



sanedi

South African National Energy
Development Institute.

Bid: 1721

REQUEST FOR QUOTATION

TO REVIEW AND IMPROVE THE CURRENT SANEDI-WEBSITE

BIDDER'S DETAILS

NAME OF BIDDER.....

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

RFQ Number	1721
Date of RFQ	09 th July 2021
Closing date	16 th July 2021 at 11:00
SANEDI Contact	All enquiries and RFQ submissions must be directed to : Name: Ms. Nondumiso Buthelezi Tel: 011 038 4300 e-mail address: enquiries.procurement@sanedi.org.za
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 specifications (Technical Specifications)	1. Project Background The South African National Energy Development Institute (SANEDI), as an agency of the Department of Mineral Resources and Energy (DMRE) have to frequently update the corporate website as it is viewed as the official online representation of the agency. The website contains comprehensive information about the agency itself, about the scope of its activities and services offered. In creating this corporate website, we pay special attention to design, because it is first and foremost an image tool. It should match the agency's style, instil confidence among the stakeholders, the partners, and the public. SANEDI would like to invite competent and suitably qualified service providers to submit proposals to be appointed to assist SANEDI's Web Developer and Communication department in creation and selection of the layout, font color, font type, logos, pictures, and other visual and verbal aspects of SANEDI's websites The successful service providers will be appointed based on technical strength and demonstrable ability to undertake the services.

2. Scope of works

PURPOSE

The purpose of this request for quotation is to have an experienced Web Graphic Designer to help improve the graphics, layout, etc., of the SANEDI-website.

SPECIFIC OBJECTIVES OF THE PROJECTS

- The main objective is to improve the quality of SANEDI’s websites with visual appeal that communicates our brand’s value in a way that resonates with our target audience and also add to our site’s credibility. In addition to our branding, it should supports our marketing objectives by improving the user experience and meeting the needs of those individuals who are most likely to need our services.

PROJECT SCOPE

- Designing and placing elements on a web page, which can include logos and images as well as textual elements.
- Creating a mock up or wireframe using image editing software and work with developers and communication manager to transform this wireframe into a functional website.
- Editing images that are used on websites. This aspect of the job can involve resizing and cropping images, correcting colors, and ensuring that images are correctly formatted and optimized for mobile and desktop web browsers
- Creating images from scratch and save them as vector images that can be repurposed throughout the website.

Technical Evaluation Criteria

Criteria	Scoring Guidelines (1-5)	Weighting
1. Company Experience: <ul style="list-style-type: none"> • Service provider/s must have at least have five (5) years in graphic design using Adobe Suite – Photoshop, Illustrator, InDesign and experience in User Experience (UX) and User Interface (UI) 	more than 5 years = 5 points 5 years = 4 points 4 years = 3 points 3 years = 2 points Less than 3 = years =1 point	20%
	<ul style="list-style-type: none"> • The experience must be supported by five (5) reference letters (in the client’s letterhead and duly signed), should be included as proof indicating successful/professional web graphic design services. 	More than 5 letters = 5 points 5 letters = 4 points 4 letters = 3 points 3 reference letters= 2 Less than 3 letters = 1 point

	<p>2. Team leader and team members: The Team Leader of the Service Provider/s must have a minimum of 5 years relevant work experience to be shown in five (5) related projects.</p> <p>Team members (if relevant), must have a minimum of three (3) years relevant work experience in at least three (3) related projects of the services being applied for as reference.</p> <p>NB: CV's of the Team Leader and Team Member/s must be attached to the technical proposal as proof and should reflect the number of projects executed by members and failure to attach the CV will forfeit points.</p>	<p>More than 5 projects = 5 points 5 projects = 4 points 4 projects = 3 points 3 projects = 2 points Less than 3 projects = 1 point</p> <p>More than 3 projects = 5 points 3 projects = 4 points 2 project = 3 points Less than 2 projects = 1 point</p>	<p>15%</p> <p>10</p> <p>5</p>
	<p>Qualifications:</p> <ul style="list-style-type: none"> • Team Leader must have a minimum of Certificate in Graphic Design or Web Design, Diploma or a Degree. • Team Members must have a similar qualification • Certified copies of certificates must be attached to the proposal as proof, failure to attach, bidders will forfeit points. 	<p>Certificates attached = 5 No certificates = 1</p>	<p>15%</p>

	<p>Project Plan & Methodology should have the following:</p> <ul style="list-style-type: none"> Project implementation plan with activities to be implemented, indicating typical turn-around times per task. Proposed Methodology detailing the approach on the provision of the required service/s 	<p>Excellent project plan = 5 Average project plan = 3 Poor project plan = 1</p> <p>Methodology with description of service/s or technology(ies) including skills transfer = 5 Methodology provided = 3 Methodology provided without the required service/s = 1 point</p>	<p>50%</p> <p>15</p> <p>35</p>
	Threshold		70
	Total		100

<p>Preferential procurement system</p>	<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>
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The maximum score for this bid shall be awarded as follows:

POINTS	PRICE
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.

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.

Total Amount VAT inclusive

together with a quote

Other Requirements

The supplier must:

1. Pricing schedule
2. Attach SBD9, SBD 4 and BBBEE Bid Declaration
3. Attach valid tax clearance
4. Certified BBBEE certificate and CSD Report

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?		
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

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-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