



sanedi

South African National Energy
Development Institute.

Request for quotation

To Appoint Consultant to Review Business Cases

NAME OF BIDDER.....

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER Code Number

FACSIMILE NUMBER CodeNumber

E-MAIL ADDRESS

Signature of Bidder

Date

| | |
|--|--|
| RFQ Number | 1322 |
| Date of RFQ | 01st July 2022 |
| SANEDI Contact | All enquiries and RFQ submissions must be directed to : Name: Ms. Nondumiso Buthelezi e-mail address: enquiries.procurement@sanedi.org.za Website address: www.sanedi.org.za |
| Required response date and time for quotation | 15th July 2022 at 11:00 am |
| Submission e-mail | quotes.procurement@sanedi.org.za . Only electronic submissions sent on this email will be considered. No manual submission will be accepted. |
| Work specification (and Technical specifications) | <p>Project Background</p> <p>The Department of Science and Innovation (DS) contracted the South African National Energy Development Institute (SANEDI), as its Energy Secretariat. The Energy Secretariat is to ensure the effective and efficient implementation of DSI Flagship Programmes and Projects. The four Flagship Programmes include Coal CO2-X; Energy Storage, Hydrogen South Africa; and Solar Hubs and Spokes.</p> <p>The mandate of the DSI is to have a responsive, coordinated and efficient National System of Innovation (NSI). Develop Human Capital Development for science; increased knowledge generation; use knowledge for economic and inclusive development; and promote innovation for a capable state.</p> <p>In line with it's mandate, the DSI supports the reduction in greenhouse gas emissions and air pollution, while contributing to a more diverse and sustainable energy mix. Enable the widespread commercialisation of battery, fuel cell, renewable, and net zero carbon technologies. With such technologies largely based on publicly funded intellectual property rights. Penetration of clean and alternative energy technologies are achieved through research, development and validation efforts. This is done in order to be competitive with current technologies, based on cost and performance. In so doing, strategic partnerships are forged with the public and private sector. In this way, institutional and market barriers to their commercialisation are significantly reduced.</p> <p>This assignment of which the scope is detailed below, requires the appointment of an expert in engineering, science and business management. Technical expertise and experience is warranted, to</p> |

evaluate the appropriateness and responsiveness of business plans, which underpins flagship programmes and projects.

Scope of works

The Energy Secretariat requires competent consultants to interrogate the 2022-23 FY business plans submitted for Flagship Programmes and Projects. Business Plans have to respond to the Annual Performance Plan (APP). Key Performance Areas and Key Performance Indicators of the DSI. The budgets assigned should be realistic and responsive to delivering the requisite deliverables set out in the APP. The allocation of resources should be fit for purpose and sufficient to support the objectives and deliverables set out in the Business Plan. The following scope of work would be required:

- 1.1. Critical Analysis of the Business Plans in relation to DSI strategic plans and evaluation criteria and transformational plans.
 - 1.2. Finalise evaluation and project prioritisation methodology and document.
 - 1.3. Budget Scrutiny and evaluation of cost effectiveness and appropriateness.
Analysis of Proposals and alignment to APP.
 - 1.4. Analysis of deliverables and practical implementation.
 - 1.5. Analysis of timeframes and appropriateness.
 - 1.6. Prioritise projects, compare DSI Budget to Business Plan budget submission
- Consolidated report with project recommendation, and presentation to the DSI and Energy Secretariat.

Required qualifications and experience (Technical Evaluation Criteria)

