



**sanedi**

South African National Energy  
Development Institute

**REQUEST FOR PROPOSALS**

**DEVELOPMENT OF SOLAR PHOTOVOLTAIC AND SOLAR THERMAL TECHNOLOGIES**

**Closing date:** 13<sup>th</sup> March 2017

**Time:** 11:00

**Submission format:** Electronic submission to [397.procurement@sanedi.org.za](mailto:397.procurement@sanedi.org.za)

**Name of the respondent:**.....

**Late bids will not be accepted for consideration.**

**BID DETAILS**

Bid Title	Development of Solar Photovoltaic and Solar Thermal Technologies
Procurement Reference Number	<b>397</b>
Description of Goods & Services	Development of Solar Photovoltaic and Solar Thermal Technologies
Date of proposal	27 February 2017
Date of proposal CLOSING	13 <sup>th</sup> March 2017

**CONTACT INFORMATION**

Any enquiries regarding the bidding procedure may be directed to:

Procurement Officer: Ms. Fikile Manganyi

Telephone: 011 038 4300

E-mail: [enquiries.procurement@sanedi.org.za](mailto: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** .....

## Contents

<b>Submission Criteria</b>	<b>4</b>
1. Notice and Invitation to submit Proposals	4
2. Submission Data – Specific Conditions of Contract.	5
3. Evaluation Criteria	10
4. Tax Clearance Requirements	11
5. Returnable Schedules	12
6.1 Enterprise Questionnaire	12
6.2 Technical Proposal & Methodology Statement	16
6.3 Tax Clearance Certificate	17
6.4 B-BBEE Bid Declaration	18
6.5 Bidder’s Declaration of Interest	19
6.6 Declaration of Bidder’s Past Supply Chain Management Practices	22
6.7 Certificate of Independent Bid Determination	25
6.8 Certificate of Acceptance – General Conditions of Contract	27
6.9 Declaration of Acceptance – Bid Evaluation Criteria	27
6.10 Declaration of Understanding – Scope of Works	28
7. ADDENDA	29
7.1 Proposed Amendments and Qualifications	29

## Submission Criteria

### 1. Notice and Invitation to submit Proposals

**THE DEPARTMENT OF SCIENCE AND TECHNOLOGY AND THE SOUTH AFRICAN NATIONAL ENERGY DEVELOPMENT INSTITUTE (SANEDI)** invites suitably qualified and experienced entities to submit proposals 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. Fikile Manganyi

Telephone: + 27 (0) 11 038 4300

E-Mail: [enquiries.procurement@sanedi.org.za](mailto:enquiries.procurement@sanedi.org.za)

The closing time for receipt of Proposals is

**11h00 on Monday the 13<sup>th</sup> March 2017**

## 2. Submission Data – Specific Conditions of Contract.

1.	<p>The Employer</p> <p>The Employer is SANEDI and is referred to as the CLIENT or EMPLOYER.</p>
2.	<p>Composition of Bid Document</p> <p>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.</p> <p>The documents associated with the calling for Proposals issued by the employer comprise:</p> <p>Submission Criteria</p> <ul style="list-style-type: none"> <li>• Notice and Invitation to Submit a Quotation</li> <li>• Submission Data – Specific Conditions of Contract</li> <li>• Evaluation Criteria and Scoring</li> <li>• Tax Clearance Requirements</li> <li>• Central Supplier Database (CSD) summary report</li> </ul> <p>Returnable Schedules</p> <ul style="list-style-type: none"> <li>• Enterprise Questionnaire</li> <li>• Technical Proposal &amp; Methodology Statements</li> <li>• Tax Clearance Certificate</li> <li>• B-BBEE Declaration</li> <li>• Declaration of Interest</li> <li>• Certificate of Past Procurement Performance</li> <li>• Certificate of Bid Independence</li> <li>• Certificate of Acceptance – General Conditions of Contract</li> <li>• Certificate of Acceptance – Bid Evaluation and Scoring Criteria</li> <li>• Certificate of Understanding – Scope of Works</li> <li>• Schedule of Proposed Amendments and Qualifications</li> <li>• Record of Addenda or Errata to the Bid</li> <li>• Technical response structure (see the attached)</li> </ul> <p><b>Only respondents who submit fully completed Proposals incorporating all Returnable Schedules duly complete and signed will be eligible to have their submissions evaluated</b></p>

