



sanedi

South African National Energy
Development Institute

**REQUEST FOR PROPOSALS
FOR
CONVENER AND REVIEW PANEL FOR THE THIRD HYDROGEN
SOUTH AFRICA (HYSA) FIVE YEAR REVIEW**

Closing date: **08 October 2024**

Time: **11:00AM**

Submission format: Electronic submission to 0724.procurement@sanedi.org.za

Name of the respondent:.....

Late bids will not be accepted for consideration.

BID DETAILS

Bid Title	Request for proposals for Convener and Review Panel for the Third Hydrogen South Africa (HySA) Five Year Review
Procurement Reference Number	0724
Date of the Bid Clarification Meeting	25 September 2024 at 10:30 am
Date of TENDER	18 September 2024
Date of Tender CLOSING	08 October 2024 at 11:00 am

CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

SCM Department

Telephone: 011 038 4300

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

BIDDER'S DETAILS

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER Code Number

FACSIMILE NUMBER Code Number

E-MAIL ADDRESS

Signature of Bidder **Date**

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1. Notice And Invitation to Submit Proposals

The **SOUTH AFRICAN NATIONAL ENERGY DEVELOPMENT INSTITUTE** invites suitably qualified and experienced service providers to submit priced proposals for the supply of goods and services as indicated in the Scope of Works herein.

SANEDI is a research and development entity established as a juristic person in terms of the Energy Act, Act 34 of 2008. SANEDI's key focus areas are research and development into new energy technologies and energy efficiency.

Respondents must comply with the terms and condition as specified in this Bid Document either in their singular capacity or as part of a Joint Venture or consortium.

Potentially emerging enterprises and SMME's who satisfy criteria stated in the Submission Data may submit proposals

Only respondents who submit fully completed priced proposals incorporating all Returnable Schedules duly complete and signed will be eligible to have their submissions evaluated

Queries relating to the issue of these documents may be addressed to

SCM Department

Telephone: 011 038 4300

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

The closing time for receipt of Proposals is at:

11h00am on Tuesday the 8 October 2024

2. Submission Data – Specific Conditions of Contract.

1.	The Employer The Employer is SANEDI and is referred to as the CLIENT or EMPLOYER.
2.	Composition of Bid Document 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. The documents associated with the calling for Proposals issued by the employer comprise: Submission Criteria • 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 Returnable Schedules • Enterprise Questionnaire • Technical Proposal & Methodology Statements • Tax Clearance Certificate • B-BBEE Declaration • Declaration of Interest • Certificate of Past Procurement Performance • Certificate of Bid Independence • Certificate of Acceptance – General Conditions of Contract • Certificate of Acceptance – Bid Evaluation and Scoring Criteria • Certificate of Understanding – Scope of Works • Certificate of Attendance – Tender Clarification Meeting • Pricing Schedule / Schedule of Rates • Form of Tender • Schedule of Proposed Amendments and Qualifications • Record of Addenda or Errata to the Bid <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> Only respondents who submit fully completed Proposals incorporating all Returnable Schedules duly complete and signed will be eligible to have their submissions evaluated

3.	Bid Clarification Meeting Compulsory Briefing Session: 25th September 2024 at 10:30am via Teams: Please use the provided link to join: Microsoft Teams <u>Join the meeting now</u> Meeting ID: 390 043 655 842 Passcode: MBodBb Failure to complete the certificate of attendance and return with the Bid Documents will disqualify the submission.
4.	ELECTRONIC RETURN OF SUBMISSIONS AND NO MANUAL SUBMISSION WILL BE ACCEPTED. Submissions / Bid Documents may be returned to the CLIENT by means of Electronic Submissions via E-Mail. The Submission E-Mail address designated is <u>0724.procurement@sanedi.org.za</u> 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. Documents transmitted in an editable format will be regarded as non-returns and may render the submission unresponsive. Telephonic, telegraphic, telex, facsimile submissions offers will not be accepted. The size limits for SANEDI Email is 20 MB. Bidders may submit more than one E-mail.
5.	The closing time for submissions is as stated in the Notice and Invitation to Submit a Proposal Quotation, in the manner specified is Closing date: Tuesday, 8 October 2024 at 11h00 NO Late submissions, or submissions not deposited in the designated e-mail address will be considered, and it is incumbent on the Bidder to ensure that their submission together with all supporting documentation is in the designated e-mail address before the closing Time and date specified.

