



sanedi

South African National Energy
Development Institute.

**REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A
SERVICE PROVIDER FOR THE PROVISION OF THE TWO PLATE LPG
GAS STOVES, AND 7 KG GAS CYLINDERS BY SANEDI IN THE SOUTH
AFRICAN PROVINCES DURING THE COVID-19 PANDEMIC.**

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

RFQ Number	158
Date of RFQ	22 nd February 2021
Sanedi Contact	All enquiries must be directed to: Name: Ms Vulani Ngoveni Tel: 011 038 4418 e-mail address: enquiries.procurement@sanedi.org.za Website address: www.sanedi.org.za
Closing date	08 th March 2021 at 11:00am
Submission methods	The submissions should be made to the following email: quotes.procurement@sanedi.org.za NB: failure to submit in the correct email will render your submission non-responsive.
Work specification (and Technical specifications)	<p>1. Project Background</p> <p>Since 2013 SANEDI has been working in Partnership with the National Development Agency (NDA). The extent of partnership has been to combine the mandate of social development with cleaner energy research to demonstrate the combined impact of organs of state working together to provide social goods in a more sustainable manner.</p> <p>Beginning of January, South Africa was hit by the COVID-19 pandemic and a National State of Disaster was declared on 15 March 2020. This was followed by various Levels of restrictions under the Disaster Management Act and associated Regulations. As it is South Africa still continues to be under the COVID-19 pandemic threat.</p> <p>The indigent households are greatly impacted by the various levels of restrictions, which limit access not only to food but also energy access and movement (access to alternative cost effective and cleaner fuels) for cooking and water heating. The NDA has identified 200 indigent households across the country, who can benefit from the emergency COVID-19 relief LPG stoves system. The emergency COVID-19 relief LPG stoves system will comprise the following:</p> <ul style="list-style-type: none"> • 200 x 72cm, two Plate LPG gas stoves with stainless steel body, aluminum burner heads and auto ignition system and no tangle hose connectors. • 200x 7Kg Gas Cylinders and • Suitable gas regulator (Gas Flow rate 1.0kg/hr. max flow/ outlet 2.8kPa and Inlet (80-700kPa) LPG gas hose and associated clamps sets; • 200x First fill of the LPG before delivery to the beneficiaries; • 200x SANEDI-NDA branded stickers; and

- 500x LPG Safety Health and Safety Pamphlets accompanying each stove system.
- 1.6mm gauge Steel Framed School Desk with saligna or similar hard wooden table tops of dimensions (750w x 450d x 725h).

2. Project Objectives

The key objectives of this project is to:-

- Provide compact and clean energy solutions to 200x identified indigent beneficiaries through the 9x NDA Provincial Offices;

3. Scope of Works

The appointed service provider will be responsible for online purchasing of the gas cylinders systems as specified below for delivering them to the all 9x NDA offices.

The emergency COVID-19 relief LPG stoves systems will comprise the following:

- 200 x 72cm, two Plate LPG gas stoves with stainless steel body, aluminum burner heads and auto ignition system and no tangle hose connectors.
- 200x 7Kg Gas Cylinders and
- 200x Gas regulator, gas hose and associated clamps sets;
- 200x First fill of the LPG before delivery to the beneficiaries;
- 200x SANEDI-NDA branded stickers; and
- 500x LPG Safety Health and Safety Pamphlets accompanying each stove system.
- 1.6mm gauge Steel Framed School Desk with saligna or similar hard wooden table tops of dimensions (750w x 450d x 725h).
- The LPG Gas stove must have a 2 year warranty

Once procured, the Service Provider will arrange for the gas cylinders to be filled with LPG at a point nearest to the relevant NDA provincial offices and secure a delivery notes.

The Provincial NDA Offices will then deliver them to the selected beneficiary homes. A list of beneficiary household has been provided by the NDA National Head Office.

4. PROJECT MANAGEMENT

4.1 Responsibilities of the Service Provider:

- Prepare a detailed project execution plan
- Provide a detailed project timeline, (Gant chart preferred)
- Provide SANEDI with weekly progress updates that include a write up and photographic evidence in an electronic format and sent via e-mail:
- Update to include relevant challenges and progress and solutions applied, to resolve any such challenges;
- Detailed reports on project process, delays and any contingencies;
- All project meetings held must be supported by written minutes sent to SANEDI via e-mail/electronic means.
- Facilitate a project close-out meeting between SANEDI, NDA National Head Office and NDA Provincial Offices.
- 1.6mm gauge Steel Framed School Desk with saligna or similar hard wooden table tops of dimensions (750w x 450d x 725h).

