



sanedi

South African National Energy
Development Institute.

**REQUEST FOR QUOTATIONS FOR THE SUPPLY AND INSTALLATION
OF THERMAL WALL INSULATION, DRYWALL INSULATION BOARDS,
FOLDING DOORS AND THE COOL SURFACES PAINT AT THE FREDA
HARTLEY SHELTER FOR WOMEN CRÈCHE FACILITY IN YEOVILLE**

NAME OF BIDDER.....

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER Code Number

FACSIMILE NUMBER CodeNumber

E-MAIL ADDRESS

Signature f Bidder **Date**

| | |
|--|--|
| RFQ Number | 3620b |
| Date of RFQ | 16 th March 2021 |
| Sanedi Contact | All enquiries must be directed to: Name: Ms Vulani Ngoveni e-mail address: enquiries.procurement@sanedi.org.za Website address: www.sanedi.org.za |
| Closing date | 29 th March 2021 at 11:00am |
| 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 specification (and Technical specifications) | <p>1. Project Background</p> <p>The Working for Energy Programme is a sub-programme of the Applied Energy Research Programme at SANEDI and it focuses on clean energy interventions that can benefit low income communities in South Africa. The notion of clean energy interventions that can benefit low income communities should not be confused with cheap, but rather simplified labour intensive (with special emphasis on sustainability and empowering youth, women and people with disabilities), interventions that can be easily adapted, operated and maintained in areas that are most needy.</p> <p>In order to implement its mandate of promoting the development and deployment of clean energy access, SANEDI is working in partnership with National Development Agency (NDA). The National Development Agency assist in the selection of relevant beneficiaries. This partnership has been in existence since 2014 and has helped to contribute towards the eradication of poverty, helps to empower and enhance the capacity of the Civil Society Sector. It has also been involved in the Early Childhood Development Centres (ECDCs) and other public facilities under the NDA. SANEDI seeks to replicate the successes of these Greening Projects under different types of facilities to complement the work assessment in day schools and ECDCs.</p> <p>The Freda Hartley Shelter for Women (the Shelter) has been selected for Greening within the Gauteng Province. The Shelter has a converted a garage into a crèche, which provided early childhood development and serves for the children of the sheltered women. The crèche is</p> |

roofed with corrugated iron and has a metal garage door. There is also no ceiling and as such the indoor air temperature fluctuates with the outside temperatures creating an uncomfortable ambience for the children.

As per of its green offering, SANEDI seeks to insulate the crèche walls and ceiling to improve the indoor ambience, thus creating a conducive learning environment for the children. The focus of this project is the supply and Installation of the insulated drywall and insulated ceiling and the cool painting of the crèche complex.

The objective of this project is to demonstrate the benefits in Greening in brownfield facilities. The details of the facilities selected for Greening are stipulated in Section 1.1.

2. Scope of works

2.1 Project Objectives

The key objectives of this project are as follows:

- 2.1.1 Provide thermal comfort in the crèche facility by suppling and installing an insulated dry wall and insulated ceiling;
- 2.1.2 Provide and install folding insulated doors behind the existing garage rolling door;
- 2.1.3 Provide Cool Surface painting for the crèche complex, thereby reducing heating and cooling energy demand for the crèche.

3. SELECTED PROJECT SITE DETAILS

An insulation material covered by Dry Walling boards and a Folding Doors shall be supplied and installed at the Freda Hartley Shelter for Women Facility as shown below:

| No. | Name of the Facility | Physical Address | Quantity of Area to be Insulated |
|-----|---------------------------------|--|---|
| 1. | Freda Hartley Shelter for Women | 97 Regent St, Bellevue, Johannesburg, 2198 | <ul style="list-style-type: none"> 1. An area of 121.28 m²±1m² to be insulated by Dry walling boards. A fire-resistant thermal insulation material must be applied prior to the installation of the dry wall. This area includes the walls and the ceiling of the crèche facility. 2. An area of 2.6mX2.7m m²±1m² Installation of insulated folding doors to cover the entire area of the metal garage door; 3. An area of 121.28 m² Surface painting of the crèche complex to the same colour scheme as the rest of the building roof; |

4. A rooftop area of 24.74 m²±1m² to be painted by Cool Roof Surfaces Paint.

3.1 Areas to be implemented at Freda Hartley Shelter for Women

| Area | Challenge | Technology |
|-----------------------|-------------------------|--|
| The Children's Crèche | Lack of thermal Comfort | Insulation material to be installed prior to the installation of the Dry Walling material |
| The Children's Crèche | Lack of thermal Comfort | Dry wall insulation boards to be installed and painted to cover the insulation on the walls and the ceiling of the crèche facility |
| The Children's Crèche | Lack of thermal Comfort | Insulated folding doors that is to be installed in front of the garage door. |
| The Children's Crèche | Lack of thermal Comfort | The rooftop is to be painted by Cool Roof Surfaces Paint. |