6.	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. 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. 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.
7.	Information and data to be completed in all respects 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. 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.
8.	SANEDI reserves the right to rotate suppliers according to SANEDI's rotation policy.
9.	SANEDI reserves the right to independently verify Information that is submitted by the bidder.
10.	Bidders are prohibited and will be disqualified if they share resources amongst themselves for the same tender e.g. the proposed team member of company "A" is also a team member of company "B".

3. Scope Of Works/Technical Specifications

3.1 BACKGROUND

SANEDI is a statutory body established in terms of the National Energy Act No. 34 of 2008. The Act provides for SANEDI to direct, monitor, and conduct energy research and development, promote energy research and technology innovation, as well as undertake measures to promote energy efficiency throughout the economy.

The DSI established the Energy Secretariat at the South African National Energy Development Institute (SANEDI) in 2020, which created a platform that allows for both private and public sectors to participate in the following energy related RDI Flagship Programmes supported by the DSI:

- Hydrogen South Africa (HySA);
- Renewable Energy Hub and Spokes;
- Coal CO₂ to X; and
- Energy Storage.

The Energy Secretariat is mandated in:

- Monitoring the implementation of the Energy Science, Technology, and Innovation (STI) Plan, which is part of the Department's Decadal Plan. The Energy STI plan takes into consideration and builds on the HySA Strategy, Energy Storage RDI, Solar Energy Technology Roadmap, Coal CO₂ to X RDI Roadmap, and the Hydrogen Society Roadmap (HSRM);
- Monitoring the implementation of innovation policies relevant to the energy space through the four flagships (namely hydrogen economy, carbon dioxide captures and utilisation, renewable energy and energy storage);
- Managing and monitoring large scale deployments in partnership with public, private sector and academia in support of the Presidential District Development Model (DDM), such as the Platinum Valley, clean energy deployments in partnership with local and district municipalities, as well as other government departments; and
- Coordinating the training of Technical and Vocational Education and Training (TVET) graduates and University of Technology (UoT) graduates on emerging technologies (i.e., fuel cells, batteries, renewables) in partnership with the relevant entities under the Department of Higher Education and Training (DHET), such as the Energy & Water Sector Education Training Authority (EWSETA).

The DSI developed the National Hydrogen and Fuel Cell Technologies (HFCT) Strategy that was approved by Cabinet in 2007 to create knowledge, human resource capacity and enable the development of high-value commercial activities in HFCT through adding value to the country's platinum group metal (PGM) resources. The Strategy was formally launched by the DSI in 2008 and branded HySA.

The HySA Strategy established three Centres of Competence (CoCs) to drive research and development (R&D) work in HFCT. These are: Hydrogen Catalysis (HySA Catalysis), co-hosted by the University of Cape Town (UCT) and Mintek, Systems Integration and Technology Validation (HySA

Systems), hosted by the University of the Western Cape (UWC) and Hydrogen Generation, Delivery and Storage (HySA Infrastructure), co-hosted by North-West University (NWU) and the Council for Scientific and Industrial Research (CSIR).

The HySA Programme has three phases, which are:

- Technology Catch-up (Phase 1: 2008/9 to 2013/14): Focused on the establishment of research and development (R&D) capability;
- South African Extension (Phase 2: 2014/15 to 2018/19): Focused on technology demonstration, testing and validation as well as delivering first products to pilot markets through spin out companies; and
- South African Innovation (Phase 3: 2019/20 to 2023/24): Focused on technology commercialisation aimed at contributing to international innovation while capturing 25% of the hydrogen fuel cell market.

The HySA Programme, in its 12th year of implementation, underwent a second independent five-year review during the 2019/20 FY. The review confirmed that the HySA Programme has made significant progress in the establishment of a national technological capability in HFCT. In some cases, international benchmark performance levels had been achieved, which bodes well for the commercialisation of the technologies that are dominated by global value chains.

One of the key recommendations of the independent review was that for HFCT to transition from niche applications to a regime, a well-coordinated approach across government is required to accelerate deployments and to support the research, development and innovation (RDI) and commercial efforts of the HySA Programme. The review highlighted the importance of establishing an overarching national roadmap, such as the Hydrogen Society Roadmap (HSRM), that is needed to provide a guiding framework for the integration of Hydrogen related technologies into various sectors of the South African economy and society in general.

