



**sanedi**

South African National Energy  
Development Institute.

## **Request for quotation**

### **3 DAY Training : ISO 9001:2015 Quality Management Systems**

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** .....

<b>RFQ Number</b>	1122
<b>Date of RFQ</b>	29th June 2022
<b>SANEDI Contact</b>	All enquiries and RFQ submissions must be directed to :  Name: Ms. Nondumiso Buthelezi e-mail address: <a href="mailto:enquiries.procurement@sanedi.org.za">enquiries.procurement@sanedi.org.za</a> Website address: <a href="http://www.sanedi.org.za">www.sanedi.org.za</a>
<b>Required response date and time for quotation</b>	13th July 2022 at 11:00 am
<b>Submission e-mail</b>	<a href="mailto:quotes.procurement@sanedi.org.za">quotes.procurement@sanedi.org.za</a> . Only electronic submissions sent on this email will be considered. No manual submission will be accepted.
<b>Work specification (and Technical specifications)</b>	<p><b>Project Background</b></p> <p>The South African National Energy Development Institute (SANEDI) is a schedule 3A state owned entity established as an agency of the Department of Mineral Resources and Energy (DMRE). Its mandate is to direct, monitor and conduct energy research and development, promote applied energy research and technology innovation, and undertake measures to promote the uptake of green energy and energy efficiency throughout the economy.</p> <p>SANEDI is in the process of applying for SANAS accreditation to become an energy Monitoring and Verification body. This process is now at an advanced stage and requires the training of Energy Efficiency staff who will be essential for the operation of this division. As part of the SANAS accreditation process, relevant employees of SANEDI will have to undergo training in various recommended courses. The ISO 9001 is one of these courses and will be followed by EPC training..</p> <p><b>Scope of works</b></p> <p>The service provider must provide the following:</p> <ul style="list-style-type: none"> <li>• 3 day training course for 6 employees on ISO 9001:2015 Quality Management Systems Implementation at SANEDI, CEF House, Block C, 152 Anne Crescent, Upper Graystone Office Park, Strathaven, Sandton</li> <li>• Training manuals. Please note that SANEDI will provide a venue, projector, and flip charts.</li> <li>• Training Certificates at the end of the training.</li> </ul>

**Project Objective**

- Capacity building for Energy Efficiency personnel in line with SANEDI’s SANAS accreditation process

**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)	Weighting
1. Company must have 5 years or more experience in ISO 9001:2015 Quality Management Training	(a) 5 years or more = 10 (b) 3-5 years = 5 (c) Less than 2 years = 1	30%
2. Trainer must be qualified with relevant experience.	(a) Training Degree = 10 (b) Training Diploma = 5 (c) Training Certificate = 1	30%
3. Company must provide previous company training experience through 5 signed reference letters with a good review.	(a) 5 and more signed reference letters with a good review =10 (b) 3 signed reference letters with a good review =6 (c) 1 signed reference letter with a good review =1	20%
4. Course content must be consistent with the expected SANAS requirements.	(a) Course outline consistent with requirements =10 (b) Course outline not consistent with requirements =0	20%
Threshold		70
Total		100

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](http://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.

<p><b>Preferential procurement system</b></p>	<p><b>The Bid will be evaluated on 80/20 Preferential Point System according to the Preferential Procurement Policy Framework Act,2000</b></p> <p>The points scored out of 80 should be calculated according to the following formula</p> <p>(i) The 80/20 preference point system</p> $Ps = 80 \left( 1 - \frac{Hs - Rs}{Rs} \right)$ <p>where</p> <p>Ps = points scored for functionality and price of the bid/proposal under consideration</p> <p>Hs = highest percentage scored by any acceptable bidder for functionality and price</p> <p>Rs = percentage scored for functionality and price by bid/proposal under consideration</p> <p>The maximum score for this bid shall be awarded as follows:</p> <table border="1" data-bbox="358 835 1459 1014"> <thead> <tr> <th>POINTS</th> <th>PRICE</th> </tr> </thead> <tbody> <tr> <td>BBBEE Status level of Contribution</td> <td>20</td> </tr> <tr> <td>Points for price</td> <td>80</td> </tr> <tr> <td>Total points for price and BBBEE do not exceed</td> <td>100</td> </tr> </tbody> </table>	POINTS	PRICE	BBBEE Status level of Contribution	20	Points for price	80	Total points for price and BBBEE do not exceed	100
POINTS	PRICE								
BBBEE Status level of Contribution	20								
Points for price	80								
Total points for price and BBBEE do not exceed	100								
<p><b>Quoted Price excluding Disbursements VAT inclusive</b></p>	<p>(Attach a formal quotation on company official letterhead to this RFQ)</p> <p>R</p>								
<p><b>Discounted amounts</b></p>	<p>R</p>								
<p><b>Disbursements VAT inclusive</b></p>	<p>R</p>								
<p><b>Total Amount VAT inclusive</b></p>	<p>R</p>								
<p><b>Other Requirements</b></p>	<p>The supplier must submit the following returnable schedules:</p> <p>Pricing schedule          Attach SBD9, SBD 4 and BBBEE Bid Declaration          Attach valid tax clearance          Certified BBBEE certificate          Forms are available on <a href="http://www.sanedi.org.za">www.sanedi.org.za</a>          CSD report</p>								

**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"> <li>- the bidder is employed by the state; and/or</li> <li>- 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.</li> </ul>
	<p><b>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</b></p>

<b>COMPANY &amp; REPRESENTATIVE DETAILS</b>	
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	

	<b>DECLARATIONS</b>	<b>YES</b>	<b>NO</b>
	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?		



“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>B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED</b> (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).		<b>Points Claimed</b>  .....
<b>SUB-CONTRACTING</b>	<b>YES</b>	<b>NO</b>
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 .....