3.	<p><b>ELECTRONIC RETURN OF SUBMISSIONS AND NO MANUAL SUBMISSION WILL BE ACCEPTED.</b></p> <p>Submissions / Bid Documents may be returned to the CLIENT by means of Electronic Submissions via E-Mail.</p> <p>The Submission E-Mail address designated is <a href="mailto:397.procurement@sanedi.org.za">397.procurement@sanedi.org.za</a></p> <p>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.</p> <p>Documents transmitted in an editable format will be regarded as non-returns and may render the submission unresponsive.</p> <p>The size limits for SANEDI Email is 20 MB. Bidders may submit more than one E-mail.</p>
4.	<p>The closing time for submissions is as stated in the Notice and Invitation to Submit a Proposal Quotation, in the manner specified is</p> <p><b>Closing date: Monday the 13<sup>th</sup> March 2017 at 11h00</b></p>
5.	<p>Telephonic, telegraphic, telex, facsimile submissions offers will not be accepted.</p>
6.	<p>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.</p>
7.	<p>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.</p> <p>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.</p> <p>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.</p>
8.	<p><b>Information and data to be completed in all respects</b></p> <p>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.</p> <p>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.</p>
9.	<p>SANEDI Reserves the RIGHTS to contract with suppliers who are BEE Compliant.</p>
10.	<p>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.</p>
11.	<p>SANEDI reserves the to rotate suppliers</p>
12.	<p>SANEDI reserves the right to independently verify Information that is submitted by the bidder.</p>
13.	<p>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".</p>

### 3. Scope of works/Technical specifications

#### Project Background

Globally, solar energy has been the fastest-growing energy sector in the last few years and it is expected to reach competitiveness on a large scale in a few years. Most applications require support incentives and the cost thereof is a serious concern for policy makers and implementers.

According to the Renewable Energy Status Report of 2016, the solar photovoltaic (PV) market grew by 25% over 2014 to a record 50 gigawatts (GW), increasing the global total to 227 GW. The report also states that Morocco (160 MW), South Africa (150 MW) and the United States (110 MW) all brought new concentrated solar power (CSP) facilities online in 2015, raising total global capacity by about 10% to nearly 4.8 GW. The new facilities represent a mix of parabolic trough and tower technologies, all of which incorporate thermal energy storage, and by the end of 2015 additional CSP capacity was under construction in Morocco (350 MW), South Africa (200 MW), Israel (121 MW), Chile (110 MW), Saudi Arabia (100 MW), China (50 MW) and India (25 MW), reflecting a shift from traditional markets (Spain and the United States) to developing regions with high direct normal insolation levels.

South Africa's energy policy promotes the development and inclusion of multiple energy resources in order to improve energy security. The 2010 Integrated Resource Plan (IRP 2010), a policy adjusted 20-year electricity plan by the Department of Energy (DoE), has set a target of 9 400 megawatts (MW) capacity to come from solar energy resources by 2030. Most of the proposed technologies are available in the market while some still have room for technology improvement.

During the past five years, energy demand has been outstripping supply. The commitment to ensure a secure supply of energy is one of the foremost drivers of the development of the Renewable Energy Independent Power Producer Procurement Programme (REIPPPP) in the context of IRP 2010. The draft Integrated Energy Plan (IEP 2012) suggests that solar radiation will become a more prominent source of energy in all scenarios for the future. Understanding the energy and electricity demands in South Africa is important in evaluating how solar technologies can assist in addressing the national challenge of security of supply.

In addressing South Africa's energy systems challenges (universal access, energy security and environmental impact), the Department of Science and Technology (DST) has committed to support research and development that may facilitate the transition towards a cleaner national energy system. In this regard, the Department provides strategic guidance and financial support to the development of low carbon technologies (such as solar energy) that will contribute towards economic growth and universal access to modern energy services for all citizens, without compromising environmental protection needs and policies.

In an effort to realise the above, DST in partnership with the DoE commissioned the development of a Solar Energy Technology Roadmap (SETRM) which has a number of chapters including one which focuses on research. The research, development and innovation component of the roadmap (Solar RDI) supports efforts to realise the objectives of the National Development Plan, Integrated Resource Plan (IRP 2010), Industrial Policy Action Plan (IPAP) and the transition to low carbon economy (Green Economy).

The Solar RDI roadmap seeks to use the current SA opportunity of improving energy security and energy access to develop local capabilities in engineering, research and industrial development (both upstream and downstream) while minimising emissions from the energy sector. The roadmap proposes five thematic areas, namely:

- supporting strategic planning in the energy sector;
- support to further development for solar thermal technologies;
- supporting further development of PV technologies;
- supporting seamless integration of solar energy technologies into the energy system; and
- stimulating industrial manufacturing in support of the use of solar technologies by industries

### **Scope of works**

The programme seeks to support the commercialisation of solar energy technologies through, work at pilot/demonstration level of, South African developed (SA Intellectual Property preferably) technology solutions.