4. Specifications for the Drywall Insulation Boards

- 4.1 Prior to the installation of the Dry Walling Boards the supplier must apply a fire-resistant material
- 4.2 Currently there is no ceiling installed, the supplier is therefore expected to install a ceiling with an area of 24.74 m². The ceiling must be painted.
- 4.3 The fire-resistant insulation material, Ceiling and the Dry walling Boards, proposed by suppliers must conform to the Thermal Insulation of South Africa (TIASA) guidelines set out by the South African National Standards energy saving features and long life.
- 4.4 Insulation material, Dry walling boards and the folding must be SABS mark approved.
- 4.5 Written proof of the SABS accreditation must accompany quotations along with the SABS verification and approximate time to approval.
- 4.6 Quotations should have a Five years (or more) product warranty.
- 4.7 The Drywall Insulation Boards must also be painted white.
- 4.8 After the installation of the Drywall Insulation the electrical system of the crèche must be returned to the original position

5. Specifications for the insulated folding doors

- 5.1 2.6 m X 2.7 m folding doors proposed by suppliers must conform to the Thermal Insulation of South Africa (TIASA) guidelines set out by the South African National Standards energy saving features and long life.
- 5.2 Insulation material, Dry walling boards and the folding doors that are SABS mark approved.
- 5.3 Written proof of these requirements must accompany quotations along with the SABS verification and approximate time to approval.
- 5.4 Quotations should have a Five years (or more) product warranty

6. Specifications for the insulated folding doors

- 6.1 The crèche roof area of 24.74 m² needs to be painted
- 6.2 The Cool Surfaces Paint must be accredited by the ASTM
- 6.3 Quotations should have a Five years (or more) product warranty

- 6.4 Manufacture of product to be in South Africa. If product is partially or wholly imported, the bidder must demonstrate benefit to South Africa, for example permanent labour employed, regional or national economic development.
- 6.5 Product to be available for delivery within a maximum of twenty-five (25) working days after receipt of letter confirming bid winner. Manufacture must have capacity to deliver product to three (3) project sites to Johannesburg Yeoville.
- 6.6 Cost of product to be calculated on price per litre, as well as price per container (Typically 20 litre drum).
- 6.7 A CRRC/ASTM certified cool coating laboratory certificate of product testing performance in evidence.

While manufacturers that are SACSA members automatically qualify via current vetted lab certificates on SANEDI data base, all others still need to attach traceable lab certificate. Laboratory Certificate of Product Performance must cover the following minimum values for the following tests. Minimum SRI (Solar Radiance Index) of initial 0.75 and aged 0.55 three years after application

| USA Standard | SA Standard | Description |
|--------------|-------------|---|
| ASTM C1549 | SANS 1982 | Standard Test Method for determination of Solar Reflectance (SR) near ambient temperature using a portable solar reflectometer |
| ASTM C 1371 | SANS 1789 | Standard Test Method for determination of Emittance of materials near room temperature using portable emissometer |
| ASTM E 1980. | SANS 1980 | Solar Reflectance Index (SRI) calculates SR and TE in a single value expressed between and 100, with particularly cool materials exceeding 100. |

7. Minimum information required

- SABS approval documentation
- Detailed component guarantee period.
- Expected life span of the equipment.
- Delivery period.
- Information relating to the Bid Company’s Domestic Five Plate Gas experience and the extent of the installed base. This should be brief and will be verified during the procurement evaluation process.

8. OCCUPATIONAL HEALTH AND SAFETY

- 8.1 Supplies are always to comply with the relevant national occupational health and safety requirements. The bidders are required to submit a plan of how the occupational safety act will be adhered to.
- 8.2 All installation must be issued with certificate of compliance

9. PROJECT MANAGEMENT

A suitable Service Provider is sought to undertake the Project Management of this task and supply the following deliverables:

9.1 Deliverables required of the Project Manager:

- Prepare a detailed methodology and project execution plan
- Provide a detailed project timeline, (Gant chart preferred)
- Produce a detailed labour plan, outlining the time and number of labour required and aligned to the Expanded Public Works Programme (EPWP) requirements
- Provide a risk management and indemnity plan for security of product, equipment and labourers
- Ensure the health and safety of all labour, including contracted local community labour, employed in accordance with applicable legislation and consultation with community leaders
- Procure necessary Personal Protection Equipment (PPE) for all involved in the execution of the project
- Provide SANEDI with weekly progress updates that include a write up and photographic evidence in an electronic format and sent via e-mail:
 - Update to include relevant challenges and progress and solutions applied, to resolve such challenges;
 - Record with certified copies of Identity Documents, everyone involved in the execution of the project;
 - Records of labourers' attendance, conduct, disciplinary processes, etc.;
 - Detailed reports on project process, delays, contingencies.
 - Any challenges with community members to be communicated with SANEDI and local Ward Councilor/ project representatives, for resolution.
- All project meetings held must be supported by written minutes sent to SANEDI and NDA via email
- Facilitate a project close-out meeting between the contractors, SANEDI, the Freda Hartley Facility
- Provide a detailed final Technical Report including assumptions, metrics, repairs and any other relevant technical information.

9.2 Site inspection

A Compulsory site inspection will be arranged for interested bidders. Interested bidders must send their RSVPs to enquiries.procurement@sanedi.org.za. RSVP by **22nd March 2021**.