Through an extensive, comprehensive and inclusive stakeholder consultation process, the DSI embarked upon a process to develop a HSRM. Cabinet approved the HSRM, and its release to the public, on 14 September 2021. In addition, Cabinet also approved the extension of the HySA Programme, from 2022/23 FY up to 2030/31 FY. The objective was for government to continue to fund the HySA Programme for an additional 10 years and create an enabling environment for greater private sector participation and co-funding. The HSRM was launched by the Minister in February 2022 and released to the public.

The HSRM is South Africa's overarching blueprint document that articulates the country's aspirations in developing a local hydrogen economy that is globally competitive, to enable the country to benefit from the global demand for low emissions hydrogen and derivatives. Since the launch of the HSRM, the following catalytic projects, including the approved Strategic Integrated Projects (SIPs), have been initiated to stimulate the development of the local hydrogen economy:

- Platinum Valley Initiative (PVI);
- Coal CO₂ to X RDI Flagship Programme;
- Boegoebaai Green Hydrogen Development Programme in Northern Cape;
- Sasol HySHiFT in Mpumalanga;
- Sasolburg Green Hydrogen Hub in Free State;
- Atlantia Green Hydrogen in Western Cape;

- Prieska Power Reserve in Northern Cape;
- Ubuntu Green Energy Hydrogen Project in Northern Cape;
- Upilanga Solar and Green Hydrogen Park in Northern Cape; and
- HIVE Ammonia in Eastern Cape.

The DSI completed a feasibility study on the PVI, South African version of the Hydrogen Valley, in partnership with Anglo American Platinum, clean energy solutions provider Bambili Energy, and energy and services company ENGIE. The feasibility study identified catalytic projects in the mobility, industrial and buildings sectors along the corridor starting in Mogalakwena Mine in Limpopo, through Gauteng to Durban. The projects are expected to facilitate the commercialisation and manufacturing of publicly funded intellectual property, while contributing to the beneficiation of the PGMs in targeted geographic areas as well as unlock the socio-economic benefits that can accrue through the integration of HFCT in various sectors of the economy. The projected hydrogen demand in the PVI is expected to reach 185 000 tonnes by 2030.

In supporting the implementation of the HSRM and PVI, the DSI is focusing on building strategic partnerships, both locally and internationally, to achieve the HSRM high-level outcomes and position South Africa as a significant player and reliable partner within the hydrogen economy.

Leveraging on the implementation of the HySA Programme, the DSI is leading the engagements to promote collaboration, investment and innovation in support of the deployment of hydrogen at scale, which is required for the successful implementation of the HSRM. In exploring strategic international and local partnerships, the focus has been on leveraging:

- Existing trade relations with the potential partner country;
- synergies between the potential partner country's Hydrogen Strategy and the HSRM;
- Use of science, technology and innovation in driving economic development;
- Opportunities to integrate locally developed IP, collaborate and co-develop technologies; and
- Potential for the country to be a market for South African low emissions hydrogen and derivatives.

The HySA Strategy requires that the overall performance of the HySA Programme be reviewed every five years by an independent panel of experts. External reviews are important in supporting the effective functioning and positioning of publicly funded programmes in science and technology institutions.

The Energy Secretariat at SANEDI is currently preparing for the third five-year review of the HySA Programme. The review will be for period of 5 months.

3.2 PURPOSE OF THE REVIEW

The purpose of the review is to evaluate the effectiveness of the phase three implementation, with the ultimate goal of identifying opportunities for continuous improvement as the HySA Programme seeks

to support the implementation of the HSRM and the PVI while contributing to South Africa's hydrogen economy journey. The review is also expected to provide recommendations that will assist and enable the DSI to craft a way forward and set-up correct institutional arrangement(s) required for the successful implementation of the Cabinet-approved 10-year extension period of the HySA Programme. The following questions are applicable:

- Based on the objectives set out for the third phase, to what extent has the HySA Programme achieved those objectives?
- Is the HySA Programme adequately prepared to ensure successful implementation of the Cabinet-approved 10-year extension period?