Guided by the Solar RDI roadmap, the focus of technology development proposals on solar PV and solar thermal will be as follows:

- Concentrated photovoltaic (CPV) technology lenses to increase the efficiency of silicon-based systems;
- PV/solar thermal materials to improve the percentage of local content in the systems;
- Use of local resources (minerals, chemicals, waste etc.) to improve SA competitiveness in providing photovoltaic solutions beyond the current levels of around 19%. The national capability in the Thin Film industry will be strengthened to focus on achieving 100% local content and explore stimulation of local supporting industry as the technology is commercialised;
- Power electronics for system performance and grid synchronisation;
- Improvement of plant efficiencies (CSP);
- Use of alternative materials for thermal storage;
- Exploring the use of synthetic oil/fluids as heat transfer fluids thus reducing the use of water;
- Energy storage devices/technologies.

### **Proposals should:**

- Indicate clearly who will be the project lead contact of the Service Provider, and attach short CVs of team members indicating relevant experience and qualifications;



- Include a detailed project plan clearly stipulating tasks, subtasks and timelines, in accordance with the scope of work outlined above (work breakdown structure);
- Indicate clearly the time allocations and related costs for the aforementioned tasks;
- Stipulate the HDI and BBBEE nature of the Service Provider;
- Identify industry or business partners that could be potential off takers or co-investors;
- Quote costs in South African Rands and include Value Added Tax (VAT).

#### 4. Evaluation Criteria

<b>14.</b>	The evaluation criteria that are to be scored and the maximum score assigned to each of such criteria are as follows:		
	Criteria	Scoring Guidelines (1-10)	Weighting
	1. Qualifications, capability and experience Curriculum vitae of staff working on project should be attached.	(a) little to no relevant qualifications or experience in any staff=1 (b) relevant qualifications and greater than 5 years' experience =10	10%
	2. Capacity, capability and experience; Expertise and experience in the solar PV/thermal field	(a) little to no relevant capacity, capabilities and experience with little to no evidence of previous relevant work=1 (b) extensive relevant capacity and capabilities and 5 years' experience =10	30%
	3. Proposal to include technology readiness level (TRL), innovation, private sector collaboration and investment	(a) TRL 5, low innovation, no private sector collaboration and/or investment = 1 (b) TRL greater than 5, high innovation level, private sector collaboration and/or investment=10	20%
	4. Methodology	(a) Poorly outlined methodology that does not directly deliver project expected outputs =1 (b) Clear methodology aligned to a project timeframe and tangible deliverables = 10	30%
	5. Energy sector experience	(c) little to no relevant experience in the sector in any staff=1 (d) relevant experience and greater than 5 years' experience in the sector =1	10%
	<b>Threshold</b>		<b>70</b>
<b>Total</b>		<b>100</b>	

## 5 Tax Clearance Requirements

15.	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.
16.	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.
17.	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.
18.	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.
19.	In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
20.	Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website <a href="http://www.sars.gov.za">www.sars.gov.za</a>
21.	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 <a href="http://www.sars.gov.za">www.sars.gov.za</a> .
22.	<b>FAILURE TO SUBMIT A VALID TAX CLEARANCE CERTIFICATE WILL RENDER THE BID AS UNRESPONSIVE AND DISQUALIFY SUCH BID FROM FURTHER EVALUATION.</b>

## 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:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> 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) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> 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

### 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. 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 Tax Clearance Certificate**

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

### 6.4 B-BBEE Bid Declaration

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

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

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

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

Name of Enterprise Bidding: .....

Name of Authorised Representative .....

Signature of Authorised Bidder .....

Date .....

## 6.5 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>
	<b>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</b>

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? <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:		

**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 .....



4.2	<p>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)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 .....



## 6.7 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 .....

## 6.8 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 .....

## 6.9 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 .....



## 6.10 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 .....

## 7. ADDENDA

### 7.1 Proposed Amendments and Qualifications

<b>23.</b>	<p>The Tenderer should record any deviations or qualifications they may wish to make to the tender documents in this Returnable Schedule.</p> <p>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.</p> <p>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.</p> <p>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</p> <p>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.</p>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Page</th> <th style="width: 30%;">Clause or item</th> <th style="width: 45%;">Proposal</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Page	Clause or item	Proposal					
Page	Clause or item	Proposal							

Name of Enterprise Bidding: .....

Name of Authorised Representative .....

Signature of Authorised Bidder .....

Date .....

## 7.2 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 .....