCE

- (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

TERMS OF REFERENCE

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:		

TERMS OF REFERENCE

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

TERMS OF REFERENCE

5.7 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.

TERMS OF REFERENCE

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

5.8 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

TERMS OF REFERENCE

Signature of Authorised Bidder

Date

5.9 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

6.10 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

TERMS OF REFERENCE

6 Pricing Schedule

No:	Description of the activity	Price
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
Total		
Vat @15%		
Total inclusive of VAT		

TERMS OF REFERENCE

<p>AMOUNT IN WORDS To be carried forward to Section 8 Form of Tender BID 0422a</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

TERMS OF REFERENCE

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>
7.	<p>FIXED PRICE PROPOSAL</p> <p>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</p>
8.	<p>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.</p>
9.	<p>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.</p>

TERMS OF REFERENCE

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 0422a 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.
17.	This Clause is intentionally left blank

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 0422a) 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:

TERMS OF REFERENCE

Tender Amount

R

Amount in Words

.....

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

TERMS OF REFERENCE

8 ADDENDA

8.1 Proposed Amendments and Qualifications

18.	<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

TERMS OF REFERENCE

11.2 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