3.3 SCOPE OF WORKS

A panel, consisting of at least three local and three international experts in the area of HFCT, will review all the three HySA CoCs. The convener will manage and coordinate the work of the review panel and ultimately be responsible for the compilation of a consolidated review report. The terms of reference set out the minimum requirements, terms and conditions that should be met during the third five-year review of the HySA Programme.

The scope of work is informed by the need to assist the Energy Secretariat at SANEDI and the DSI to evaluate and reflect on the extent to which the HySA Programme has been able to meet its mandate during the third phase of implementation as envisaged in the HySA Strategy as well as its positioning and alignment to contributing to the successful implementation of the HSRM and the PVI as well as South Africa's hydrogen economy journey.

3.3.1 Examination of the RDI Scope

The review panel will review the RDI scope of the HySA Programme in relation to the CoCs' technology focus areas and the technical merits thereof (Refer to Annexure A). The review is expected to assess the market viability of the RDI outputs in relation to the objectives of phase 3 as well as the objectives of the HSRM and the PVI. The following questions are applicable:

- Have the HySA RDI key performance indicators (KPIs) been achieved?
- Are the technology focus areas being pursued by the CoCs still applicable/valid to support the successful implementation of the HSRM and the PVI as well as contribute effectively to South Africa's hydrogen economy journey?
- Should the technology focus areas be streamlined (reduced) or amended? Why?
- Which are the areas of strength within the RDI scope that have the potential to maintain and sustain the HySA Programme's competitive edge (if any) within the HFCT sector?
- Is the current structure of the HySA Programme appropriate to support the successful implementation of HSRM and the PVI as well as contribute effectively to South Africa's hydrogen economy journey? If not, are there any other suitable structures that could be considered or deemed suitable?

3.3.2 Institutional Arrangements of the HySA Programme

The review is expected to identify bottlenecks/challenges within the current structure and recommend on an appropriate structure to ensure that the HySA Programme is well positioned to contribute to the successful implementation of the HSRM and PVI as well as South Africa's hydrogen economy journey. The following questions are applicable:

- What type of commercial structure would be appropriate in order to contribute to the successful implementation of the HSRM and PVI as well as South Africa's hydrogen economy journey?
- What are the functions of the proposed commercial structure?
- Where within the country should the proposed commercial structure be located? Why?
- What will be the governance and management model of the proposed commercial structure?
- What type of intellectual property ownership model should be adopted for the proposed commercial structure?
- What will be the benefits of the proposed commercial structure to South Africa?
- What strategic partnerships and type of funding sources should be considered to ensure the successful implementation and sustainability of the proposed commercial structure?
- What other considerations and potential issues need to be taken into account regarding the implementation of the proposed commercial structure?
- Should the CoCs be consolidated and incorporated into the proposed commercial structure?
- What should the key competencies and staff capacity be within the proposed structure?
- What are the appropriate policies that need to be developed/implemented/adopted to move from a technological niche to a market niche and then move from the market niche to a regime?
- What are the current private/public partnerships (local and international industry players/stakeholders) that have been established within the HySA Programme?

3.3.3 The Energy Secretariat's Responsibilities

The Energy Secretariat at SANEDI shall ensure that the following information/documents and support are provided for the review:

- The HySA Strategy;
- The project funding agreements between SANEDI and the host institutions of the HySA CoCs;
- The first HySA five-year review consolidated report;
- The first HySA five-year review CoCs reports;
- The second HySA five-year review consolidated report;
- The annual business plans for the HySA CoCs from the 2014/15 FY to 2023/24 FY;
- The annual progress reports for the HySA CoCs from the 2014/15 FY to 2023/24FY;
- The externally audited financial reports for the HySA CoCs from the 2014/15 FY to 2023/24 FY;
- The report on the assessment of HySA technology portfolio;
- The HSRM policy document;
- The PVI Feasibility Study report;
- Facilitate access to any other policy documents that may be deemed relevant and necessary to contribute to the outcome of the review process;
- Liaison and communication with the key stakeholders (host institutions and partners within the HySA Programme) for review purposes is offered; and
- Logistical arrangements (meeting venue) are managed appropriately, in line with the applicable SANEDI policies.

