REQUEST FOR PROPOSALS

COOL COATING PRODUCT SUPPLY, TRAINING AND ON-SITE PROJECT LABOUR MANAGEMENT

Closing date: **04th December 2020**

Time: **11:00**

Submission format: Electronic submission to 155.procurement@sanedi.org.za

Name of the respondent:……

Late bids will not be accepted for consideration.

BID DETAILS

Bid Title	Request for Proposal for Cool Coating product supply, Training and on-site project labour management
Procurement Reference Number	155
Description of Goods & Services	Request for Proposal for Cool Coating product supply, Training and on-site project labour management
Date of TENDER	13th November 2020
Date of Compulsory Briefing Session	**20th November 2020**
Date of Tender CLOSING	04th December 2020

CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

Procurement Officer: Ms. Nondumiso Buthelezi
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 ……

BID DOCUMENT - Table of Contents

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Submission Criteria

1. Notice and Invitation to submit Proposals

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

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

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

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

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

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

Ms. Nondumiso Buthelezi Telephone: + 27 (0) 11 038 4300 e-Mail enquiries.procurement@sanedi.org.za

A compulsory briefing meeting with representatives of the Employer will take place via Microsoft Teams

, on **20th November 2020**, commencing at **11h00**. Bidders **must RSVP** by 12:00 midday the **19th November 2020** and further details of the bid clarification meeting will be sent to them. The closing time for receipt of Proposals is

11h00 on Friday the 04th December 2020

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 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 **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** A compulsory briefing meeting with representatives of the Employer will take place Via Microsoft Teams, on **Friday the 20th November 2020**, commencing at **11h00**. RSVP to enquiries.procurement@sanedi.org.za 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 155.procurement@sanedi.org.za 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 Email 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. The size limits for SANEDI Email is 20 MG. Bidders may submit more than one PDF E-mail no links or dropbox submission will be accepted .
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: Friday the 04th December 2020 at 11h00**
6.	Telephonic, telegraphic, telex, facsimile submissions offers will not be accepted.
7.	NO Late submissions, or submissions not deposited in the designated Tender Box will be considered, and it is incumbent on the Bidder to ensure that their submission together with all supporting documentation is in the designated Tender Box before the closing Time and date specified.
8.	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 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.
9.	**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.
10.	SANEDI Reserves the RIGHTS to contract with suppliers who are BEE Compliant.
11.	The Employer, reserves the right, at its sole discretion to award the tender in part or in stages, and shall have the right to withdraw some of the outputs and deliverables thus amending the total tender value and contracted price either pre or post award under authorisation of a Variation Order.
12.	SANEDI reserves the to rotate suppliers

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

3. SCOPE OF WORKS / TECHNICAL SPECIFICATIONS

BACKGROUND AND CONDITIONS OF WORK

Introduction

The Cool Surfaces Project is a response to South Africa's need for an energy passive, low cost, low maintenance cooling technology for buildings. The Objective of the Cool Coating projects is to assess the impact of Cool Roofs on indoor thermal comfort, improve building energy efficiency, reduce demand on our fragile grid for electrical cooling and eventually assist climate change mitigation efforts.

SANEDI Energy Efficiency Programme submitted a project proposal to the international 1 Million Cool Roofs Challenge and won one of ten Boost Awards of $100 000. This grant will be used to promote the escalation of sustainable Cool Roof deployment in South Africa. Of the ten competitors, the project that demonstrates this best will win a grand prize of $1 000 000 to implement further roll out of projects. This prize money can significantly speed up South Africa's ability to address climate change mitigation, stimulate an increase in market growth, skills development, temporary job creation and improved indoor thermal comfort.

Project Sites

See attached aerial maps for the Cape Town project sites of:

Site	No. Units	ROOF AREA (m^2)
Masiphumelele (Southern district) GPS: 18.37042 -34.129866		**12 000**
Morkels Cottage (Eastern district) GPS: 18.846702 -34.124058	**59**	**3 100**
Mosanwabe (Central district) GPS: 18.562199 -33.974722	**257**	**11 500**
TOTAL roof surface area to be coated		**26 000**

Scope of works

3.1. Requirements for Bid Inclusion

- The submitting company needs to have the capacity to supply the following products and services:
- Certified Cool Coating Product,
- Certified coating application training, and
- On-site Project labour Management.
- If the submitting company is comprised of different organisations that have come together for a joint venture/ collaborative arrangement: each organisation must have the requisite capacity, experience and qualifications for the relevant service. The submitting company shall be liable for all deliverable guarantees.
- All expenses that are to be included in final price schedule (transport, equipment, incidentals, etc.) are to be present in submission bid and no additional costs will be entertained thereafter.

