



sanedi

South African National Energy
Development Institute.

Request for Proposals

Green SWITCH Africa Green: Sustainable Energy Consumption and Production

NAME OF BIDDER.....

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER Code Number

FACSIMILE NUMBER CodeNumber

E-MAIL ADDRESS

Signature of Bidder **Date**

RFQ Number	431
Date of RFQ	24 th August 2017
Sanedi Contact	All enquiries and RFQ submissions must be directed to : Name: Ms Fikile Manganyi Tel: 011 038 4300 e-mail address: enquiries.procurement@sanedi.org.za Website address: www.sanedi.org.za
Required response time for quotation	7 th September 2017 at 11:00am
Work specification (and Technical specifications)	<p>Project Background</p> <p>The food producing agricultural (agrifood) sector is among the most dominant economic sectors worldwide: as a basis of human sustenance, livelihood and economic growth; and as a source of ecological impacts on water, air, and climate. Amid booming population growth, the sector must undergo modernization to increase efficiency and yields, enhance variety and meet the changing dietary requirements of a rising global middle class. Energy will be needed to power the new agricultural revolution, and that energy must be sustainable. The new agricultural revolution will be driven by technological and commercial innovations, and by the entrepreneurs that bring them to market. Technologies such as efficient solar powered irrigation systems, small hydro-powered agrifood processing and waste-to-energy systems are already cost effective in many low-income markets, and businesses have developed new models for raising awareness and building customer bases; for empowering and providing finance to clients with limited resources; or for helping customers access new markets for their own goods.</p> <p>SWITCH Africa Green is an intervention that supports the South African agricultural sector and eco-entrepreneurs (the target group) in achieving sustainable development by assisting the transition towards an inclusive green economy, based on Sustainable Consumption and Production (SCP) patterns and practices of energy in agriculture. Beneficiaries to the project that are involved in the agricultural and agricultural waste management sectors are more aware of SCP practices and are enabled to take-up and successfully implement sustainable energy opportunities in agriculture value chains.</p> <p>SWITCH Africa Green began in 2016 and will draw to a close in January 2018. The project has promoted growth in the industry via knowledge sharing and capacity building in the aim of creating jobs and reducing poverty. Specifically the intervention addressed creating</p>

awareness around energy efficient systems around agro-processing value chains, while integrating energy issues from agro-waste processing/management systems.

The project is funded by the EU, administered through UN Environment. SANEDI in partnership with the Renewable Energy and Energy Efficiency Partnership (REEEP) are the implementing and executing agencies for SWITCH Africa Green.

Scope of works

As part of the wider project work plan, SANEDI requires the following work to be conducted:

Activity	Description of Activity and Output
Greening of SWITCH Africa Green project implemented activities	Green and label the activities of the SWITCH Africa Green SECP in agriculture and waste management project including its office, travel, conferences and materials, from project inception to project conclusion (January 2018).
1. Purchase and redeem Renewable Energy Certificates (RECs)	Source, purchase and redeem RECs issued by the voluntary association of REC market participants in South Africa, the Renewable Energy Certificates South Africa (RECSA). Offsets should be redeemed against the greening of the SWITCH Africa Green SECP in agriculture and waste management project including its office, travel, conferences and materials, from project inception to project conclusion (January 2018).
2. Green Labelling	Recognized, official labelling that can be utilized for the offices and websites for SANEDI and REEEP; Labels for conferences and materials
3. Trust Seal	Launch an online trust seal for Sustainable Energy Consumption and Production (SECP) implementers and partners
4. SCP Best Practice Event	<u>Visibility Action:</u> Prepare a presentation for one of the SWITCH Africa Green Platform events on the importance of SCP and green energy application in business, as well as green energy technology Best Practice in Agriculture. Utilize the event to officially hand over the green certificates/offsets to SANEDI and REEEP

Required qualifications and experience (Technical)

Technical Criteria	Applicable Score (0-10)	Weight
Capacity, capability and experience of Organization	10	30

