REQUEST FOR PROPOSALS

12L Tax Incentive Online System Upgrade

Closing date: **03rd November 2016**

Time: **11:00**

Submission format: Electronic submission to 378.procurement@sanedi.org.za

Name of the respondent:……………………………………………………………………………………

Late bids will not be accepted for consideration.

BID DETAILS

Bid Title	12L Tax Incentive Online System Upgrade
Procurement Reference Number	378
Description of Goods & Services	Request for proposal to develop a 12L Tax Incentive Online System Upgrade
Date of TENDER	14th October 2016
Date of Compulsory Briefing Session	**26th October 2016**
Date of Tender CLOSING	03rd November 2016

CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

Procurement Officer: Ms. Thabang Mokoena
Telephone: 011 038 4300
E-mail: enquiries.procurement@sanedi.org.za

BIDDER'S DETAILS

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 ……………………………………

Contents

Submission Criteria

1. Notice and Invitation to submit Proposals

The SOUTH AFRICAN NATIONAL ENERGY DEVELOPMENT INSTITUTE invites suitably qualified and experienced service providers to submit priced proposals for the supply of goods and services as indicated in the Scope of Works herein

SANEDI is a research and development entity established as a juristic person in terms of the Energy Act, Act 34 of 2008. SANEDI' key focus areas are research and development into new energy technologies and energy efficiency.

Respondents must comply with the terms and condition as specified in this Bid Document either in their singular capacity or as part of a Joint Venture or consortium.

Potentially emerging enterprises and SMME's who satisfy criteria stated in the Submission Data may submit proposals

Only respondents who submit fully completed priced proposals incorporating all Returnable Schedules duly complete and signed will be eligible to have their submissions evaluated

Queries relating to the issue of these documents may be addressed to

Ms. Thabang Mokoena

Telephone: + 27 (0) 11 038 4300

E-Mail: enqueries.procurement@sanedi.org.za

A compulsory briefing meeting with representatives of the Employer will take place at the offices of SANEDI, situated at Grayston Office Park, 2nd Floor Block E, 150 Linden Street, Strathavon Sandton, on **26th October 2016**, commencing at **11h00**.

The closing time for receipt of Proposals is

11h00 on Thursday the 03rd November 2016

2. Submission Data – Specific Conditions of Contract.

1.	The Employer The Employer is SANEDI and is referred to as the CLIENT or EMPLOYER.
2.	Composition of Bid Document The Call for Proposals, the price quotation and the Enterprises responding submission documents forms part of a BID DOCUMENT and may be referred to such further herein. The documents associated with the calling for Proposals issued by the employer comprise: Submission Criteria • Notice and Invitation to Submit a Quotation • Submission Data – Specific Conditions of Contract • Evaluation Criteria and Scoring • Tax Clearance Requirements Returnable Schedules • Enterprise Questionnaire • Technical Proposal & Methodology Statements • Tax Clearance Certificate • B-BBEE Declaration • Declaration of Interest • Certificate of Past Procurement Performance • Certificate of Bid Independence • Certificate of Acceptance – General Conditions of Contract • Certificate of Acceptance – Bid Evaluation and Scoring Criteria • Certificate of Understanding – Scope of Works • Certificate of Attendance – Tender Clarification Meeting • Pricing Schedule / Schedule of Rates • Form of Tender • Schedule of Proposed Amendments and Qualifications • Record of Addenda or Errata to the Bid **Only respondents who submit fully completed Proposals incorporating all Returnable Schedules duly complete and signed will be eligible to have their submissions evaluated**
3.	**Bid Clarification Meeting** A briefing meeting with representatives of the Employer will take place at the offices of SANEDI situated in the Grayston Office Park, 2nd Floor Block E, 150 Linden Street, Strathavon Sandton, on **Wednesday the 26th October 2016**, commencing at **11h00**. Failure to complete the certificate of attendance and return with the Bid Documents will disqualify the submission.

