



**sanedi**

South African National Energy  
Development Institute.

## **Request for Quotation**

### **Standards and Labelling 101 Guide**

#### **BIDDER'S DETAILS**

NAME OF BIDDER.....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

TELEPHONE NUMBER Code ..... Number .....

<b>RFQ Number</b>	228
<b>Date of RFQ</b>	22 <sup>nd</sup> October 2021
<b>Closing date</b>	05 <sup>th</sup> November 2021 at 11:00
<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>
<b>Submission methods</b>	The submissions should be made to the following email <a href="mailto:quotes.procurement@sanedi.org.za">quotes.procurement@sanedi.org.za</a>  NB: failure to submit in the correct email will render your submission non-responsive.
<b>Work specifications (Technical Specifications)</b>	<p><b>1. Project Background</b></p> <p>Energy efficiency improvements in household appliances are an essential part of Government’s priority to reduce energy consumption and greenhouse gas emissions emanating from the residential sector. South Africa’s Energy Efficiency Appliance Standards and Labelling (S&amp;L) Programme is being implemented by SANEDI, on behalf of the Department of Mineral Resources and Energy. The Programme aims to support key government entities invested in regulating the safety and performance of appliances and lighting products in accordance with developments in international, regional and national energy efficiency standards. The Programme also has strong links with industry members through various information sharing platforms.</p> <p>The S&amp;L Programme is designing a guiding publication as a manual for government officials and industry members implementing and complying with product standards respectively. The guide aims to provide an overview of energy efficiency standards and labelling compliance in South Africa across various product categories. Aspects of standards and labelling development, enforcement, monitoring and maintenance will all be included. The publication will be distributed to all programme stakeholders to create awareness of the pertinent developments in the industry. The guideline will also be published on the programmes website – see <a href="http://www.savingenergy.org.za">www.savingenergy.org.za</a>.</p> <p>The original guideline can be viewed on the website, but should only serve as an example as the programme is seeking a fresh design to incorporate the numerous developments which have taken place over the past 5 years <a href="https://www.savingenergy.org.za/asl/south-african-energy-efficiency-label/index.html">https://www.savingenergy.org.za/asl/south-african-energy-efficiency-label/index.html</a></p>

The service provider is required to work with the project team in gathering recent and relevant information and data to inform the guide. The service provider will also be responsible for professional writing and digital design of the guide to be disseminated.

## **2. Scope of works**

The successful service provider will be required to:

1. Produce an official digital public guideline to update stakeholders with information about the Standards and Labelling Programme, and complete, up to date information of the South African appliance compliance framework and other relevant industry developments.
2. Source relevant information, data and visuals to inform the guide.
3. Investigate product category developments including: Air Conditioners, Electric Ovens, Electric Water Heaters, Freezers, Fridge-Freezer Combinations, Refrigerators, Dishwashers, Tumble dryers, Washing machines, Washer-Dryer machines, and Electrical lamps.
4. Produce brief write-ups on updates on S&L partnerships with CLASP and the UNDP to regulate new products that include: Electric Motors, Electronic Displays (TVs), Distribution Transformers, Street-Lighting and General Service Lamps
5. Share detailed guidance on QR code and regrading of the energy efficiency label.
6. Conduct stakeholder interviews to access up to date information.
7. Have access to stock images to accompany each piece in the publication.
8. Attend meetings as required with the SANEDI project team to discuss progress and to steer the formation of the document.
9. Produce transcriptions of existing material to correspond with the style of the publication being compiled.
10. Work with the SANEDI project team from a shared folder created to collate all information to be written, transcribed, edited, and designed
11. Deliver 50 printed copies of the final publication to SANEDI offices

## **3. Project Deliverables:**

**Deliverable 1:** Project Inception Presentation to include methodology, publication approach, proposed themes and designs, envisaged project schedule and budget requirements.

**Deliverable 2:** Records and/or minutes of Stakeholder Interviews (interviews to be arranged by the project team)

**Deliverable 3:** Folder of collated information- transcribed and edited in word documents for project team inputs and approvals

**Deliverable 4:** 1<sup>st</sup> draft digital design copy for inputs

**Deliverable 5:** final digital design copy for approval and dissemination

**4. Duration of the Work:**

The duration of this assessment shall not exceed four (4) months from appointment date.

**5. 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.

**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. Company Experience</b> Number of years the company has been in operation and conducting similar or relevant research work.</p>	<p>(a) Less than 1 year experience = 2 (b) 1-2 years experience = 5 (c) 3-4 years experience = 8 (d) 5 years+= 10</p>	10%
<p><b>3. Number of similar publications produced (include links to publications)</b></p>	<p>(a) No similar publications = 0 (b) 1 to 3= 3 (c) 4 to 6= 5 (d) &gt;6= 8 (e) &gt;8 and energy efficiency = 10</p>	20%
<p><b>4. Proposal submitted:</b> The methodology statement shall respond to the Scope of Work, Tasks and Deliverable information. It shall outline the service Provider's proposed approach/methodology. The method statement should articulate what value the Service Provider will add in</p>	<p>(a) No methodology=0 (b) Methodology not related to the scope of work=2 (c) Methodology related to the scope of work but not detailed =5 (d) Detailed methodology=10</p>	20%

	achieving the stated objectives for the project.		
	<p><b>5. Expert and team member qualifications aligning with communications; visual and digital arts or other relevant expertise :</b>  The bidder is required to provide personnel who are suited to filing positions described, based on their CVs to be submitted with the bid, the range of tasks involved and the required qualifications.  Appropriate qualifications and technical skills necessary for the project</p> <p>(Attach CVs and Copies of qualifications )</p>	(a) Certificate= 1-2 (b) Diploma= 3-4 (c) Degree=5-7 (d) Masters=8-10	20%
	<p><b>6. Expert and team experience in technical writing. Please submit examples</b></p>	(a) No technical writing experience = 1 -2 (b) General writing experience= 2-3 (c) General technical writing experience= 4-5 (d) Specified and relevant technical writing experience=6- 8 (e) Specified, relevant and evidence-based technical writing= 9-10	10%
	<p><b>7. Expertise of Institution / Organisation submitting the proposal:</b>  Number of projects/instances where you have provided services (related to proven experience in the economic and financial appraisal, risk analysis and modelling for various projects and programmes and knowledge of energy efficient lighting products, Participated in at least two similar projects) of a comparable nature (provide exact details). Provide at least 3 relevant verifiable project references</p>	(a) No reference letters= 0 (b) 1 Reference letters= 1-3 (c) 2 Reference letters= 5-8 (d) 3 Or more reference letters= 10	10%
	Threshold		70%
	Total		100%

<b>Preferential procurement system</b>	<p><b>The Bid will be evaluated on 80/20 Preferential Point System according to the Preferential Procurement Policy Framework Act,2000</b></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> <p>The maximum score for this bid shall be awarded as follows:</p> <table border="1" data-bbox="280 1367 1393 1625"> <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
POINTS	PRICE								
BBBEE Status level of Contribution	20								
Points for price	80								
Total points for price and BBBEE do not exceed	100								
<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>								

	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.
<b>Total Amount VAT inclusive</b>	
<b>Other Requirements</b>	<p>The supplier must:</p> <ol style="list-style-type: none"> <li>1. Pricing schedule</li> <li>2. Attach SBD9, SBD 4 and BBBEE Bid Declaration</li> <li>3. Attach valid tax clearance</li> <li>4. Certified BBBEE certificate</li> </ol>

**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?		
	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:		

<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 .....