



sanedi

South African National Energy
Development Institute.

**REQUEST FOR QUOTATION
FOR
LAYOUT, DESIGN, PROOF READING, EDITING
AND PRINTING OF THE 2018/19 ANNUAL PERFORMANCE PLAN**

Name of Respondent:

CLOSING DATE

08th February 2018

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.

RFQ Number	450
Date of RFQ	25 th January 2018
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
Required response time for quotation	08th February 2018 at 11:00 SUBMISSION TO PLACED IN THE SANEDI TENDER BOX SITUATED AT: CEF Building Block C, 1st floor 152 Ann Crescent Strathavon Sandton Johannesburg
Work specification (and Technical specifications)	Project Background The South African National Energy Development Institute (SANEDI) was established in 2011 as an agency of the Department of Energy (DoE). The National Energy Act, 2008 (Act No. 34 of 2008), Section 7 (2) gave effect to SANEDI's existence and provides for its primary mandate and specific responsibilities. The Act provides for SANEDI to direct, monitor and conduct energy research and development, promote energy research and technology innovation as well as undertake measures to promote energy efficiency throughout the economy. In terms of compliance, SANEDI is required to print its 2018/19 Annual Performance Plan (APP) for tabling in Parliament. Tabling at Parliament is tentatively targeted for end of March 2018, provided all approvals, i.e. from SANEDI Board, Departmental and Ministerial, are timeously obtained. The second draft of the APP has been completed and currently consists of 120 pages in Word format.

Scope of Works

Specification	Quantity
Design a cover for the APP	1
Design and layout of the APP. Design work should include format/style, layout including typesetting, styling, color, placement of photos/logo, etc. with due consideration of SANEDI's corporate identity manual	1
Source suitable stock images to be used in the publication (as required)	Max 25
Design of CD cover	1
Language editing services to: <ul style="list-style-type: none"> i) scrutinise the draft document and correct for errors in grammar, spelling, syntax, punctuation and use of English, and ii) edit the document to improve the flow, clarity and impact of the information presented 	1
Final proof reading of print ready copies	2 rounds
Print annual performance plans to the following specifications: <ul style="list-style-type: none"> - A4, 4 page Cover to be 300gsm paper matte laminated and inside pages to be 128gsm x 96 pages matte paper; - Litho printed; and - Finishing: Hinge score cover, fold, PUR Perfect Binding 	100 copies
Produce A4 colour print copies of the laid out document for final review and sign-off	3
Provide one proof of the APP including cover, text and colour process for overall review and approval prior to printing	1
Provide an electronic copy of the APP on CD	3
Courier 60 copies of the APP and one CD to Parliament (i.e. Parliament Street, Cape Town)	1

Evaluation criteria and format of the proposal				
Required qualifications and experience (Technical Evaluation Criteria)	Technical Criteria			
	Main Category	Sub Category / Criteria	Applicable score (1-10)	Weighting
	Competency	Company Profile	<ul style="list-style-type: none"> ○ 10 years and above in the related field=10 ○ 5-9 years and above in the related field=8 ○ Less than 5 years' experience=5 	10
		Team leader experience: Team leader must have at least 5 years' experience in graphic design	<ul style="list-style-type: none"> ○ 5 years and above=10 ○ 3-4 years in related field=5 	10
		Language editor experience: Must be able to demonstrate experience with technical publications	<ul style="list-style-type: none"> ○ 5 years and above=10 ○ 3-4 years in related field=5 	10
		Team Leader Qualifications: Must have a diploma in graphic design or related field	<ul style="list-style-type: none"> ○ Bachelor's degree=10 ○ Diploma=5 	10
	Experience	Experience with similar projects which will be judged from 3 references with reference contact details with respect related or similar projects.	<ul style="list-style-type: none"> ○ Confirmation obtained from at least 3 reference(s)=10 ○ Confirmation obtained from at least 1 reference(s)=5 	10
		Accuracy of proof corrections as assessed from at least 1 physical sample of a similar publication	<ul style="list-style-type: none"> ○ Excellent (no evident errors)=10 ○ Good (no more than 2 errors evident) =8 ○ Acceptable (limited number of evident errors)=5 	10

			<ul style="list-style-type: none"> ○ More than 10 errors evident=0 	
		High professional standard of previous work, layout and design, judged by a minimum of 3 physical samples of similar publications (may include annual reports or other similar documents) provided.	<ul style="list-style-type: none"> ○ Excellent=10 ○ Good=8 ○ Acceptable=5 	40
	Threshold			70
	Total			100
	Total points available 100 = Minimum threshold 70 points			
Terms and Conditions	<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 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:</p> <ol style="list-style-type: none"> 1. Attached samples of similar work done. 2. Attach a formal quotation on their company letter head in addition to filling in the price on this RFQ. 3. Indicate any early settlement discounts and the percentages applicable and the applicable time frames. 			

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

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

“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