3.2. Requirements for Cool Coating Product Supply

- Manufacture of product to be located in South Africa. If product is partially or wholly imported, the bidder must demonstrate benefit to South Africa, for example permanent labour employed, regional or national economic development.
- Product to be available for delivery within a maximum of twenty five (25) working days after receipt of letter confirming bid winner. Manufacture must have capacity to deliver product to three (3) project sites to Cape Town.
- Cost of product to be calculated on price per litre, as well as price per container (Typically 20 litre drum).
- A CRRC/ASTM certified cool coating laboratory certificate of product testing performance in evidence.

While manufacturers that are SACSA members automatically qualify via current vetted lab certificates on SANEDI data base, all others still need to attach traceable lab certificate. Laboratory Certificate of Product Performance must cover the following minimum values for the following tests. Minimum SRI (Solar Radiance Index) of initial 0.75 and aged 0.55 three years after application.

USA Standard	SA Standard	Description
ASTM C1549	SANS 1982	Standard Test Method for determination of Solar Reflectance (SR) near ambient temperature using a portable solar reflectometer
ASTM C 1371	SANS 1789	Standard Test Method for determination of Emittance of materials near room temperature using portable emissometer
ASTM E 1980.	SANS 1980	Solar Reflectance Index (SRI) calculates SR and TE in a single value expressed between and 100, with particularly cool materials exceeding 100.

3.3. Deliverables

- Manufacturer is to deliver coating to 3 project sites within Cape Town:
  Masiphumelele (Southern district) GPS: 18.37042 -34.129866
  Morkels Cottage (Eastern district) GPS: 18.846702 -34.124058
  Mosanwabe (Central district) GPS: 18.562199 -33.974722

- Manufacturer is to liaise with Site Project Labour Manager regarding delivery schedule.
- Manufacturer must provide written recommendations for optimal application of product.
- Manufacturer must provide clear calculations for quote for quantities per m2 and transport.

3.4. Cool Coating Training

- The Training Company must provide evidence a South African Qualification & Certification Committee (SAQCC) accreditation. The SAQCC Course material to meet the SAQCC standard.
- The trainer must have evidence of a minimum of 3 years of experience. More experience is preferred.
- The trainer to be available to travel to the appointed training venues to Cape Town, Western Cape.
- A summary of the comprehensive curriculum to be submitted, should include modules:
  - Occupational health and safety including working at heights
  - COVID 19 Training,
  - Theory of application (brush, roller & spray),
  - Practical application.
- The company must contract an independent SAQCC certified assessment company/assessor.
- The training company must have capacity to present 2 trainings for 15 delegates each and contracted labour management.
- Training duration estimated at 4 day training course and 1 day assessment.
- Quote to be calculated on price per class (**maximum 15 delegates**).

3.4.1. Trainees will be selected by Municipality. Trainees that meet the requirements are to:

i. Be sourced from local unemployed residents
ii. Able to work at heights
iii. Receive a valid certification of competence (SAQCC) recognised by industry after assessment.
iv. Be hired under a supervised internship to implement the application of the cool coating.
v. Comply with the EPWP Protocols.

3.4.2. Deliverable

i. Conduct a 4 day SAQCC accredited training course at specified venue in Cape Town (WC).
ii. Provide independent, 3rd party assessment.
iii. Supply printed course material in English or Afrikaans.
iv. Submit records of trainee and labour management attendance and Trainees assessment results.
v. Issue SAQCC certificates of competence to graduates.

