



**sanedi**

South African National Energy  
Development Institute.

**REQUEST FOR QUOTATIONS**

**FOR**

**Focus Groups for Carbon Capture and Storage and Climate Change**

**Name of Respondent: .....**

**CLOSING DATE**

**14<sup>th</sup> July 2017**

**11H00**

**Bidders must ensure that bids are submitted timeously, in the correct submission format and to the correct return address.**

**Late bids will not be accepted for consideration.**

<b>RFQ Number</b>	415
<b>Date of RFQ</b>	30 <sup>th</sup> June 2017
<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>Required response time for quotation</b>	14 <sup>th</sup> July 2017 at 11:00  Submissions must be made to <a href="mailto:415.procurement@sanedi.org.za">415.procurement@sanedi.org.za</a> failure to submit in the correct e-mail will render your submission disqualified.
<b>Work specification (and Technical specifications)</b>	<p><b>Project Background</b></p> <p>The South African National Energy Development Institute (SANEDI) invites suitably qualified and experienced service providers to submit their proposals to conduct the focus groups on the awareness of Carbon Capture and Storage (CCS) technology and Climate Change.</p> <p>The South African Centre for Carbon Capture &amp; Storage (SACCCS) has been mandated by the South African Government to understand and investigate the technical feasibility of CCS. For close to a decade it has been understood that South Africa has potential to implement CCS as part of a portfolio of carbon dioxide (CO<sub>2</sub>) mitigation technologies to help address CO<sub>2</sub> emissions from large point sources such as industrial facilities. Coal fuels contribute over 90% of the country's electricity production, making the country a significant emitter of CO<sub>2</sub>.</p> <p>Carbon capture and storage/sequestration (CCS) is a process designed to prevent large amounts of CO<sub>2</sub> from being released into the atmosphere in order to mitigate against climate change. CCS involves four major steps: (i) capturing the CO<sub>2</sub> from large industrial plants such as cement, steel and power generation, (ii) transporting the CO<sub>2</sub> via trucks or pipeline, (iii) injecting and securely storing the CO<sub>2</sub> permanently underground (800m+) and (iv) monitoring of the CO<sub>2</sub>.</p> <p>Significant achievements were made on the Stakeholder Engagement Work Theme since 2013. This include consultations with key Stakeholders at National, Provincial and Local levels. Focus groups will play a pivotal role in the Stakeholder Engagement processes by ascertaining the level of CCS understanding by key Stakeholders and the general public.</p> <p>SANEDI wishes to enlist the assistance of the service provider to conduct, analyse and thereafter compile a report on focus groups with Stakeholders in the areas of interest for the Pilot CO<sub>2</sub> Storage Project (PCSP) to determine their level of knowledge, perceptions, attitudes on climate change and Carbon Capture and Storage (CCS) technology.</p>

	<p><b>Scope of works</b></p> <ol style="list-style-type: none"> <li>I. Determine and provide an <b>external</b> representative sample (media, general public, commerce and industry, academia and Environmental NGOs) of the overall Stakeholders in the UMkhanyakude District and Cacadu District Municipalities.</li> <li>II. Provide a macro-level overview of the issues facing the Stakeholders regarding CCS and climate change.</li> <li>III. Identify the Stakeholders’ landscape and their position on climate change issues as well as future solutions to address climate change.</li> <li>IV. Measure how SANEDI/SACCCS is being perceived by the general public compared to industries in the energy space.</li> <li>V. Demonstrate an in depth understanding of the subject matter and ability to interpret the findings and to make recommendations that will inform the prioritisation of Stakeholders and defining the right issues for the CCS Engagement Plans.</li> <li>VI. Schedule meetings with the Stakeholders of interest for the focus groups.</li> <li>VII. Provide a detailed project plan schedule and methodology on how the focus groups will be conducted to the key Stakeholders in the areas of interest for the PCSP, namely, UMkhanyakude District and Sarah Baartman District Municipalities.</li> </ol> <p><b>Deliverables</b></p> <ul style="list-style-type: none"> <li>• Detailed project plan incorporating schedule/timelines.</li> <li>• Comprehensive Report</li> </ul> <p><b>Time frame</b></p> <ul style="list-style-type: none"> <li>• The project is expected to run for six (6) months</li> </ul>
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<p><b>Required qualifications and experience (Technical Evaluation Criteria)</b></p>	<b>Evaluation criteria and format of the proposal</b>		
	<b>Evaluation Criteria</b>	<b>Scoring Guidelines (1-10)</b>	<b>Weighting</b>
	Qualifications of key staff. Provide Curriculum Vitae of staff who will be working on the project and their qualification certificates.	(a) Diploma in Statistics or Market Research (with Research background) or no relevant qualifications for key staff=1 (b) Degree in Statistics or Market Research (with Research background) =5 (c) Honours in Statistics or Market Research (with	10%

		Research background) qualifications or above =10	
	Capability and experience of key staff in the research or survey fields.	(a) little to no relevant experience in research or survey for Team Leader and key staff = 1 (b) 3 years' experience for Team Leader and key staff = 5 (c) 5 years' experience and greater for Team Leader and key staff = 10	20%
	Capacity, capability and experience of organisation(s) – in the field of survey (focus groups, syndicated or random survey). Description of company profile, company history including years in business and similar work completed, including a sample of a syndicated/omnibus survey.	(a) little to no relevant capacity, capabilities and experience within the organisation with little to no evidence of previous relevant work=1 (b) extensive relevant capacity and capabilities within the organisation and 5 years' experience =10	10%
	Description of surveys completed relating to CO <sub>2</sub> mitigation (or related technologies) or environmental issues. Submit list of at least three studies /surveys completed relating to CO <sub>2</sub> mitigation or environmental issues.	(a) Two list of completed studies/surveys =1 (b) Three or more list of completed studies/surveys =10 Three or more list of completed surveys = 10	20%
	Incorporation of previously disadvantaged individual (s) in the work plan.	(a) No demonstration of incorporating PDIs= 1 (b) Incorporation of two 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	10%

	Methodology and Project Plan for undertaking the deliverables and demonstrate an in depth understanding of the subject matter and ability to interpret the findings and to make recommendations.	(a) No or poor methodology and project plan = 1 (b) Clear and succinct methodology and project plan=10	30%
	<b>Total</b>		<b>100%</b>
Total points available 100 = <b>Minimum threshold 70 points</b>			
<b>Terms and Conditions</b>	<p>The RFQ will be evaluated on the basis of price or where deemed necessary by the procurement department, evaluated on the 80/20 basis. SANEDI reserves the right not to accept the lowest priced quoted.</p> <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>	(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>	<p>The supplier must:</p> <ol style="list-style-type: none"> <li>1. Attached brochures of the training need to be attached to the RFQ.</li> <li>2. Attach a formal quotation on their company letter head in addition to filling in the price on this RFQ.</li> <li>3. Indicate any early settlement discounts and the percentages applicable and the applicable time frames.</li> </ol>		

4. Attach SBD9(Available on the SANEDI website)

**(Only applicable to new suppliers not on our Database)**

*Application to register on the SANEDI database and all returnable schedules must accompany the RFQ.*

1. *Returnable schedules:*

- a. *BBBEEE certificate must be attached*
- b. *SBD 4 must be completed*
- c. *Valid tax clearance*
- d. *Acknowledgment of SANEDI procurement Terms and conditions.*
- e. *Central Supplier Database (CSD) Summary Report*

Forms are available on [www.sanedi.org.za](http://www.sanedi.org.za)

**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>

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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**

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 .....