



sanedi

South African National Energy
Development Institute.

Request for quotations
For marketing and communications materials

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 of Bidder **Date**

RFQ Number	416
Date of RFQ	30 th June 2017
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 Website address: www.sanedi.org.za
Submission methods	The submissions should be made to the following email 416.procurement@sanedi.org.za NB: failure to submit in the correct email will render your submission non-responsive.
Required response time for quotation	21 st July 2017 at 11:00
Work specification (and Technical specifications)	<p>Project Background</p> <p>The South African National Energy Development Institute (SANEDI) invites suitably qualified and experienced service providers to submit their proposals to supply communications and marketing for the 5th Biennial Carbon Capture and Storage (CCS) Conference. The conference is scheduled to take place in October 2017 (actual date to be confirmed) in Umhlanga, KwaZulu-Natal.</p> <p>The 5th Biennial CCS Conference is aimed at galvanising society to actively participate in the implementation of the National Development Plan (NDP) as a roadmap towards radical socioeconomic transformation and social cohesion. The conference will be guided by the Cabinet-approved National Communication Strategic Framework's five-year theme: "Together we move South Africa forward" which remains the rallying theme promoting partnership and transforming the country into a better place for all to live in. Implementing the NDP requires a multi-sectoral collaboration between all sections of society and effective leadership by government on national priorities.</p> <p>Scope of work</p> <p>The materials includes the following:</p> <ul style="list-style-type: none"> - Supplying branded conference bags; - Design and printing of Conference Programme; - Supplying of Conference Speakers gifts; - Design and printing of branded name tags and lanyards.

Item	Description	Sizes/Quantity
Conference Bags Bags must be branded with SANEDI and SACCCS logo	Shopper with side pocket bag. 80gsm Non-woven 10cm gusset. Contrast side pockets large enough to hold 500ml water bottles. 3.2 x 61cm Handles	35.5 x 38 x 10cm 250 units
Conference Programme	16 Page (Portrait) incl. covers, Full Colour throughout Cocoon Silk 250gsm for the cover. Inside paper – 80gsm, gloss. Design, layout and printing.	210 x 594mm finished to 210 x 297mm 250 units
Speakers Gifts All gifts must be branded with SANEDI and/or SACCCS logo	Rosewood Exclusive Pen and Letter Opener Set Metal and rosewood twist-action ballpoint pen Metal and rosewood fountain pen Metal and rosewood letter opener Black ink Packaging in a matching rosewood case Hinged Lid Business Card Case Black leatherette finish Black stitching	50 units 6.4 x 10.2 x 1.5cm
Branded name tags and Lanyards The lanyards must be branded with SANEDI logo	Lanyards Woven material with bulldog clips Name tags Vinyl Badge Holders Pre-punched holes to attach the lanyards, reel clips, etc. Printing of names tags, double sided. (SANEDI to provide artwork)	2 x 90 x 0.8cm 90cm length 250 units 11cm x 8cm 250 units

Deliverables

- Detailed project plan incorporating schedule/timelines.
- Samples of the previous work in image format.
- Proofs for the actual work.

	<p>Timeframe</p> <ul style="list-style-type: none"> The project is expected to run for at least three (3) months. 		
<p>Required qualifications and experience (Technical Evaluation Criteria)</p>	<p>Criteria</p>	<p>Scoring Guidelines (1-10)</p>	<p>Weighting</p>
	<p>Qualifications of Team Leader. Provide Curriculum Vitae of Team Leader and their qualification certificates.</p>	<p>(a) Certificate in Graphic Design or no relevant qualifications for Team Leader=1 (b) Diploma in Graphic Design and relevant qualifications for the Team Leader=5. (c) Degree in Graphic Design qualifications or above =10</p>	<p>10%</p>
	<p>Capability and experience of key staff in the Communications or Graphic Design fields.</p>	<p>(a) Less than a year to no relevant experience in Communications or Graphic Design for Team Leader and key staff = 1 (b) Less than 5 years experience in Communications or Graphic Designer for Team Leader and key staff =5 (c) 5 years' experience and greater in Communications or Graphic Design for Team Leader and key staff = 10</p>	<p>20%</p>
	<p>Capacity, capability and experience of organisation(s) – in the field of Communications/Marketing or Graphic Design. Description of company profile, company history including years in business and similar work completed, including a sample of all the materials above in image format.</p>	<p>(a) Less than a year to no relevant capacity, capabilities and experience within the organisation with little to no evidence of previous relevant work and without samples=1 (b) Less than 5 years relevant capacity and capabilities within the organisation as well as samples = 5 (c) Extensive relevant capacity and capabilities within the organisation and 5 years' experience including samples =10</p>	<p>30%</p>
	<p>Incorporation of previously disadvantaged individual (s) in the work plan.</p>	<p>(a) No demonstration of incorporating PDIs= 1 (b) Incorporation of less than 2 PDIs = 5 (c) Demonstration of the extent to which the PDI is involved in the project work and reference the activities to which they will be tasked= 10</p>	<p>15%</p>
	<p>Methodology and Project Plan for undertaking the deliverables and demonstrate an in depth understanding of the subject matter and ability to deliver on time.</p>	<p>(d) No or poor methodology and project plan = 1 (e) Methodology and project plan = 5 (f) Clear and succinct methodology and project plan=10</p>	<p>25%</p>

	Threshold		70
	Total		100
Total points available 100 = Minimum threshold 70 points			
Terms and Conditions	<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>		
Quoted Price excluding Disbursements VAT inclusive	(Attach a formal quotation on company official letterhead to this RFQ)		
	R		
Discounted amounts Disbursements VAT inclusive			
	R		
Total Amount VAT inclusive			
	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 <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?		

	<p>If so, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder/ member</p>		
	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:		
	<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>		
	If no, furnish reasons for non-submission of such proof:		
	<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>		
	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 / Peral 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