REQUEST FOR QUOTATION

FOR

APPOINT SERVICE PROVIDER TO DESIGN AND COMPILE AN ELECTRONIC (WEB-BASED) FLIPBOOK REPORT.

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 ………………………………………

DISCLAIMER:

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

RFQ Number	**RFQ 1326– Appoint Service Provider to Design and Compile an Electronic (Web-based) Flipbook Report.**
Date of RFQ	17 August 2026
SANEDI Contact	All enquiries and RFQ submissions must be directed to: Name: SCM Department Tel: 011 038 4300 Enquiries: e-mail address: enquiries.procurement@sanedi.org.za Website address: www.sanedi.org.za
Closing date & Electronic Time - Submission	**Wednesday the 26th of August 2026 at 11:00am** **E-mail submission only: quotes.procurement@sanedi.org.za**
Scope of works	**1. Project Background** South Africa is pursuing a transition toward a sustainable and diversified energy mix, with biofuels identified as a key sector for enhancing energy security, reducing greenhouse gas emissions, and promoting rural economic development. In support of this objective, this bid specification outlines the requirements for the design compilation, development and implementation of a web-based flip report that presents comprehensive, accessible, and interactive information on the biofuels sector in South Africa.
	2. Project Objective The South African National Energy Development Institute (SANEDI) has developed a comprehensive report in 2026 on the biofuels sector in South Africa. SANEDI seeks to appoint a qualified service provider to transform the existing report into a professional interactive electronic flipbook incorporating infographics, visuals, images and interactive navigation while preserving the technical integrity of the report. • Convert the existing report into a professionally designed electronic flipbook. • Enhance the report through integration of additional infographics, illustrations, icons, photographs, diagrams and other visual elements. • Improve readability and stakeholder engagement through an intuitive digital user experience to be hosted on the SANEDI website. • Ensure compatibility across desktop, tablet and mobile devices.
	3. **Project Scope** The appointed service provider shall be responsible for the following: **3.1 Scope of Work** • Utilise the existing report and develop a modern publication layout. • Design and integrate high-quality infographics, charts, icons, diagrams and illustrations where required.

• Source or develop royalty-free images where required.
• Develop an interactive electronic flipbook with page-turning functionality.
• Include clickable table of contents, bookmarks, page thumbnails, hyperlinks, search and zoom functionality.
• Embed videos or image galleries supplied by SANEDI where applicable.
• Optimise for performance across major browsers and devices.
• Conduct quality assurance and correct formatting or functionality issues.

3.2 Design and Layout
• Develop a visually appealing and professional report design
• Create an interactive flipbook-style interface with realistic page-turning functionality
• Incorporate graphics, charts, infographics and multimedia elements (where applicable).

3.5 Maintenance and Support
• Provide technical support in collaboration with SANEDI ICT for a defined period (contract timeframe conclusion) post-launch.
• Address bugs, updates and minor content revisions as required.

4. Deliverables
• Interactive electronic flipbook.
• Visually enhanced report with graphics and infographics.
• High-resolution PDF.
• Editable source files.
• Design assets and artwork.
• User guide where applicable.

5. Technical Requirements
• Compatible with SANEDI website.
• Search, zoom and navigation.
• Cross-browser compatibility.
• Downloadable PDF.
• Optimised loading performance.

6. Bidder Requirements
Bidders must demonstrate:
• Proven experience in developing digital publications or flipbook solutions.
• Ability to deliver high-quality, innovative, and user-focused solutions.
• Graphic design and infographic expertise.
• Portfolio of at least three similar projects.
• Proficiency in professional design software

7. Timelines

The project is expected to be completed within a period of 8 weeks and the contract concluded within 12 weeks, including content development, design, testing and deployment.

• Project Initiation & Planning (2 days).

• Content Compilation (1 Week).

• Design and Layout Development (2 Weeks) [in parallel with content].

• Web Development & Flipbook Creation (2 Weeks).

• Final website quality and performance support as required in collaboration with SANEDI ICT (1 Week)

• Project duration – 5 Weeks and 2 days.

8. Reporting and Governance

The service provider will:

• Report regularly (weekly) to the designated project manager.

