



**sanedi**

South African National Energy  
Development Institute.

**Request for quotations:**

**IT Governance Training for SANEDI Board and Executive committee  
members**

NAME OF BIDDER.....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

TELEPHONE NUMBER Code ..... Number .....

CELL PHONE NUMBER Code ..... Number .....

FACSIMILE NUMBER Code .....Number .....

E-MAIL ADDRESS .....

**Signature of Bidder** ..... **Date**

.....

<b>RFQ Number</b>	452
<b>Date of RFQ</b>	15 <sup>th</sup> February 2018
<b>Sanedi Contact</b>	All enquiries and RFQ submissions must be directed to :  Name: Ms. Fikile Manganyi Tel: 011 038 4300 e-mail address: <a href="mailto:enquiries.procurement@sanedi.org.za">enquiries.procurement@sanedi.org.za</a> Website address: <a href="http://www.sanedi.org.za">www.sanedi.org.za</a>
<b>Required response time for quotation</b>	28 <sup>th</sup> February 2018 at 11:00
<b>Submission e-mail</b>	<a href="mailto:452.procurement@sanedi.org.za">452.procurement@sanedi.org.za</a> . Only electronic submissions sent on this email will be considered. No manual submission will be accepted.
<b>Work specification (and Technical specifications)</b>	<p><b>Project Background</b></p> <p>The Minister of Energy appointed a Board for the National Energy Development Institution on the 01 December 2017. In order to ensure that the entity adheres to best practice as stated in the King code of corporate Governance, as an extension of the board induction, the Board and executive management will need to undergo training on the ICT Governance as it relates to the public sector.</p> <p><b>Scope of works</b></p> <p>The prospective service provider is requested to present a 1 day to 2 day in-house course to 10 members of the board and 8 members of executive management who are attendees at board meetings and board sub-committee meetings. The training must be tailor made to meet the requirements of the organization and as such a facility to receive questions before the session must be made available to allow for critical questions to be raised by the attendees before the sessions and for such must be addressed as part of the training.</p> <p><b>The course must:</b></p> <ul style="list-style-type: none"> <li>• Be Interactive</li> <li>• Cover in detail the principles of IT Governance as per King IV</li> <li>• Provide an overview of the ICT governance frameworks as applied in the Public sector (COBIT 5 &amp; DPSA ICT governance frameworks)</li> <li>• Address ICT risks faced by the entities and possible solutions</li> <li>• Address Responsibilities for ICT Governance and reporting</li> <li>• ICT technologies and associated threats</li> </ul>

The Service provider must provide all training manuals and access to presentations used during the training session.

The service provider must offer a course feedback assessment questionnaires at the end of the training and summary report on the feedback received as well as copies of the completed questionnaires and attendance registers.

**Timelines**

The service provider must be able to deliver the training within a month of being appointed.

**Skills and competence of team**

We require the services of an experienced trainer/ facilitator with at least 6 years minimum subject matter experience and training experience. Experience within the public sector will be advantageous.

**Capacity and Experience of the Firm**

Accreditation by a professional body of both the firm and the training is preferred.

**Confidentiality**

Due to the sensitivity of the information contained in the document in this regard, respondents may be required to certify that they have acquainted themselves with the SANEDI Non-Disclosure Policy through signature of the non-disclosure agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should there be a need however arise to disclose any information gleaned from provision of the Services , which is either directly or indirectly related to SANEDI’s business, approval to disclose such information must be obtained from SANEDI.

<b>Required qualifications and experience (Technical Evaluation Criteria)</b>	<b>Technical Criteria</b>	<b>Applicable score (1-10)</b>	<b>Weight (%)</b>
	CV of the presenter(s) with qualifications attached	<ul style="list-style-type: none"> <li>• An appropriate subject matter university Degree e.g. In IT, IT audit, ICT governance etc.</li> <li>• Appropriate Qualifications -10</li> <li>• No qualifications - 0</li> </ul>	25%
	The presenter has at least 3 years of subject matter experience and previous training of the boards/Executives.	<ul style="list-style-type: none"> <li>• 3 and above years’ experience of the subject matter and previous training = 10</li> <li>• 1 years’ experience of the subject matter and previous training = 5</li> <li>• 0 years’ experience of the subject matter and previous training = 1</li> </ul>	25%

	Contents of the proposal to cover, as a minimum, the defined scope.	<ul style="list-style-type: none"> <li>• A clear detailed understanding of the scope of work =10</li> <li>• the proposal does not cover adequately details of the scope of work and knowledge = 6</li> <li>• Poor proposal, lack of knowledge of scope of works=1</li> </ul>	20%
	The presenter / firm has Public sector experience and there is a clear understanding of what the course will cover.	<ul style="list-style-type: none"> <li>• 10 years' experience which the presenter / firm has Public sector experience = 10</li> <li>• 5 years' experience which the presenter / firm has Public sector experience = 5</li> <li>• 1 years' experience which the presenter / firm has Public sector experience = 1</li> </ul>	10%
	Accreditation of the service provider by a professional body.  (Proof of accreditation should be attached)	<ul style="list-style-type: none"> <li>• No accreditation</li> <li>• 10- accreditation with evidence supplied</li> </ul>	10%
	Accreditation of the training with the relevant SETA  Proof of accreditation should be attached)	<ul style="list-style-type: none"> <li>• No accreditation</li> <li>• 10- accreditation with evidence supplied</li> </ul>	10%
	<b>Total</b>		<b>100</b>
	Technical Threshold		70

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

<b>Terms and Conditions</b>	<p>The RFQ shall be subjected to the SANEDI procurement terms and conditions which can be found on <a href="http://www.sanedi.org.za">www.sanedi.org.za</a> .</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> <p>(Attach a formal quotation on company official letterhead to this RFQ)</p>	
<b>Quoted Price excluding Disbursements VAT inclusive</b>	R	
<b>Discounted amounts</b>	R	
<b>Disbursements VAT inclusive</b>	R	
<b>Total Amount VAT inclusive</b>	R	

**Other Requirements**

The supplier must submit the following returnable schedules:

Pricing schedule

Attach SBD9, SBD 4 and BBBEE Bid Declaration

Attach valid tax clearance

Certified BBBEE certificate

Forms are available on [www.sanedi.org.za](http://www.sanedi.org.za)

**SBD 4: Bidder's Declaration of Interest**

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

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

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

	If so, furnish the following particulars:  Name of person / director / trustee / shareholder/ member		
	Name of state institution at which you or the person connected to the bidder is employed :		
	Position occupied in the state institution		
	Any other particulars:		
	If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?		
	If yes, did you attach proof of such authority to the bid document?  <u>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.</u>		
	If no, furnish reasons for non-submission of such proof:		
	Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?		
	If so, furnish particulars:		
	Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?		

	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:		

<b>Full details of directors / trustees / members / shareholders.</b>			
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.			
<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Income Tax Reference Number</b>	<b>State Employee Number / Persal Number</b>

“State” means –



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

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

**DECLARATION OF INTEREST**

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

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

Name of Enterprise Bidding: .....

Name of Authorised Representative .....

Signature of Authorised Bidder .....

Date .....

### **SBD 9: Certificate of Independent Bid Determination**

I, the undersigned, in submitting the accompanying bid for .....

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

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

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

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

Name of Enterprise Bidding: .....

Name of Authorised Representative .....

Signature of Authorised Bidder .....

Date .....

**B-BBEE Bid Declaration**

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

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

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

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

Name of Enterprise Bidding: .....

Name of Authorised Representative .....

Signature of Authorised Bidder .....

Date .....