3.5. Requirement for bid to be considered for On Site Labour Management:

- Evidence of minimum experience of two years in project management of similar projects.
- Evidence of 3 successfully completed painting/ water proofing/ cool coating projects.
- Current Letter of Good standing from Department of Labour that covers Workman's Compensation. COID number thereon must be current and trackable to Department of Labour database.
  The company must travel to all three project sites located in the Western Cape, for the duration of the contract.

3.6. The deliverables for the completed project will be the following:

- The selected manager will attend the mandatory training course.
- A detailed Project Plan for the roll out of product quantities, labour and time.
- Technical Report including assumptions, metrics, repairs and any other relevant technical information.

- Weekly progress update with maps and photographic evidence in electronic format (email).
  update to include progress, challenges and project scope variance, Records of laborers' identity, (gender, ID, address) attendance, disciplinary processes, wages etc.
- Written minutes of all meetings held.
- The completed roof satisfactorily coated as per product manufacturer's specifications.

3.7. Project Management:

Overall project to be managed by a Project Steering Committee consisting of representatives of key stakeholders.
Other appropriate persons may be invited by the stakeholders, as relevant.
Where meetings are required, Contractor will chair, record and distribute minutes electronically within 7 working days.

The Steering Committee shall meet as follows:

- Inception Meeting – to initiate the Project and agree on specific details;
- Thereafter, progress meetings, site inspections as required.
- A meeting to officially sign off on practical completion of the project.
- An inspection by SANEDI to sign off on final completion.
- Upon Practical Completion, 80% of payment will be made.
- Upon Final Completion the remaining 20% to be paid.
- The acceptance of the Final Report is subject to SANEDI evaluation.

3.8. Deliverables required of the Labour Manager:

- Provide and execute a detailed project plan with timeline (Grant chart preferred)
- Provide assumptions regarding time lines, roll out of product, equipment and labour.
- Provide a risk management plan for security of product, equipment and labourers.
- Provide regular reports on project process, delays, contingencies or scope variance.
- Secure the health and safety of all labour employed (PPE, harnesses and behaviour protocols).
  Ensure the timeous payment of all labour as per the legal requirements.
  Full Time Equivalent (FTE) working hours calculated at 8 hours per day over a 5 day working week.
- Comply with the EPWP Protocols.

3.9. Administration and Records

- Manager must provide records of the following in a format provided by SANEDI
- File of project progress, labour register, Copies of ID Documents, Time sheets & other mandatory documentation.
- Successful bidder must keep a current copy of workman's compensation compliance in file.

4. Evaluation Criteria

The evaluation criteria that are to be scored and the maximum score assigned to each of such criteria are as follows:

Criteria	Scoring Guidelines (1-5)	Weighting
4.1. COOL COATING PRODUCT SUPPLY		
1. Supply CRRC/ASTM laboratory certified cool coating product identity SACSA members that can be tracked to product database.	(a) Current, CRRC/ ASTM certificate 1. SRI-0.85 and above = 5 2. SRI-0.75 to 0.85 = 4 3. SRI-0.7 and below = 0 (b) No certificate = 0	15%
2. Manufacture of product to be located in South Africa. If product imported, bidder to demonstrate most benefit to RSA: 80% distributors/ staff are RSA citizens Training, knowledge sharing, job creation for economic development in RSA Partnership with RSA citizens	(a) Factory in RSA, owned by local citizen = 5 (b) Factory in RSA = 4 (c) Imported product benefits to RSA: 3 or more benefits = 3 1 – 2 benefits = 2 0 future benefits = 0	10%
3. Experience of at least three (3) years in manufacture of similar paint, cool coating/water proofing coatings & products.	(a) 7 or more years' manufacture experience = 5 (b) 4 – 6 years' manufacturing experience = 4 (c) 3 years' manufacture experience = 3 (d) less than 3 years' experience = 1	15%

4.2. TRAINING COMPANY		
4. Qualification of the Training Company. SAQCC Certificate Recognition by industry	(c) Training Company SAQCC certificate or equivalent = 5 (d) No SAQCC certificate or equivalent = 0	10%
5. Evidence of Trainers Experience attached Curriculum Vitae to demonstrate years of experience	(a) Trainer with 5 -10 years of experience = 5 (b) Trainer with 3-5 years of experience = 3 (c) Less than 3 years of experience = 1	10%
6. Quality of the course material: SAQCC or equivalent training manual submitted. Syllabus to include – i. Health and safety, ii. Application (brush, roller & spray on) iii. Practical component iv. Details of identified Assessor	(a) SAQCC accredited training manual with detailed 4 syllabi requirements = 5 (b) SAQCC accredited training manual less detailed but all 4 syllabi requirements = 3 (c) Not SAQCC accredited/ No training manual/ No identified Assessor = 0	10%