The bids received will be evaluated in two stages. The first stage will be the pre-condition compliance and technical evaluation, the second the financial/BEE evaluation. The following are the evaluation criteria that all bids will be assessed against:

| Criteria | Scoring Guidelines 1-10 | Score Range | Weight |
|---|---|-------------|------------|
| 1. Capacity, capability and experience of the company since registration and trade (not individual team member and his/her past experience) Experience in Coal CO ₂ ; Energy Storage; Hydrogen; Renewable Energy (Solar/Wind/Biofuel) technology: <i>Business Analysis, Planning, Design, Implementation and Project Evaluation Criteria.</i> | Extensive knowledge and experience in Coal CO ₂ ; Energy Storage; Hydrogen; and Renewable Energy technology planning, design, deployments, and business case formulation and analysis. The company must have experience in all of the specified areas: | | 20% |
| | a) Extensive company capacity and capabilities, having more than 10 years experience. | 8-10 | |
| | b) Fair company capacity and capabilities, having more than 5 years experience. | 4-7 | |
| | c) Little to no company capacity and capabilities, having less than 5 years experience. | 1-3 | |

| | | | | |
|--|---|--|------|------------|
| | 2. Project Specialist and Support team (qualifications and experience) Qualifications, capability and experience of key staff. Curriculum Vitae of core team to work on project to be attached. <i>Business Analysis, Planning, Design, Implementation and Project Evaluation Criteria.</i> | Extensive knowledge and experience in technology management, engineering, science, project management, system engineering and Business Plan analysis. | | 40% |
| | | a) Master’s degree in Engineering, MBA, additional (Project Management, Business Analysis, technology management, systems engineering ,Finance and strategy). | 8-10 | |
| | | b) Honours degree in Engineering, Project Management, Business Analysis, technology management, systems engineering ,Finance and strategy. | 4-7 | |
| | | c) Degree in Engineering, Project Management, Business Analysis, and Finance. | 1-3 | |
| | 3. Methodology Detailed methodology | a) Concise Methodology. | 8-10 | 20% |
| | | b) Fair Methodology. | 4-7 | |
| | | c) Poor Methodology. | 1-3 | |
| | 4. Execution Plan & Gantt Chart A proper methodology on how to evaluate and analyse business plans. Appropriate milestones, deliverables and timelines. Criteria for selecting preferred projects. | a) Detailed Execution Plan, indicating milestones, deliverables, resources and Gantt chart. | 8-10 | 20% |
| | | b) Fair Execution Plan, indicating milestones, deliverables, resources and Gantt chart. | 4-7 | |
| | | c) Poor Execution Plan, indicating milestones, deliverables, resources and no Gantt chart. | 1-3 | |

Total points available 100 = **Minimum threshold 70 points**

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 firstly being registered on the supplier database.

Preferential procurement system
The Bid will be evaluated on 80/20 Preferential Point System according to the Preferential Procurement Policy Framework Act,2000

The points scored out of 80 should be calculated according to the following formula

(i) The 80/20 preference point system

$$Ps = 80 \left(1 - \frac{Hs - Rs}{Rs} \right)$$

Rs

where

Ps = points scored for functionality and price of the bid/proposal under consideration

Hs = highest percentage scored by any acceptable bidder for functionality and price

Rs = percentage scored for functionality and price by bid/proposal under consideration

The maximum score for this bid shall be awarded as follows:

| POINTS | PRICE |
|---|--------------|
| BBBEE Status level of Contribution | 20 |
| Points for price | 80 |
| Total points for price and BBBEE do not exceed | 100 |

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:

Pricing schedule

Attach SBD9, SBD 4 and BBBEE Bid Declaration

Attach valid tax clearance

Certified BBBEE certificate

Forms are available on www.sanedi.org.za

CSD report

SBD 4: 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> |

| 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? <u>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.</u> | | |
| | 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 | | |
| | Wither 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

SBD 9: 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

B-BBEE Bid Declaration

| | | |
|--|------------|------------------------------------|
| Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following: | | |
| B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED (Points claimed for BBEE must be substantiated by means of a certified B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA). | | Points Claimed |
| SUB-CONTRACTING | YES | NO |
| Will any portion of the contract be sub-contracted? | | |
| If yes, indicate: what percentage of the contract will be subcontracted? | % | |
| the name of the sub-contractor? | | |
| the B-BBEE status level of the sub-contractor? | | |
| is the sub-contractor an EME? | | |

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

Certify that the B-BBEE information furnished on this declaration form is true and correct and attach a current broad-based black economic empowerment certificate as verified by an accredited agency.

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