Evaluation Criteria)	Description of company profile, company history including years in business, list of previous relevant work on sourcing and purchasing of carbon offsets and/or RECs, or similar.	<ul style="list-style-type: none"> a. No experience =1 b. Up to three years of relevant capacity, capabilities and experience of the organization with evidence of previous relevant work =5 c. 5 years or more extensive relevant experience within the organization with extensive evidence of previous relevant work in the carbon offsets and/ or RECs markets=10 	15
	Capability and experience of staff working on the project including a the description of the full team i.e team leader and team members	<ul style="list-style-type: none"> a. little to no relevant capability and experience =1 b. 3 years or more experience of key staff members in the carbon offsets and/ or RECs markets =5 c. 5 years or more experience of key staff members in the carbon offsets and/ or RECs markets =10 	15
	Project Plan	10	70
	A clear understanding of the scope of work and a clear methodology for undertaking the assignment must be indicated in the proposal. The methodology must be comprehensive and effective in transforming the stipulated scope of work into the expected outputs	<u>Methodology clarity, comprehensiveness and effectiveness:</u> <ul style="list-style-type: none"> a. Clear understanding of the Scope of Work and clear methodology =10 b. Reasonable understanding of scope of works and reasonable methodology =5 c. Lack of understanding of scope of work and poor methodology =1 	60
	Clearly indicate previous work undertaken in the carbon offset and/or REC markets. Provide at least two reference letter to this effect for similar work undertaken.	<ul style="list-style-type: none"> a. Two or more reference letters provided =10 b. One reference letter provided =5 c. No reference letter provided =1 	10
	Threshold		70

	Total		100
Total points available 100 = Minimum threshold 70 points			
Terms and Conditions	<p>The RFQ shall be subjected to the SANEDI procurement terms and conditions which can be found on www.sanedi.org.za.</p> <p>New suppliers are requested to apply for registration as suppliers on the database as no RFQs will be considered without suppliers firstly being registered on the supplier database.</p>		
Quoted Price excluding Disbursements VAT inclusive	(Attach a formal quotation on company official letterhead to this RFQ)		
	R		
Discounted amounts Disbursements VAT inclusive			
	R		
Total Amount VAT inclusive			
	R		
Other Requirements	<p>The supplier must submit the following returnable schedules:</p> <ol style="list-style-type: none"> 1. Pricing schedule 2. Attach SBD9, SBD 4 and BBBEE Bid Declaration 3. Attach valid tax clearance 4. Certified BBBEE certificate 5. <i>CSD Summary Report</i> <p>Forms are available on www.sanedi.org.za</p>		

SBD 4: Bidder's Declaration of Interest

	<p>Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where</p> <ul style="list-style-type: none"> - the bidder is employed by the state; and/or - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
	<p>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</p>

COMPANY & REPRESENTATIVE DETAILS	
Full Name of bidder or his or her representative	
Identity Number	
Position occupied in the Company (director, trustee, shareholder, member):	
Registration number of company, enterprise, close corporation, partnership agreement or trust	
Tax Reference Number	
VAT Registration Number	

DECLARATIONS	YES	NO
Are you or any person connected with the bidder presently employed by the state?		

	<p>If so, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder/ member</p>		
	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:		
	<p>If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?</p>		
	<p>If yes, did you attach proof of such authority to the bid document?</p> <p><u>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.</u></p>		
	If no, furnish reasons for non-submission of such proof:		
	<p>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?</p>		
	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

SBD 9: Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid for

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

I therefore certify, on behalf of that I have read and I understand the contents of this Certificate;

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

conditions or delivery particulars of the products or services to which this bid invitation relates.

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

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

B-BBEE Bid Declaration

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

	what percentage of the contract will be subcontracted?	%	
	the name of the sub-contractor?		
	the B-BBEE status level of the sub-contractor?		
	is the sub-contractor an EME?		

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

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

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

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date