



**sanedi**

South African National Energy  
Development Institute.

**Request for quotations**

**For**

**Provision of 24 hours security services at Lucingweni**

**Project Site**

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>	499
<b>Date of RFQ</b>	30 <sup>th</sup> November 2018
<b>SANEDI Contact</b>	All enquiries and RFQ submissions must be directed to :  Name: Ms. Nondumiso Buthelezi Tel: 011 038 4300 e-mail address: <a href="mailto:enquiries.procurement@sanedi.org.za">enquiries.procurement@sanedi.org.za</a>
<b>Submissions must be e-mail at :</b>	<a href="mailto:499.procurement@sanedi.org.za">499.procurement@sanedi.org.za</a>
<b>Required response time for quotation</b>	Friday the 14 <sup>th</sup> of December 2018 at 11:00am
<b>Work specification (and Technical specifications)</b>	<p><b>Introduction</b></p> <p>SANEDI is seeking to appoint a suitable, experienced and qualified service provider/contractor for the provision of 24 hrs security services at Lucingweni project site.</p> <p><b>Project Background</b></p> <ul style="list-style-type: none"> <li>The Lucingweni mini-grid Hybrid Renewable Energy facility was constructed and operationalised in the early 2002. The existing building is approximately 127 m<sup>2</sup> in size, partitioned in two rooms with one room used to house all the (Raylite batteries – 220 Units with 440 cells) batteries whilst the other room is used to house inverters and other electronic equipment such as computers.</li> </ul> <p><b>Location</b></p> <ul style="list-style-type: none"> <li>The project site is located at Lucingweni Village adjacent to Huleka Location approximately 90 km outside Umtata, Eastern Cape. The area is under the Konjwayo Tribal Authority in Nyandeni District Municipality. The Project site is located approximately 45 km from R 61 road that leads to Port St Johns and the GPS coordinates are S 31o49'26.6" E 029o15'48.9"</li> </ul>

**Scope Of Works**

***The scope of services to be provided by the contractor from the agreed commencement date shall include the following tasks:***

- Provision of 24 hrs security services as follows:
  - 1 x security guard for a 12 hrs day shift (6AM-6PM)
  - 1 x security guard for a 12 hrs night shift (6PM-6AM)
  - Armed response support for the security guards for both shifts

**Inclusions:**

In addition the service provider will have to provide at least the following on site for duration of the contract:

- 1 x Guard house
- 1 x portable toilet
- Electricity for guard house
- Fresh water for the guards
- Communication equipment for the guards (e.g. 2 way radios)

Any other support necessary the service

**Time Frame****Notice**

- The contractor is expected to commence services at site within a 2 weeks' notice.

**Contractors Response**

- The contractor shall provide a company profile with at least 1 reference for similar assignment.

**Rights of SANEDI*****SANEDI reverses the rights to:***

- Cancel or withdraw this RFQ at any time
- Request documentary proof regarding this RFQ
- Verify any information contained in a contractor's submitted documentation
- Extend the closing date of this RFQ

<b>Required qualifications and experience (Technical Evaluation Criteria)</b>	<b>Evaluation</b>  <b>Pre-Qualification</b> SANEDI is committed to promotion of local service providers and local employment creation. In accordance with implantation guide of Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework (PPPF) Act, Act no 5 of 2000. Accordingly SANEDI will only consider quotations from bidders: <ol style="list-style-type: none"> <li>1. With businesses operating within 50 km radius from the project site. Bidders must provide physical address of their business operations with quotation for services to be provided. SANEDI shall have the right to verify the information provided by the bidder during and post evaluation stage. Bidders falsifying physical address of their business operations shall be disqualified from this bid.</li> <li>2. Registered and appropriately certified with Private Security Industry Regulatory Authority (PSIRA). Bidders must provide proof of registration and certification</li> <li>3. With mandatory indemnity insurance. Bidders must provide proof of insurance.</li> </ol> <b>Pricing and BBBEE</b> <ul style="list-style-type: none"> <li>• Bidders that pass prequalification stage will be evaluated on <b>Price</b> and <b>BBBEE</b> only</li> </ul>
<b>Terms and Conditions</b>	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>  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>Quoted Price excluding Disbursements VAT inclusive</b>	(Attach a formal quotation on company official letterhead to this RFQ)  R
<b>Discounted amounts Disbursements VAT inclusive</b>	R
<b>Total Amount VAT inclusive</b>	R
<b>Other Requirements</b>	The supplier must submit the following returnable schedules: <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> Forms are available on <a href="http://www.sanedi.org.za">www.sanedi.org.za</a>

#### **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 .....