4.2 Deliverables required of the Installation of LPG Gas Stoves and Heaters

- Online procurement and delivery of:
- 200 x 72cm, two Plate LPG gas stoves with stainless steel body, aluminum burner heads and auto ignition system and no tangle hose connectors.
- 200x 7Kg Gas Cylinders and
- Suitable gas regulator (Gas Flow rate 1.0kg/hr. max flow/ outlet 2.8kPa and Inlet (80-700kPa) LPG gas hose and associated clamps sets;
- 200x first fill of the LPG before delivery to the beneficiaries;
- 200x SANEDI-NDA branded stickers; and
- 500x LPG Safety Health and Safety Pamphlets accompanying each stove system.
- 1.6mm gauge Steel Framed School Desk with saligna or similar hard wooden table tops of dimensions (750w x 450d x 725h).

➤ The supply breakdown list for all provinces is detailed below.

5. NDA Offices for the Delivery of the merchandise

The merchandise should be delivered at the following NDA offices:

No.	Province	No. of 2 Plate Gas Stoves, regulators, hoses and clamp sets and Desks	No. of 7Kg Gas filled Cylinders	Contact Person	Cell phone	Delivery Address
1	Free State	36	36	Itumeleng Kwenane	082 795 8613	Allied House, 3rd Floor, Cnr Charlotte Maxeke & Westburger, Bloemfontein
2	Western Cape	20	20	Ardiel Soeker	083 235 9899	The Chambers Building, 2nd Floor, 50 Keeron Street, Cape Town
3	Northern Cape	20	20	Lesedi Piki	0658849946 or 053 831 4828/9	13 Dalharm Road, Kimberely, 8301
4	Eastern Cape	26	26	Nokulunga Skeyi	0726027828	Vincedon Office Park, 08 Donald Road, Vincent, East London
5	KwaZulu Natal	26	26	Yolisa Ndimma	076 080 4303	9 Gardiner Street 9 Corporate Place Building DURBAN

6	Gauteng	6	6	Mapule Phora	0762977604	26 Wellington Road, Parktown, Johannesburg
7	Limpopo	27	27	Gillian Mahange	0832772647	Albatross Centre Suite 7, 19 Market Street Polokwane
8	North West	17	17	Potlako David Ntlatleng	0765267005	Old Mutual Building, 127 Providence Street, Mmabatho
9	Mpumalanga	22	22	Maxwell Mathebula	072 600 7896	Ground Floor, 16 Branders Street, Nelspruit
		200	200			

The service provider should confirm the delivery address prior to delivery.

6. Expected Outputs from Contractor

Online procurement and delivery of:

- a) 200 x 72cm, two Plate LPG gas stoves with stainless steel body, aluminum burner heads and auto ignition system and no tangle hose connectors.
- b) 200x 7Kg Gas Cylinders and
- c) Suitable gas regulator (Gas Flow rate 1.0kg/hr. max flow/ outlet 2.8kPa and Inlet (80-700kPa) LPG gas hose and associated clamps sets;
- d) 200x First fill of the LPG before delivery to the beneficiaries;
- e) 200x SANEDI-NDA branded stickers; and
- f) 500x LPG Safety Health and Safety Pamphlets accompanying each stove system.

To designated addresses in Section 5 above.

7. Project Management

The project shall be managed through SANEDI by a Working for Energy Project Manager and shall include a Project Oversight Committee as follows:

- a) Chaired by Working for Energy General Manager.
- b) Working for Energy Project Manager.
- c) A technical representative from SANEDI.
- d) A representative or more from the successful contractor.
- e) Representative(s) from the NDA Provinces
- f) A quorum shall be deemed when one member from each entity is present

Any project related decisions raised by any party associated with the project must be addressed through the SANEDI project manager directly, as the contracting party.

The Project Oversight Committee shall meet as follows:

- a) On-site/ virtual inception meeting, to initiate the Project
- b) A final closeout meeting after project completion with a handover of a project report detailing all necessary project spend.

	<p>8. Project Schedule The project shall be completed within a month from the last date of signature to the contract. Any deviations from this will need a written motivation to SANEDI.</p>								
Evaluation Criteria	BBBEE and PRICE Only								
Preferential Point system	<p>The Bid will be evaluated on 80/20 Preferential Point System according to the Preferential Procurement Policy Framework Act,2000 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 Ps = points scored for functionality and price of the bid/proposal under consideration Hs = highest percentage scored by any acceptable bidder for functionality and price Rs = percentage scored for functionality and price by bid/proposal under consideration</p>								
The maximum score	<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>Total points for price and BBBEE do not exceed</td> <td>100</td> </tr> </tbody> </table>	POINTS	PRICE	BBBEE Status level of Contribution	20	Points for price	80	Total points for price and BBBEE do not exceed	100
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BBBEE Status level of Contribution	20								
Points for price	80								
Total points for price and BBBEE do not exceed	100								
Terms and Conditions	The RFQ shall be subjected to the SANEDI procurement terms and conditions which can be found on www.sanedi.org.za .								
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. CSD Report <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>		
	<p>Name of state institution at which you or the person connected to the bidder is employed :</p>		
	<p>Position occupied in the state institution</p>		
	<p>Any other particulars:</p>		
	<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>		
	<p>If no, furnish reasons for non-submission of such proof:</p>		
	<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>		
	<p>If so, furnish particulars:</p>		

	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

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-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