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South African National Energy
Development Institute (SOCI) Ltd.



**WELCOME TO THE BID CLARIFICATION MEETING FOR BID159-
Appointment of a technical expert to conduct an analysis of the
existing national governance structures and legislative
instruments to determine relevance to industrial energy
efficiency implementation by the Department of Mineral
Resources and Energy and the South African National Energy
Development Institute for a period of 3 months.**

OVERALL OBJECTIVE OF THE PROCUREMENT PROCESS

According to The Constitution, section 217(1) the procurement process must be fair, equitable, transparent and competitive when contracting goods and or services.



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LEGISLATIVE FRAMEWORK

The Constitution - Section 217 (1)

Public Finance Management Act

Treasury Regulations - Section 16A

National Treasury SCM Practice Notes

Preferential Procurement Policy Framework Act

Broad Based Black Economic Empowerment Act

The Prevention and Combating of Corrupt Activities Act

BID PLANNING SCHEDULE

ACTIVITY	PLANNED DATES
Adjudication: Bidders Responsiveness	14 th – 16 th May 2021
Technical Evaluation	17 th – 26 th May 2021
Commercial Evaluation	27 th May 2021
Procurement Committee	03 rd June 2021
Award Letter to Preferred Service provider Issued	04 th June 2021



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STANDARD BID DOCUMENT

SECTIONS

BID DETAILS

CONTACT INFORMATION

**ANY QUERIES REGARDING THE BIDDING PROCESS
PROCEDURE MAY BE DIRECTED TO:**

Ms Vulani Ngoveni

Telephone: 011 038 4418

E-mail: enquiries.procurement@senedi.org.za

BIDDER'S DETAILS

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER

FACSIMILE NUMBER Code Number

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

Signature of Bidder Date

BID DOCUMENT STRUCTURE

Contents

Submission Criteria

1. Notice and Invitation to submit Proposal
2. Submission Data – Specific Conditions of Contract.
3. Evaluation Criteria and Scoring
4. Tax Clearance Requirements
5. Central Supplier Database (CSD) summary report

Contents Cont /

RETURNABLE SCHEDULES

- 5. List of Returnable Schedules
 - 5.1 Enterprise Questionnaire
 - 5.2 Technical Proposal & Methodology Statement
 - 5.3 Tax Clearance Certificate
 - 5.4 B-BBEE Bid Declaration
 - 5.5 Bidder's Declaration of Interest
 - 5.6 Certificate of Past Procurement Performance
 - 5.7 Certificate of Bid Independence
 - 5.8 Certificate of Acceptance – General Conditions of Contract
 - 5.9 Certificate of Acceptance – Bid Evaluation Criteria and Scoring
 - 5.10 Certificate of Understanding – Scope of Works
 - 5.11 Pricing Schedule / Schedule of Rates
 - 5.12 Form of Tender
 - 5.13 Schedule of Proposed Amendments and Qualifications
 - 5.14 Record of Addenda or Errata to the Bid

Contents Cont /

PRICING SCHEDULE AND FORM OF TENDER

7 PRICING SCHEDULE

8 FORM OF TENDER

9 ADDENDA

9.1 Proposed Amendments and Qualifications

9.2 Record of Addenda to Tender Documents

Only respondents who submit fully completed Proposals incorporating all Returnable Schedules duly complete and signed will be eligible to have their submissions evaluated



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PRICING SCHEDULE & FORM OF TENDER

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PRICING SCHEDULE AND FORM OF TENDER

No:	Description of the activity	Price
1.		
2.		
3.		
4.		
Total		
Vat @15%		
Total inclusive of VAT		



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BID SUBMISSIONS & RESPONSIVENESS

ENERGY INNOVATION FOR LIFE

5.

ELECTRONIC RETURN AND NO MANUAL SUBMISSIONS WILL BE ACCEPTED

159.procurement@sanedi.org.za

Bidders must ensure that bids are delivered timeously to the correct address.

Late bids will not be accepted for consideration.

The Bidder shall ensure that the Bid Documents Returnable Schedules together with all Statutory Returns, examples of work experience etc. are duly completed, signed, bound into a single submission document and encased in an outer envelope, which is clearly marked with the Bid Reference and the Bidders details and placed in the tender box before bid closing.

Bids not conforming to this submission criteria will be regarded as non-returns and may render the submission unresponsive.

The size limits for SANEDI Email is 20 MB. Bidders may submit more than one E-mail.



6	<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>Closing date Thursday, 13th May 2021 at 11:00</p>
7	<p>Telephonic, telegraphic, telex, facsimile submissions offers will not be accepted.</p>
8	<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>
9	<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>

12	Therefore all bid documents, returnable schedules, priced quotation and form of tender together with statutory returns MUST be singularly incorporated into ONE Inclusive BID DOCUMENT and returned in the manner prescribed.
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14	SANEDI Reserves the RIGHTS to contract with suppliers who are BEE Compliant.
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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.



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RESPONSIVE BIDS

SUBMITTED

- ✓ ON TIME
- ✓ IN CORRECT EMAIL ADDRESS
- ✓ ALL THE FOLLOWING DOCUMENTATION IN THE BID ENVELOPE
 - Returnable Schedules
 - Questionnaires
 - Certificates
 - Price Proposal
 - Form of Tender

All duly signed-off and completed in black ink

VALID TAX CLEARANCE CERTIFICATE



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Points of Clarification & NOTICE to BIDDERS

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B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



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Thank you for your interest in this contract

ALL THE BEST

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