• Provide progress updates and draft submissions for review as agreed at inception meeting.

• Incorporate feedback and revisions as required.

9. Gate Keeping Criteria

These must be met before scoring:

• Fully web-based with no plugin.

• Mobile-responsive (desktop, tablet, smartphone)

• Cross-browser compatible and responsive

• Offline and/or downloadable viewing.

• Accessibility compliance (WCAG or similar)

• No licensing fees applicable and all source codes to be handed to SANEDI upon handover.

Delivery Date for Goods/ Services	Fixed date ☒ Date:	Ad hoc ☐
Duration of Contract	**5 Weeks**	
Confirmation of Budget Availability	Yes ☒ No ☐	
Technical Evaluation Required	Yes ☒ No ☐	
Proposed Technical evaluation criteria	Note: this part not applicable for NT transversal contracts.	
Minimum Qualifying criteria: 70 Points.		

Criteria	Criteria	Scoring (1-10)	Weighted Score	Evaluator's Score	Total Score
1. Company Experience:	Ten or more years' experience.	10	20		

1.1. How closely the bidder's past work aligns with your project. 1.2. Total number of similar projects completed. 1.3. Scale and complexity of projects (size; complexity; and stakeholder involvement). 1.4. Quality of previous work (submit portfolio of evidence brochure). 1.5. Client profile and sector experience.	Seven or more years' experience.	7			
	Five or mor years' experience.	5			
	Two to three years' experience.	3			
	Zero to one year experience.	0			
2. Reference Letters: 2.1. On company/institution letterhead. 2.2. Includes the organization's name and logo. 2.3. Contains physical address. 2.4. Dated. 2.5. Reference letter must be addressed to bidder.	Five or more reference letters.	10	20		
	Four or more reference letters.	7			
	Three or more reference letters.	5			
	Two or more reference letters.	3			
	No reference letters.	0			
3. Methodology focal areas: 3.1. Clearly defined scope. 3.2. Step-by-step description of project execution. 3.3. Technology and tools. 3.4. Explain how flipbook will navigate, interactive, virtually appealing, & accessible. 3.5. Content Handling and Design Integration.	Comprises all five (5) focal areas.	10	30		
	Comprises four (4) focal areas.	7			
	Comprises three (3) focal areas.	5			
	Comprises two (2) focal areas.	3			
	Comprises zero or one focal area.	0			
4. Project Plan focal areas. 4.1. Timelines and milestones. 4.2. Deliverables schedule. 4.3. Roles and responsibilities. 4.4. Communication plan. 4.5. Risk management (severity, impact, and mitigation).	Comprises all five (5) focal areas.	10	20		
	Comprises four (4) focal areas.	7			
	Comprises three (3) focal areas.	5			
	Comprises two (2) focal areas.	3			
	Comprises zero or one focal area.	0			
5. Portfolio of Evidence Brochure		Yes 10	10		
		No 0			
Total			**100**		
Threshold			**70**		

Terms and Conditions	The RFQ shall be subjected to the SANEDI procurement terms and conditions which can be found on www.sanedi.org.za . New suppliers are requested to apply for registration as suppliers on the database as no RFQs will be considered without suppliers first being registered on the supplier database.
Quoted Price excluding Disbursements VAT inclusive	(Attach a formal quotation on company official letterhead to this RFQ) R
Discounted amounts	R

Disbursements VAT inclusive	R
Total Amount VAT inclusive	R
Other Requirements	The supplier must submit the following returnable schedules: 1. Pricing schedule 2. Attach SBD 4 and SBD 6.1 3. Certified BBBEE certificate Forms are available on www.sanedi.org.za

BIDDER'S DISCLOSURE **SBD 4**

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

………
………………………………………………………………………………………………………

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, …………………………………………………………….............................., the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

……………………………… …………………………………………

Signature Date

……………………………… ………………………………………...

Designation Name of bidder

SBD 6.1

1. 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**

1.5Failure 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;

1. 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:

80/20 or **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

2. 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 preferencepoint 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 authorized 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 favorable 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.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:	....
DATE:	....
ADDRESS:	....
	....
	....
	....