



**sanedi**

South African National Energy  
Development Institute.

## REQUEST FOR QUOTATIONS FOR THE REVIEW OF HUMAN RESOURCE POLICIES AND PROCEDURES

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 f Bidder** ..... **Date** .....

<b>RFQ Number</b>	2622
<b>Date of RFQ</b>	17 <sup>th</sup> October 2022
<b>Sanedi Contact</b>	All enquiries must be directed to:  Name: Ms Vulani Ngoveni 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>Closing date</b>	31 <sup>st</sup> October 2022 at <b>11:00am</b>  NO LATE SUBMISSIONS WILL BE ACCEPTED.
<b>Submission methods</b>	The submissions should be made to the following email:  <a href="mailto:quotes.procurement@sanedi.org.za">quotes.procurement@sanedi.org.za</a>  <b>NB: failure to submit in the correct email will render your submission non-responsive.</b>
<b>Work specification (and Technical specifications)</b>	<p><b>1. Project Background</b> The South African National Energy Development Institute (SANEDI) was established in 2011 under the National Energy Act, 2008 (Act No. 34 of 2008). The Act provides for SANEDI to direct, monitor and conduct energy research and development, promote energy research and technology innovation as well as undertake measures to promote energy efficiency throughout the economy.</p> <p>SANEDI seeks to appoint a service provider to review all HR policies and procedures. The Service Provider to be selected should have experience in drafting and reviewing of HR policies for both public and private sectors.</p> <p><b>2. Scope of works</b> The selected service provider should be able to provide the following services amongst others:</p> <ul style="list-style-type: none"> <li>➤ Review and finalise the SANEDI's approved policies in line with prevailing legislation.</li> <li>➤ Ensure that the reviewed policies are in line with Labour law acts.</li> <li>➤ Be available as and when Management or Board request certain changes on the reviewed policies.</li> <li>➤ Design, compile and present all necessary information to SANEDI Management and Board.</li> <li>➤ Provide a full summary of the proposed changes on the policies.</li> </ul>

Evaluation Criteria	Technical Criteria	Applicable Scores (1-10)	Score	Weighting
	<p><b>1.</b> Firm's profile, relevance, and experience in designing and reviewing of HR Policies and Procedures.</p>	<ul style="list-style-type: none"> <li>• 6 years and above</li> <li>• 4-6 years' experience</li> <li>• 3-4 years' experience</li> </ul>	<p>10</p> <p>5</p> <p>1</p>	<p><b>40%</b></p>
	<p><b>2. Qualification of the Project Lead:</b> the Project Lead must have a <b>Masters'</b> degree in Business Administration, Human Resources, Law, Public Administration, or related field.</p>	<p>Master's degree in Business Administration, Human Resources, Law, Public Administration, or related field.</p> <p>Bachelor's Degree in Business Administration, Human Resources, Law, Public Administration, or related field.</p> <p>National Diploma in Business Administration, Human Resources, Law, Public Administration, or related field.</p> <p>Certificate Business Administration, Human Resources, Law, Public Administration, or related field.</p>	<p>10</p> <p>5</p> <p>3</p> <p>1</p>	<p><b>20%</b></p>
	<p><b>3. Track record of previous work done</b> in designing and drafting of policies. This must be demonstrated by 5 reference letters from five different clients. The reference letters must be in the client's letter head and must be related to the drafting and reviewing of HR Policies and Procedures.</p> <p><b>NB: reference letter in the client's letterhead must be</b></p>	<ul style="list-style-type: none"> <li>• 5 and above reference letters from previous projects.</li> <li>• 2-4 reference letters from previous projects.</li> <li>• 1 reference letters from previous projects.</li> </ul>	<p>10</p> <p>5</p> <p>1</p>	<p><b>30%</b></p>

	<p><b>attached and failure to do so will forfeit points.</b></p>											
	<p><b>4. Methodology</b> for undertaking the deliverables and demonstrate an in depth understanding of the subject matter and ability to deliver on time (three Months).</p>	<ul style="list-style-type: none"> <li>• Excellent process outline</li> <li>• Average process outline</li> <li>• Poor process outline</li> </ul>	<p>10</p> <p>5</p> <p>1</p>	<p><b>10%</b></p>								
	<b>Threshold</b>		<b>80</b>									
	<b>Total</b>		<b>100</b>									
<b>Preferential Point system</b>	<p>The Bid will be evaluated on 80/20 Preferential Point System according to the Preferential Procurement Policy Framework Act,2000</p> <p>The points scored out of 80 should be calculated according to the following formula:</p> <p>(i) The 80/20 preference point system</p> $Ps = 80 \left( 1 - \frac{Hs - Rs}{Rs} \right)$ <p>where</p> <p>Ps = points scored for functionality and price of the bid/proposal under consideration</p> <p>Hs = highest percentage scored by any acceptable bidder for functionality and price</p> <p>Rs = percentage scored for functionality and price by bid/proposal under consideration</p>											
<b>The maximum score</b>	<p>The maximum score for this bid shall be awarded as follows:</p> <table border="1"> <thead> <tr> <th>POINTS</th> <th>PRICE</th> </tr> </thead> <tbody> <tr> <td>BBBEE Status level of Contribution</td> <td>20</td> </tr> <tr> <td>Points for price</td> <td>80</td> </tr> <tr> <td><b>Total points for price and BBBEE do not exceed</b></td> <td><b>100</b></td> </tr> </tbody> </table>				POINTS	PRICE	BBBEE Status level of Contribution	20	Points for price	80	<b>Total points for price and BBBEE do not exceed</b>	<b>100</b>
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<b>Total points for price and BBBEE do not exceed</b>	<b>100</b>											
<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>											
<b>Quoted Price excluding Disbursements VAT inclusive</b>	<p><b>(Attach a formal quotation on company official letterhead to this RFQ)</b></p> <p>R</p>											
<b>Discounted amounts Disbursements VAT inclusive</b>	<p>R</p>											
<b>Total Amount VAT inclusive</b>	<p>R</p>											

<b>R</b>	
<b>Other Requirements</b>	<p>The supplier must submit the following returnable schedules:</p> <ol style="list-style-type: none"> <li>1. Pricing schedule</li> <li>2. Attach SBD9, SBD 4 and BBBEE Bid Declaration</li> <li>3. Attach valid tax clearance</li> <li>4. Certified BBBEE certificate</li> <li>5. CSD Report</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.			
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**

#### **BEE Terms and Conditions**

If it is detected that false information regarding the B-BBEE status level of contribution, local production content, or any other matter which will affect or has affected the evaluation of the tender, or where the tender has failed to declare any subcontracting arrangements, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution

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 .....