4.	**ELECTRONIC RETURN OF SUBMISSIONS AND NO MANUAL SUBMISSION WILL BE ACCEPTED.** Submissions / Bid Documents may be returned to the CLIENT by means of Electronic Submissions via E-Mail. The Submission E-Mail address designated is 378.procurement@sanedi.org.za The Bidder shall ensure that the Bid Documents Returnable Schedules together with all Statutory Returns are duly completed, signed and scanned and uploaded to the designated E-mail address in a lock PDF format file. Documents transmitted in an editable format will be regarded as non-returns and may render the submission unresponsive. The size limits for SANEDI Email is 20 MB. Bidders may submit more than one E-mail.
5.	The closing time for submissions is as stated in the Notice and Invitation to Submit a Proposal Quotation, in the manner specified is **Closing date: Thursday the 03rd November 2016 at 11h00**
6.	Telephonic, telegraphic, telex, facsimile submissions offers will not be accepted.
7.	NO Late submissions, or submissions not deposited in the designated Tender Box will be considered, and it is incumbent on the Bidder to ensure that their submission together with all supporting documentation is in the designated Tender Box before the closing Time and date specified.
8.	The Bidder holds SANEDI harmless and indemnifies SANEDI in the event of any failure that prevents or delays the bid submission from being in the designated Tender Box at the time of Bid Closure. Bidders are prohibited from using SANEDI Staff acting as their couriers, agents or delivery mediums to deposit bids in the tender box, and the bidder acknowledges that the use of SANEDI staff in this way will immediately disqualify their tender submission. It is the sole responsibility of the bidder to ensure that the documents submitted via PDF format are not corrupt and that any corrupt documents received by the closing date will be automatically excluded from being evaluated.
9.	**Information and data to be completed in all respects** Accept that Bid offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the Employer as non-responsive. Accept that the Employer shall not assume any responsibility for the misplacement or Premature opening of the tender offer if the Bid is not submitted in the required format and clearly marked with the bid reference and placed in the designated tender box before bid closing.
10.	SANEDI Reserves the RIGHTS to contract with suppliers who are BEE Compliant.
11.	The Employer, reserves the right, at its sole discretion to award the tender in part or in stages, and shall have the right to withdraw some of the outputs and deliverables thus amending the total tender value and contracted price either pre or post award under authorisation of a Variation Order.
12.	SANEDI reserves the to rotate suppliers

3. Scope of works/Technical specifications

3.1 OVERVIEW

The promulgation of the regulations on the allowance for energy efficiency savings in terms of section 12L of the Income Tax Act as amended came into operation on November 1 2013. Tax incentives are being introduced for businesses that can show measurable energy savings.

The 12L regulation sets out the process for determining the quantum of energy efficiency savings, and the requirements for claiming the proposed tax deduction. Section 12L incentives includes energy efficiency projects that improve energy efficiency and its conservation and is claimable until 2020. It is important to note that the tax incentive is available for savings in all energy forms and not only electricity.

The tax relief is presently a 95 cents deduction on taxable income per kilowatt hour of energy saved or its equivalent – subject to all the conditions in the 12L regulations being met. The regulation for 12L sets out the process for determining the quantum of energy efficiency savings, and requirements for claiming the proposed tax deduction.

The incentive is currently in its third year of implementation and the increase to the benefit of 95 cents per kilowatt hour has motivated an increase in the volume of applications that go through the online system, there is therefore certainty on the volume of applications that will be received and energy saving claims, which are expected to increase exponentially. The intention is to create a system and capacity that will better handle the large volumes of applications in the most expedient way to ensure that there is maximum efficiency in the processing of the incentive applications. It is envisaged that this can be done through an efficient online application and registration system.

The system is envisaged to serve the following purpose:

- Online application server
- Application Evaluation Tool and Statistical Analysis
- Tracking System
- CRM System related to 12 L applications
- Sandbox and Information platform for all users

The 12L tax system should ideally be able to integrate into various other systems like the SARS database, a call center system, and a metering database of baseline information as provided by the mandatory M&V reports.

The current system is very rudimentary and needs to be replaced. The proposal is to select a system that has a good foundation for future development so that future key projects that the DoE and SANEDI are involved in can be developed and utilized on this platform.