3.3.4. The Convener's Responsibilities

The convener will manage and coordinate the work of the review panel and ultimately be responsible for the compilation and submission of a consolidated review report. The convener shall be responsible for the following duties:

- Managing and coordinating the schedule of activities for the review panel
- Appropriate administrative and secretarial support are made available for the review
- Compilation of the agenda for the review meetings in consultation with the other members of the review panel;
- Chairing the review meetings;
- Compilation of the review report in consultation with the other members of the review panel;
- Finalisation of the review report in consultation with the other members of the review panel; and
- Submission of the review report to the Energy Secretariat at SANEDI.

The convener shall also provide the following secretariat services for the review meetings and related events:

- Setup and coordinate review meetings and related events;
- Maintain the records (attendance registers, apologies, submissions, decisions, recommendations and minutes) of the meetings/events pertaining to the review process;
- Compile minutes of the review meetings;
- Prepare agenda for the review meetings;
- Prepare the relevant documentation for the review meetings; and
- Maintain the calendar pertaining to the review process.

The convener is also expected to maintain and manage record of proceedings by ensuring that:

- All attendance registers, apologies, submissions, decisions, recommendations and minutes of meetings are duly recorded by the secretariat; and
- Minutes signed by the convener and coordinators after ratification by members form an official record of proceedings of each meeting.

3.3.5. Requisite Skills for the Convener and Review Panel

With the exception of the skills that are specifically related to the convener, such as in-depth experience in the leadership and coordination of diverse and multi-disciplinary teams as well as report writing, coordination of diverse inputs and documentation, the convener and each member of the for the third HySA five-year review is expected to have the following skills:

- In-depth experience in the formulation and management of R&D programmes with a strong focus on innovation as well as strategic evaluations;
- Experience in the review of publicly funded RDI programmes;
- Knowledge in one or more of the focus areas within the HySA Programme;
- Understanding of the commercialisation of R&D outputs and of the risks inherent in the various models used in taking products from lab to market;

- A good understanding of how both the public and private sectors work and how they interface with respect to funding for innovation and technology commercialisation, particularly in South Africa; and
- A good knowledge of the energy landscape, with a particular focus on South Africa and other developing countries.

3.4 METHODOLOGY

The third HySA five-year review will be broken down into three phases: pre-review, review and post review phases.

3.4.1. Pre-review Phase

This phase will comprise of sharing relevant documentation for review purposes, the administrative and the supply chain management (SCM) processes prior to the commencement of the review phase. The Energy Secretariat at SANEDI will manage this phase.

3.4.2 Review Phase

Facility/Site Visit:

The convener and the review panel shall visit all the CoCs in order to familiarize themselves with the business activities of the CoCs. The visit will coincide with the meeting between the convener, review panel and the management of the CoCs. The following facility/site visits are envisaged:

- Facility/site visit: UCT & UWC (duration of one day, Cape Town);
- Facility/site visit: Mintek, CSIR (duration of one day, Johannesburg, and Pretoria); and
- Facility/site visit: Mintek, CSIR & NWU (duration of one day, Potchefstroom).

Review of meetings:

The convener shall chair the review meetings, which shall include the following key aspects:

- A combination of presentations and interactions with personnel responsible for managing and implementing key projects of the CoC under review;
- Interviews with key personnel and stakeholders that will be able to provide input and helpful/constructive perspectives to the review process; and
- Focused panel discussions of all the inputs received; and
- Identification of key findings and recommendations.

The following review meetings are envisaged:

- Preliminary video/teleconferencing review (duration of three days, virtual);
- Pre-review meeting (duration of one day, Pretoria/Johannesburg);
- Review meetings (duration of two days, Pretoria/Johannesburg); and
- Post review meeting (duration of one day, Pretoria/Johannesburg).

3.4.3. Post Review Phase

Compilation of review reports:

- The convener, in consultation with other members, shall allocate tasks that will inform the report writing process; and
- The convener shall be responsible for the collation/consolidation of inputs from members and compilation of the review report.

Submission:

The convener shall submit the following documents to the Energy Secretariat at SANEDI:

- Minutes of the review meetings, signed by the convener and one member of the review panel;
- Review reports signed by all the members of the review panel for HySA Catalysis, HySA Systems and HySA Infrastructure; and
- A final consolidated review report, signed by all the members of the review panel, to the DSI.