Criteria	Scoring Guide	Weighting
4.3. COOL COATING LABOUR MANAGEMENT		
7. **Manager / Supervisors** **Experience** of two or more years in management of similar cool coating/ water proofing projects.	a. Experience of 6 -10 years = 5 b. Experience of 3 -5 years = 4 c. Experience of 2 years = 3 d. Experience less than 2 years = 1	15%
8. **Company** **Evidence** of reference letters from clients for 3 or more successfully completed cool coating/ water proofing projects.	a. Evidence of 7- 10 projects = 5 b. Evidence of 4 -6 projects = 4 c. Evidence of 3 projects = 3 d. Evidence of less than 3 projects = 1	15%
Threshold		80%
TOTAL		100%

5 Tax Clearance Requirements

13.	It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
14.	In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
15.	SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
16.	The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
17.	In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
18.	Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za
19.	Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
20.	**FAILURE TO SUBMIT A VALID TAX CLEARANCE CERTIFICATE WILL RENDER THE BID AS UNRESPONSIVE AND DISQUALIFY SUCH BID FROM FURTHER EVALUATION.**

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
- ☐ a member of any provincial legislature
- ☐ an employee of any provincial department, national or provincial public entity or constitutional institution
- ☐ a member of the National Assembly or the within the meaning of the Public Finance Management National Council of Province Act, 1999 (Act 1 of 1999)
- ☐ a member of the board of directors of any municipal entity
- ☐ an official of any municipality or municipal entity
- ☐ a member of an accounting authority of any national or provincial public entity
- ☐ an employee of Parliament or a provincial legislature

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 state and position held	Status of service organ of (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 ……

7. Technical Proposal & Methodology Statement

7.2.1 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.

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 ……

8. LIST OF RETURNABLE SCHEDULES

8.1 Tax Clearance Certificate

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

8.2 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 BBBEE must be substantiated by means of a 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 ……

8.3 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 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

"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 ……

8.4 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 *audi alteram partem* 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 ……

8.5 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 ……

8.6 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 ……

8.7 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 ……

8.9 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 ……

8.10 Certificate of Representation at Briefing Session

BID155 **20th November 2020**

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

9 PRICING SCHEDULE

Activities as per the deliverables of the project		
PROJECT TASK / ACTIVITIY DESCRIPTION		**PRICE EXCLUDING VAT**
Activity 1		
Activity 2		
Activity 3		
Activity 4		
Additional costs		
Total costs (EXCL.) VAT		
VAT		
Total Cost (INCL.) VAT		

AMOUNT IN WORDS To be carried forward to Section 8 Form of Tender **BID 155** …… SIGNATURE OF BIDDER	

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 …….

10 FORM OF TENDER

21.	**<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 (N0.....)" whichever being applicable.
22.	**<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.
23.	The service provider shall ensure that all its officers, employees, agents or subcontractors treat all information relating to the services as confidential.
24.	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.
25.	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.
26.	**<u>Priced Proposal</u>** The Bid is a **<u>FIXED PRICE PROPOSAL</u>** and clause 48 shall apply. Clause 49 is not applicable.

27.	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
28.	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.
29.	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.
30.	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.
31.	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.
32.	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.
33.	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 340 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.
34.	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
35.	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.
36.	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.
37.	This Clause is intentionally left blank

I, THE UNDERSIGNED (NAME)……

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

Therefore our TOTAL Tender Price in respect of the Goods and Services requested under this Call for Proposals (BID REF 155) 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 ……

11 ADDENDA

11.1 Proposed Amendments and Qualifications

38.	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 summited 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 ……

11.2 Record of Addenda to Tender Documents

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

Name of Enterprise Bidding: ……

Name of Authorised Representative ……..

Signature of Authorised Bidder ……

Date ……