3.2 BACKGROUND INFORMATION

There is currently a PHP based online tool that has been developed by the University of Pretoria to address all incoming 12L applications. There are various limitations to the current system and these have been outlined below as the broad issues:

- It does not capture the heart of what is trying to be achieved. Enabling and facilitating easily the process of rebate claims.
- The system is currently, an administrative capture of documentation
- It does not capture sufficient meaningful information in a standard format that automatically applies rules, applies workflows and facilitates decision making.
- It need to identify areas of blockages and facilitate, unblocking of process to allow rebate claims to be processed efficiently through the system

The specific issues that have been picked up from the site assessment are as follows:

- **Application Aesthetics needs improvement**
  - Font Consistency
  - Color Scheme
  - Look and Layout, screen ergonomics is an issue
  - Wireframes
- **Data Capturing**
  - Need to capture comprehensive claimant data
  - Need to capture comprehensive registration data. Registration – M&V bodies must declare that the information provided is correct. This can be done by printing PDF, signing attaching this to the registration record. This can be validated by the SANAS administrator with the SANAS certificate before the M&V Auditor is activated.
  - Need to define the project template with all the fields and data attributes that need to be collected at the time of project registration. Improve information collected for project. Add information items from the 12l guidelines from GIZ. This data being standardized will allow rules to check validity of information captured
  - Need ability to add and tag additional supporting documents to the project.
  - Benchmark data – need a standardized format to capture meaningful benchmark data.
  - Project must allow for a series of benchmark data to be captured per project
  - Assessment data. Need more in-depth assessment data to be captured for each project. This data must be captured in specific manner to allow for data validation rules to be applied.
  - Need ability to add items to data lists (E.g. Technology scope – Admin should be able to add list items - add to list lighting, solar panels, pumps etc.
  - Need another area of categorization, type of energy saving (Electricity, Non Electricity)
  - Need field to enter SANAS accreditation number
  - Need field to upload SANAS certificate
  - Need to upload date of SANAS certificate expiry

- Need to allow for multiple branches to register projects for same company with the same company tax number. Different locations.
- Need to enhance validation rules not to allow incorrect data. (SARS no. ID no's, etc.)

- **Baseline Reporting**
  - Baseline report
  - Need rules that can test data from the project information and the baseline information and detect anomalies
  - Baseline reports need to have Service Level Agreement (SLA) timeline for which M&V will have completed assessment and allow SANEDI sufficient time to issue certificate before users tax year end data is submitted
  - Baseline data must be for the previous financial year. Baseline data must align to the claimant tax year. (Need to capture tax year information during project registration)
  - Need ability to capture a series of baseline data

- **Workflow**
  - Create lists for data. E.g. M&V professional's qualifications list, list of qualified projects, list of projects waiting evaluation, etc.
  - Email M&V verified information to all members in panel.
  - Make visible summary approvals of all other panel members.
  - Show the chief panel member other panel member decisions.
  - Record rejections and allow for notes. Also create workflow process for what happens thereafter.

- **Continuity, Support and Maintenance**
  - Systems Support and ongoing maintenance will be handled by an in-house IT specialist to be trained by the service provider. The in-house IT specialist will be supported by an intern who will be benefitting in skills transfer. This will in turn ensure that there is more than one person overlooking the system and thus reduce the risk of inconsistency.

- **Audit and Risk Management Tools**
  - Have a quality mechanism that flags all project above certain rebate amounts for higher audit.
  - Have a random audit verification process for quality assurance.

- **Security/Auditing**
  - Need an audit trail of all activities. A log of all activities from registration of project, to updates, appointment of M&V, changes, editing etc. would need to be maintained in time order.
  - All documents and changes in the system must be tracked

- Need to be able to print customer report and that can be signed and uploaded into a pdf for the system
- All report must be date and time stamped
- Baseline report in PDF format to be uploaded to avoid tampering with file

- **User Help**
  - Add help information. Categorize Help into two types. Domain Help – Tax incentives technical queries and Technical and systems help).
  - Routing of help questions to correct personnel and also providing a help reference number
  - Help information need to be added for FAQ's, Procedures for using the systems. Roles of participants
  - Need a wizard during project registration that provides guidelines that only project above a Gigawatt hours makes sense for a rebate.
  - Checks to see if savings expected is above the 1 gigawatt hours.
  - Remove all references to individuals

- **Architecture**
  - The system must have an SMPT connection where emails are an integral part of the systems functionality
  - Working on the live system. Inputting of test and play data. Risk
  - Need a proper test system to test system workings and functionality
  - Need a sandbox environment for users to calculations and working of the system
  - Separate Application and Database server

- **System Usage Statistics**
  - Add a hit counter for site to see number of visitors
  - Add a summary report to track system usage and statistics. No registrations. No of project added. Projects with approved benchmarks. Certificates produced
  - Need to load and stress test system.