3.5 TIMING AND SCHEDULING

While the schedule provided in the terms of reference is a guide pertaining to the time allocated for each task, and the order in which they need to take place, the convener will schedule the actual meeting and task dates in consultation with the other members of the review panel and the Energy Secretariat at SANEDI, taking into consideration the following key aspects:

- Availability of review members and any other persons to be present at meetings;
- The actual start date of the review; and
- Any relevant circumstances, which may arise.

3.6 REPORTING REQUIREMENTS AND TIME FRAMES

It is anticipated that the review will take a maximum of five months including the preparation and submission of all required review reports. The following table indicates the reporting requirements:

Reporting requirements	Target date
Submission of a draft final consolidated review report by convener.	15 November 2024
Submission of a final consolidated review report by convener.	15 December 2024
Submission of the minutes for the review meetings and the three review reports (HySA Catalysis, HySA Systems and HySA Infrastructure) by the convener.	31 January 2024
Submission of the review reports for HySA Catalysis, HySA Systems and HySA Infrastructure by the convener.	30 February 2024

3.7 DELIVERABLES AND PAYMENT SCHEDULE

The project is expected to be completed within a period of five months from the date of signature of the contract and will be initiated by a meeting between the service provider and the Energy Secretariat at SANEDI.

The payment schedule of the convener will be in accordance with the deliverables that are reflected in the table below:

Deliverables	Payment Schedule
Submission of a pre-review report: Document analysis and Preliminary video/teleconferencing review	10%
Submission of minutes: Facility/Site Visits	10%
Submission of minutes: Pre-review, review and post review meetings	10%
Submission of a draft final consolidated review report	20%
Submission of the final review reports for HySA Catalysis, HySA Systems and HySA Infrastructure	10%
Submission and acceptance of a final review report	40%

A project budget, outlining the cost schedule associated with the proposed project should be included. All monetary values quoted should be in South African Rands and must include Value Added Tax (VAT). The quotation must be as per deliverables above.

4. Preference Points

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender: - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 Preference Points applicable:

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
Price	80
Specific Goals	20
Total points for price and specific goals	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 SANEDI reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the SANEDI.

2. DEFINITIONS

- (a) “tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “tender for income-generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (f) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (g) “B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (h) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (i) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) “EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (k) “functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (l) “proof of B-BBEE status level of contributor” means:
 - B-BBEE Status level certificate issued by an authorized body or person;

- A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- Any other requirement prescribed in terms of the B-BBEE Act;
- “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

$P_{\min}$ = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)			Number of points claimed (80/20 system) (To be completed by the tenderer)
	Total points possible	Indicator	Points allocated	
B-BBEE Status level of Contributor	10	Level 1	10	
		Level 2	9	
		Level 3	8	
		Level 4	5	
		Level 5	4	
		Level 6	3	
		Level 7	2	
		Level 8	1	
		Non-compliant	0	
Women	5	Women Owned 76% - 100%	100%	
		Women Owned 51% - 75%	75%	
		Women Owned 26% - 50%	50%	
		Women Owned 5% - 25%	25%	
		Women Owned less than 5% - 0%	0%	
Youth	2.5	Youth Owned 76% - 100%	100%	
		Youth Owned 51% - 75%	75%	
		Youth Owned 26% - 50%	50%	
		Youth Owned 5% - 25%	25%	
		Youth Owned less than 5% - 0%	0%	

Persons with Disability	2.5	Person with Disability 76% - 100%	100%	
		Persons with disability 51% - 75%	75%	
		Persons with disability 26% - 50%	50%	
		Persons with disability 5% - 25%	25%	
		Persons with disability less than 5% - 0%	0%	
TOTAL FOR SPECIFIC GOALS	20			

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of the company/firm.....

4.4 Company registration number:.....

4.5 TYPE OF COMPANY/FIRM

Type of Firm	Tick the applicable box here
Partnership/Joint Venture/ Consortium	
One-person business/sole propriety	
Close corporation	
Public Company	
Personal Liability Company	
(Pty) Limited	
Non -Profit Company	
State Owned Company	

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

5. Technical Evaluation Criteria

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

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

Minimum Technical Threshold is **60%**.

It must be noted that if the Bidder does not meet the 60% minimum threshold, the bidder will be disqualified and not be evaluated further.

