



**sanedi**

South African National Energy  
Development Institute.

## **Request for quotation**

### **Maintain the DoE-SANEDI Appliance Standards and Labelling Programme's social media platforms**

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 of Bidder** .....

**Date** .....

<b>RFQ Number</b>	230
<b>Date of RFQ</b>	09 <sup>th</sup> November 2021
<b>SANEDI Contact</b>	All enquiries and RFQ submissions must be directed to :  Name: Ms. Nondumiso Buthelezi 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>Required response date and time for quotation</b>	23 <sup>rd</sup> November 2021 at 11:00 am
<b>Submission e-mail</b>	<a href="mailto:quotes.procurement@sanedi.org.za">quotes.procurement@sanedi.org.za</a> . Only electronic submissions sent on this email will be considered. No manual submission will be accepted.
<b>Work specification (and Technical specifications)</b>	<p><b>Project Background</b></p> <p>The South African Energy Efficiency Appliance Standard and Labelling (S &amp; L) Project was originally jointly funded by the South African Department of Mineral Resources and Energy (DMRE) and the Global Environmental Facility (GEF), and the first developmental phase of the project was implemented by the DMRE, in collaboration with the United Nations Development Programme (UNDP), the South African Bureau of Standards (SABS) and National Regulator for Compulsory Specifications, (NRCS). The South African National Energy Development Institute (SANEDI), also contributed to this project, through participation in the Project Steering Committees and in other areas.</p> <p>SANEDI is an agency of the DMRE, established in terms of the Energy Act (2008), and has now been officially mandated through a formal Memorandum of understanding (MoU) between the department and SANEDI, to continue with the implementation, monitoring and evaluation of this national programme. The DMRE however, will continue to monitor and expand the programme as it is a priority initiative to save electricity, improve lives and reduce harmful Greenhouse Gas Emissions, (GHG). In this regard, SANEDI will continue to report regularly to the department on progress and gain their valuable policy insight to sustain this project in the country.</p> <p>A comprehensive marketing and communications campaign has been implemented to introduce the project to the South African consumer and public. The communication channels to date have included print, television, billboards, radio, online advertising, social media, website, in-store campaigns, mobile app and advocacy. The programme would like to consolidate and build on the work done to date by enhancing the existing social media efforts.</p>

**Scope of Works**

The successful service provider will be required to:

- Develop a social media strategy/ communication plan to advance the existing social media campaign;
- Prepare a short report / presentation recommending minor or cosmetic changes (if required) to update or improve campaign implemented to date; Note: The scope of this RfQ is limited to social media communication and awareness;
- Manage the Programme’s social media campaign (Facebook, Twitter, YouTube, Webpage content)
- Work with SANEDI’S IT Department and Programme Team in managing the Programme’s website to ensure that the social media and website are aligned;
- Provide monthly updates and analytics on campaign performance to the S&L Project team to inform better use of the engagement channels
- On conclusion of the campaign undertake an evaluation to determine the effectiveness/impact of the campaign
- Monitor the activities of Programme key stakeholders on social media for collaborative awareness creation/sharing

**Project Deliverables:**

**Deliverable 1:**

**Social Media Platforms:** Execute the plan and maintain the social media communication campaign for the duration of 6 months from date of inception.

**Deliverable 2:**

**Monthly Maintenance and Support:** This must include monthly reports detailing performance and recommendations.

**Deliverable 3:**

**Handover:** Hand over of improved social media platforms, updated credentials, passwords, content designed, and any other content templates created to SANEDI at the end of the 6 months period.

**Duration of the Work:**

The duration of the consultancy is 6 months from appointment date.

**Duty Station:**

The consultancy must be based in South Africa and be able to attend meetings at SANEDI in Sandton as required, in addition to online meetings via Microsoft Teams platform

**Required qualifications and experience (Technical Evaluation Criteria)**

Criteria	Scoring Guidelines (1-10)	Weighting
<p><b>1. Company Ownership structure (In who's name(s) the company is registered)</b> The company will be more advantageous if it is black youth owned and the owner(s) are in possessions of required qualifications, skills, technical expertise and experience to execute this assignment.</p>	<p>(a) Black youth owned = 10 (b) Black owned = 7-9 (c) Non-black female ownership = 4-6 (d) Other ownership = 1-3</p>	10%
<p><b>2. Proposed Work plan:</b> A technical proposal detailing the objective and strategy to creating project awareness via the existing social media platforms, tasks, schedule with clear milestones over the envisaged 6 month timeline.</p>	<p>No work plan= 0 Work plan not related to the scope of work= 2 Basic but relevant work plan=5 Detailed work plan=10</p>	30%
<p><b>3. Proposed Approach to implementing the work plan:</b> technical proposal to include the methods to be adopted in order to adequately address the project requirements. Include tools to be used.</p>	<p>No approach=0 Approach not related to the scope of work=2 Basic but relevant=5 Detailed Approach=10</p>	20%
<p><b>4. Team Members:</b> Appropriate qualifications and technical skills necessary for the project  (Attach CVs)</p>	<p>No qualifications= 0 Certificate= 2 Diploma= 3-4 Degree upwards=5-10</p>	20%
<p><b>5. Expertise of Institution / Organisation submitting the proposal:</b> Number of projects/instances where you have provided services (related to appliance Standards and Labelling, website design, content development, maintaining and supporting websites) of a comparable nature (provide exact details). Provide at least 3 relevant verifiable project references</p>	<p>No reference letters= 0 1 Reference letters= 1-3 2 Reference letters= 5-8 3 Or more reference letters= 10</p>	20%
Threshold		70%
Total		100%

Total points available 100 = **Minimum threshold 70 points**

<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> <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>
<b>Quoted Price excluding Disbursements VAT inclusive</b>	<p>(Attach a formal quotation on company official letterhead to this RFQ)</p> <p>R</p>
<b>Discounted amounts</b>	<p>R</p>
<b>Disbursements VAT inclusive</b>	<p>R</p>
<b>Total Amount VAT inclusive</b>	<p>R</p>
<b>Other Requirements</b>	<p>The supplier must submit the following returnable schedules:</p> <ul style="list-style-type: none"> <li>Pricing schedule</li> <li>Attach SBD9, SBD 4 and BBBEE Bid Declaration</li> <li>Attach valid tax clearance</li> <li>Certified BBBEE certificate</li> <li>Forms are available on <a href="http://www.sanedi.org.za">www.sanedi.org.za</a></li> <li>CSD report</li> </ul>

**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?		

	<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>		
	<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?</p>		

	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.			
<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Income Tax Reference Number</b>	<b>State Employee Number / Persal Number</b>



“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>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 .....