



sanedi

South African National Energy
Development Institute.

Bid: 0821

REQUEST FOR QUOTATION

FRAUD HOTLINE

BIDDER'S DETAILS

NAME OF BIDDER.....

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

RFQ Number	0821
Date of RFQ	11 th June 2021
Closing date	18 th June 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) was established in 2011 as an agency of the Department of Energy. The National Energy Act, 2008 (Act No. 34 of 2008), Section 7 (2) gives effect to SANEDI's existence and provides for its primary mandate and specific responsibilities. 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. The SANEDI has adopted a code of ethics articulating acceptable values and ethical standards to which all its stakeholders must adhere. SANEDI acknowledges that fraud and corruption may be prevalent in running a business and/ daily activities, and almost all organisations are susceptible to it. SANEDI also adheres to sound corporate governance principles, which requires conducting business efficiently, effectively, and transparently. Consequently, the entity is committed to fighting fraudulent behaviour at all levels within the organisation. SANEDI, as an entity of government, is also required to take positive steps in the mitigation of fraud and corruption to which the entity may be exposed to in ensuring efficient, effective and transparent systems and controls. On these bases, SANEDI invites proposals from suitable suppliers for managing its fraud and hotline service. This service aims to reinforce the zero tolerance towards fraud and corruption and ensure commitment to combating all forms of fraud inherent to SANEDI's operations.

The expected outcome of this project is as follows:

- a) Access to a 24/7 National Free 0800 number;
- b) Anonymous Health, Safety, Security Reporting Hotline;
- c) Dedicated Legal Advisor (Protected Disclosures Act);
- d) Allowance for reporting in 11 official languages;
- e) Unique email address;
- f) Free post reporting;
- g) Legal Advice;
- h) For oversight role, monthly reporting to the SANEDI Board and Audit Committee Chairpersons.
- i) A preliminary investigation into reported tip-offs to Advise on the action to be taken or further investigative action is required.
- j) Quarterly fraud hotline awareness training to staff
- k) A complete closeout report should be provided on completion of 3 years.

SANEDI has historically never received more than 3 tip offs per year.

2. Scope of works

The scope of the project is described above. The service is required for a 24 months period.

Minimum requirement

CRITERIA FOR FUNCTIONALITY	Scoring guideline (0-5)	WEIGHT
<p>Company profile: Provide detailed information on the background of the company in undertaking this type of projects and demonstrating the years of experience</p>	<p>5 year experience = 5 3 year experience=3 1 year experience=1</p>	<p>20</p>
<p>Track record: the service provider must provide reference letters in the client’s letterhead for similar work done.</p>	<p>3 reference letters=5 2 reference letters=3</p>	<p>40</p>

		1 reference letter-1	
	<p>Competency of Key Personnel: The key personnel must have at least have a minimum of five combined experienced in the field.</p> <p>Provide short CV's of the key personnel involved in the project and certified copies of qualifications.</p> <p>NB: failure to provide a detailed cv will forfeit points.</p>	<p>10 years combined experience=5</p> <p>5 years combined experience=3</p> <p>1 year experience=1</p>	40
	Total		100
	Threshold Score		70
Preferential procurement system	<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> $Ps = 80 (1 - \frac{Hs - Rs}{Rs})$ <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>		

	<p>The maximum score for this bid shall be awarded as follows:</p> <table border="1" data-bbox="293 344 1395 600"> <thead> <tr> <th data-bbox="293 344 846 394">POINTS</th> <th data-bbox="846 344 1395 394">PRICE</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 394 846 445">BBBEE Status level of Contribution</td> <td data-bbox="846 394 1395 445">20</td> </tr> <tr> <td data-bbox="293 445 846 495">Points for price</td> <td data-bbox="846 445 1395 495">80</td> </tr> <tr> <td data-bbox="293 495 846 600">Total points for price and BBBEE do not exceed</td> <td data-bbox="846 495 1395 600">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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<p>Terms and Conditions</p>	<p>The RFQ shall be subjected to the SANEDI procurement terms and conditions which can be found on www.sanedi.org.za .</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> <p>Important Notes</p> <ul style="list-style-type: none"> • The price quoted for the first year will be firm. From year 2, the price will be subject to an annual price increase based on the CPI. • The SANEDI reserves the right not to make an award. 								
<p>Total Amount VAT inclusive</p>									
<p>Other Requirements</p>	<p>The supplier must:</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 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	State Employee Number / Persal Number

		Reference 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