EVALUATION CRITERIA

Functionality Evaluation

- 1) Service providers' responses will be evaluated for functionality in this stage, based on achieving a minimum score of sixty percent (60%).
- 2) The panel members will individually evaluate the responses received against the following criteria as set out below:

PHASE 3: PRESENTATION					
Rating: 1 = Poor 2 = Average 3 = Good 4 = Very good 5 = Excellent					
CRITERIA					WEIGHTS
1. Methodology & Work Plan					
Methodology and relevance of proposed work plan					
a. Methodology and approach:					20
Inappropriate design methodology and approaches	Full description of the study design (including data collection and data analysis approach and reporting to client	In addition to 2, clear justification of the rationale behind the study design, methodology and related approaches	In addition to 3, risks associated with the overall approach to be followed in the study identified and the mitigation strategies articulated	In addition to 4, there is demonstration of innovative and originality of methodology and approach to addressing the overall study requirements	
1	2	3	4	5	
b. Relevance of the methodology in the energy landscape					20
Failure to demonstrate knowledge of the study area	Context and knowledge demonstrated in the study area	Context and knowledge addressing the	In addition to 3, demonstrate broader understanding	In addition to 4, positioning of work to be undertaken within the	

			requirements of the ToR	g of the system within context of the study	context of the system	
	1	2	3	4	5	
2. Capacity to deliver within the specified timeframes						20
No, or poorly presented project schedule	Project schedule with clear milestones presented	Project schedule with clear and realistic milestones, meeting timeframes described in the ToR, critical path identified and an indication of resources and allocation	In addition to 3, risks and corrective measures identified	In addition to 4, demonstration of additionally addressing capacity requirements		
1	2	3	4	5		
CRITERIA						WEIGHTS
3. Expertise and Experience						
Expertise and experience in managing and coordinating programme reviews or evaluations with demonstrated experience of conducting similar work						
a. Experience in conducting evaluations or reviews in Energy sector or related/similar					20	
Proof submitted of 1-3 evaluations/reviews successfully conducted	Proof submitted of 4 evaluations/reviews successfully conducted	Proof submitted of 5 evaluations/reviews successfully conducted	Proof submitted of 6 evaluations/reviews successfully conducted	Proof submitted of 7+ evaluations/reviews successfully conducted		
1	2	3	4	5		
b. Expertise of the organization/individuals in conducting evaluations or reviews in Energy sector or related/similar					20	
Less than Proof submitted of 1 years experience	Proof submitted of 2-3 years experience	Proof submitted of 4-5 years experience	Proof submitted of 6-7 years experience	Proof submitted of 7 and above years experience		
1	2	3	4	5		
TOTAL SCORE						100
MINIMUM THRESHOLD SCORE						60%

The Service providers must provide all the following:

1. Attach proven experience by providing a list of current and past Projects which are relevant to the required service in the bid specifications, Only the relevant experience shall be considered for bid evaluation purposes. Reference screening will be undertaken to confirm the validity of references provided.
2. Detailed company profile, which clearly spells out the relevant experience (including years in which the company has experience in conducting, managing and coordinating reviews or evaluations), knowledge and accreditation of the company as well as directorship.
3. Implementation and methodology plan.
4. CV of key staff to be deployed into the project, with statement that clearly outlines the nature of expertise offered, experience in conducting, managing and coordinating reviews or evaluations as well as references. Attach original certified copies of qualifications of staff to their CV's.

Compulsory Presentation

- 1) Only service providers who scored 60 and above on functionality during the proposal evaluation will be subjected to this phase of evaluation. Service providers are expected to score a minimum of 60 point and above in this phase of evaluation to be considered for the next phase.
- 2) Presentation: The short-listed bidders shall be expected to provide a compulsory presentation to the team to clarify issues or questions that might arise during evaluation. Each presentation shall be for 30 minutes and shall not be scored but will assist in recommending a service provider.

6. Returnable Schedules

6.1 Enterprise Questionnaire

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

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

6.1.1 Company Profile

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

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

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

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Record in the service of the state

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

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ 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) |
| ☐ a member of any provincial legislature | |
| ☐ a member of the National Assembly or the National Council of Province | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the board of directors of any municipal entity | ☐ an employee of Parliament or a provincial legislature |
| ☐ 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)	
		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.

