



**sanedi**

South African National Energy  
Development Institute.

**REQUEST FOR QUOTATIONS**

**FOR**

**BOARD TRAINING**

**Name of Respondent:** .....

**CLOSING DATE**

**17<sup>th</sup> July 2017**

**11H00**

**Bidders must ensure that bids are submitted timeously, in the correct submission format and to the correct return address.**

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

<b>RFQ Number</b>	404
<b>Date of RFQ</b>	30 <sup>th</sup> June 2017
<b>SANEDI Contact</b>	All enquiries and RFQ submissions must be directed to :  Name: Ms. Nondumiso Buthelezi Tel: 011 038 4300 e-mail address: <a href="mailto:enquiries.procurement@sanedi.org.za">enquiries.procurement@sanedi.org.za</a>
<b>Required response time for quotation</b>	17 <sup>th</sup> July 2017 at 11:00  Submissions must be made to <a href="mailto:404.procurement@sanedi.org.za">404.procurement@sanedi.org.za</a> failure to submit in the correct e-mail will render your submission disqualified.
<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 King code of Corporate Governance IV.</p> <p><b>Scope of work</b></p> <p>The prospective service provider is requested to present a 1 day to 2 day in-house course to 9 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. The training must also address specific provision of the National Energy Act as issued.</p> <p>The course must, at minimum cover the following:</p> <ol style="list-style-type: none"> <li>1. Overview of king, scope of application and legal context of the code.</li> <li>2. Changes from Kin III to King IV.</li> <li>3. Composition of the board as per the National Energy Act, and King Code of corporate governance.</li> <li>4. The responsibilities of the board vs the responsibilities of executive managements.</li> <li>5. The Role and powers of the Chairperson vs the deputy chairperson.</li> <li>6. Independent members in the context of the King Code of corporate governance.</li> <li>7. Responsibilities of the Board Audit and Risk Committee.</li> <li>8. Responsibilities of the Remuneration committee.</li> <li>9. Best practice with respect to board and board sub-committees.</li> </ol>

	<p>Training manuals have to be provided by the service provider to the attendees including course slides.</p> <p><b>Timelines</b></p> <p>The service provider must be able to deliver the training during within a month of being appointed.</p> <p><b>Skills and competence of team</b></p> <p>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.</p> <p><b>Capacity and Experience of the Firm</b></p> <p>Accreditation by a professional body of both the firm and the training is preferred.</p> <p><b>Confidentiality</b></p> <p>Due the sensitivity of the information 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 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.</p> <p><b>Minimum Requirement</b></p> <p>Accreditation of the service provider by a professional body  Accreditation of the training with the relevant SETA</p>

Required qualifications and experience (Technical Evaluation Criteria)	Evaluation criteria and format of the proposal		
	Evaluation Criteria	Scoring Guidelines (1-10)	Weighting
	CV of the presenter(s) attached and the presenter has atleast 3 years of subject matter experience and previous training of the board.	<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>	50%
	Contents of the proposal 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>• A work plan does not cover adequately details of the scope of work and knowledge = 6</li> <li>• Poor workplan, 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 should 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)		10%
	Accreditation of the training with the relevant SETA (Proof of accreditation should be attached)		10%
Threshold		70	

	<b>Total</b>		<b>100%</b>
	Total points available 100 = <b>Minimum threshold 70 points</b>		
<b>Terms and Conditions</b>	<p>The RFQ will be evaluated on the basis of price or where deemed necessary by the procurement department, evaluated on the 80/20 basis. SANEDI reserves the right not to accept the lowest priced quoted.</p> <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>		
<b>Quoted Price excluding Disbursements VAT inclusive</b>	(Attach a formal quotation on company official letterhead to this RFQ)		
	R		
<b>Discounted amounts Disbursements VAT inclusive</b>	R		
	R		
<b>Total Amount VAT inclusive</b>	R		
<b>Other Requirements</b>	<p>The supplier must:</p> <ol style="list-style-type: none"> <li>1. Attached brochures of the training need to be attached to the RFQ.</li> <li>2. Attach a formal quotation on their company letter head in addition to filling in the price on this RFQ.</li> <li>3. Indicate any early settlement discounts and the percentages applicable and the applicable time frames.</li> <li>4. Attach SBD9(Available on the SANEDI website)</li> </ol> <p><b>(Only applicable to new suppliers not on our Database)</b>  <i>Application to register on the SANEDI database and all returnable schedules must accompany the RFQ.</i></p> <ol style="list-style-type: none"> <li>1. <i>Returnable schedules:</i> <ol style="list-style-type: none"> <li>a. <i>BBBEEE certificate must be attached</i></li> <li>b. <i>SBD 4 must be completed</i></li> <li>c. <i>Valid tax clearance</i></li> <li>d. <i>Acknowledgment of SANEDI procurement Terms and conditions.</i></li> <li>e. <i>Central Supplier Database (CSD) Summary Report</i></li> </ol> </li> </ol> <p>Forms are available on <a href="http://www.sanedi.org.za">www.sanedi.org.za</a></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"> <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 / Peral 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 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 .....