10. PROJECT MANAGEMENT FROM SANEDI

The project shall be managed through SANEDI by a Working for Energy Project Manager and shall include a Project Oversight Committee as follows:

- a) Chaired by Working for Energy General Manager.
- b) Working for Energy Project Manager.
- c) Representatives from SANEDI/NDA/Freda Hartley/
- d) A representative or more from the successful contractor.
- e) A representative from the community (*optional and subject to availability, without remuneration for attendance at any meeting/s*).
- f) A representative from each of the beneficiaries.

g) A quorum shall be deemed when one member from each entity is present

Any project related decisions raised by any party associated with the project compliance and physical installation of the system must be addressed through the SANEDI project manager directly, as the contracting party.

The Project Oversight Committee shall meet as follows:

- a) On-site inception meeting, to initiate the Project
- b) Thereafter, progress meetings as deemed necessary
- c) A final closure meeting after project completion
- d) Project closeout meeting.

11. PROJECT SCHEDULE

The project shall be completed within two months from the last date of signature to the contract. Any deviations from this will need a written motivation to SANEDI.

Evaluation Criteria

The bids received will be evaluated in two stages. The first stage will be the pre-condition compliance and technical evaluation, the second the financial/BEE evaluation. The following are the evaluation criteria that all bids will be assessed against:

| Criteria | Scoring Criteria (1-10) | Weighting |
|---|---|------------|
| Company experience in application of thermal insulation materials and supply and installation of Dry Wall. | >5 years in Thermal material and Dry Wall supply and installation = 10 >3 years but less than 5 years' experience in Thermal material and Dry Wall supply and installations = 5 Up to two years in Thermal material supply and Dry Wall Installation= 2 | 20% |
| Company experience in the manufacture and erection of insulated folding doors. | >5 years' experience in the manufacture and erection of insulated folding doors = 10 >3 years but less than 5 years' experience in experience in the manufacture and erection of insulated folding doors = 5 | 15% |

| | | | |
|--|--|---|------------|
| | | Up to two years in experience in the manufacture and erection of insulated folding doors = 2 | |
| | Company experience in application of cool paints. | >5 years in application of Cool Surface paints = 10 >3 years but less than 5 years' experience in application of Cool Surface paints = 5 Up to two years in application of Cool Surface paints = 2 | 15% |
| | Project team Profile of project qualifications, experience in Thermal Material supply and Dry Wall installation <i>NB: CVs of the project team must be attached and failure to do so will forfeit points.</i> | >5 years' experience Thermal Material supply and Dry Wall installation Project Management = 10 >3 years but less than 5 years' experience in Thermal Material Supply and Dry Wall installation Project Management = 5 Up to two years' experience in Thermal Material Supply and Dry Wall Installation Project Management = 2 | 20% |
| | Track record of which must be demonstrated by reference letters. Reference letters must include the following: <ul style="list-style-type: none"> • Must be in client's letterhead • Name of the project • Duration of the project, contact person and duly signed | 5 reference letters in Thermal Material Installation and Dry Wall installations work = 10 3 reference letters in Thermal Material Installation and Dry Wall installations work = 5 Up to two reference letters in Thermal Material Installation and Dry Wall installations work = 2 | 20% |
| | Methodology: Detail of proposed installation methodology, logistical arrangements, Activities linked with | A comprehensive methodology with logistical arrangements, activities linked to timelines, suppliers, | 10% |

| | | | |
|--|---|--|-------------|
| | timelines, suppliers, and project management, control, and oversight. | project management, control and oversight = 10 An average methodology with some of the identified key areas =5 A poor and unclear methodology =1 | |
| | Threshold | | 75 |
| | Total Weighted Score | | 100% |

Preferential Point system

The Bid will be evaluated on 80/20 Preferential Point System according to the Preferential Procurement Policy Framework Act,2000

The points scored out of 80 should be calculated according to the following formula:

(i) The 80/20 preference point system

$$Ps = 80 \left(1 - \frac{Hs - Rs}{Rs} \right)$$

where
 Ps = points scored for functionality and price of the bid/proposal under consideration
 Hs = highest percentage scored by any acceptable bidder for functionality and price
 Rs = percentage scored for functionality and price by bid/proposal under consideration

The maximum score

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 .

Quoted Price excluding Disbursements VAT inclusive

(Attach a formal quotation on company official letterhead to this RFQ)

R

Discounted amounts

R

Disbursements VAT inclusive

| | |
|---------------------------------------|---|
| Total Amount VAT inclusive | R |
| | R |
| Other Requirements | <p>The supplier must submit the following returnable schedules:</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 5. CSD Report <p>Forms are available on www.sanedi.org.za</p> |

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 |
|-----------|-----------------|--------------------------------------|---------------------------------------|
| | | | |
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| | | | |

“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

BEE Terms and Conditions

If it is detected that false information regarding the B-BBEE status level of contribution, local production content, or any other matter which will affect or has affected the evaluation of the tender, or where the tender has failed to declare any subcontracting arrangements, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution

| | | |
|--|------------------------------------|-----------|
| 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