6.1.2 Bidders Experience Profile

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

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

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

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

6.1.3 Key Personnel

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

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

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

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

DECLARATION OF BIDDER – ENTERPRISE QUESTIONNAIRE

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

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.2 Technical Proposal & Methodology Statement

6.2.1 Solution Statement

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

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

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

DECLARATION OF BIDDER – TECHNICAL PROPOSAL AND METHODOLOGY STATEMENTS

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

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.3 Bidder's Declaration of Interest

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 - 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:		

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

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

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“State” means –

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

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

DECLARATION OF INTEREST

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

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

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.4 Tax Clearance Certificate

The Bidder is to attach a Tax Compliance Status Pin here

6.5 Declaration of Bidder's Past Supply Chain Management Practices

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

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

4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐

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

SBD 8

CERTIFICATION

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

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

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

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.6 Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid for

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

I therefore certify, on behalf of

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

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

7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
8. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
9. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.7 Certificate of Acceptance – General Conditions of Contract

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

Warrants that I am duly authorised to do so on behalf of the enterprise, and confirm that the terms and conditions of contract are acceptable to the enterprise and that such contract will be acceptable to the enterprise should the contract or part thereof be awarded to the enterprise, and that such contract will be signed by the enterprise within 7 days of a request to sign the contract.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.8 Declaration of Acceptance – Bid Evaluation Criteria

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

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

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.9 Declaration of Understanding – Scope of Works

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

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

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.10 Certificate of Representation at Briefing Session

We, the undersigned, herewith certify that our representative,

.....

ID Number Telephone Number:

E-Mail Address:

who holds the following position within our company

is duly authorised to represent our company at the briefing session held on the and we acknowledge that we are fully conversant with the tender document and all requirements enabling us to submit a proposal.

I confirm that I am duly authorised to sign this Schedule

NAME (PRINT) CAPACITY

SIGNATURE DATE

NAME OF FIRM

The Employer herewith attests that the representative, who particulars are detailed hereon attended the briefing session, conducted by (Employer's representative)

.....

Signed



Official Stamp

7. Pricing Schedule

Activities as per the deliverables of the project				
	POSITION IN TEAM	HOURLY RATE	HOURS	COST
Activity 1				
Activity 2				
Activity 3				
Activity 4				
Activity 5				
Activity 6				
Additional costs				

Total costs (EXCL.) VAT	
VAT	
Total Cost (INCL.) VAT	

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

AMOUNT IN WORDS To be carried forward to Section 8 Form of Tender BID 0724 SIGNATURE OF BIDDER	
--	--

8. Form of Tender

a.	<u>Conditions of Acceptance</u> ▪ 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.
b.	<u>Confidentiality</u> 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.
c.	The service provider shall ensure that all its officers, employees, agents or subcontractors treat all information relating to the services as confidential.
d.	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.
e.	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.
f.	<u>Priced Proposal</u> The Bid is a <u>FIXED PRICE PROPOSAL</u> and clause 48 shall apply. Clause 49 is not applicable.
g.	FIXED PRICE PROPOSAL 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

h.	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.
i.	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.
j.	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.
k.	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.
l.	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.
m.	We/I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to SANEDI in accordance with the requirements and specifications stipulated in bid number 0622 at the price/s quoted. This offer remains binding and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
n.	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
o.	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.
p.	We/I declare that we/I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

Warrants that I am duly authorised to do so on behalf of the enterprise, and confirm that the Bid submitted has been checked and all prices shown are full and final, and inclusive of all taxes, levies, duties and encumbrances, and shall remain valid for a period of 90 days from date of Quotation Closure as depicted in the Submission Data Section of this Bid Document

Therefore our TOTAL Tender Price in respect of the Goods and Services requested under this Call for Proposals (**BID REF 0724**) as stated in South African Rand (ZAR) and upon the terms and conditions set out in the Bid Document free of exceptions, amendments or qualifications save those listed in Schedule 9 shall be:

Tender Amount

R

Amount in Words

.....

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

9. Addenda

9.1 Proposed Amendments and Qualifications

q.	The Tenderer should record any deviations or qualifications they may wish to make to the tender documents in this Returnable Schedule. 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. 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. 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 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.		
	Page	Clause or item	Proposal

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

9.2 Record of Addenda to Tender Documents

We confirm that the following communications received from the CLIENT before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	Date	Title or Details
1.		
2.		
3.		
4.		
5.		

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date