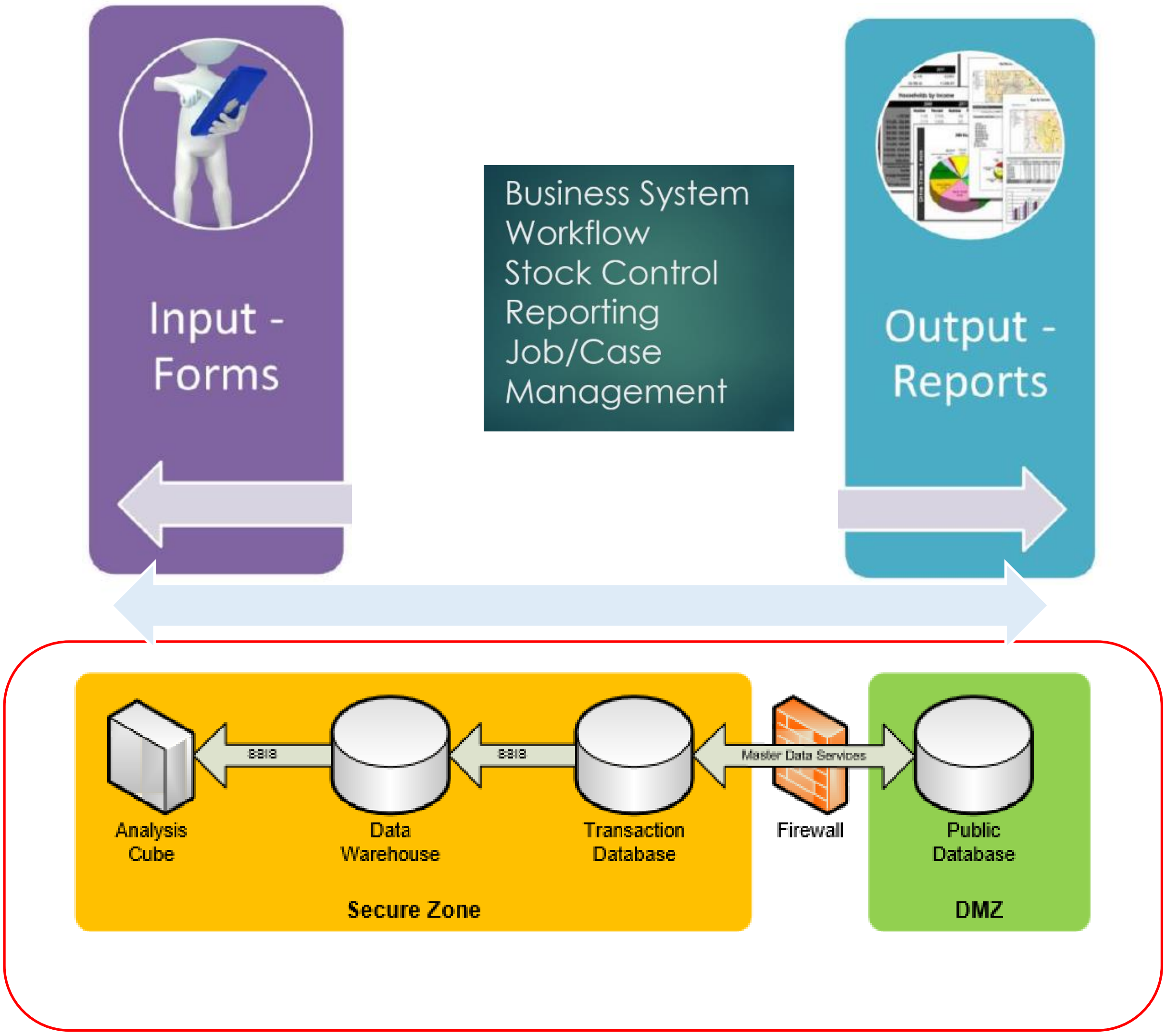
- **Financial/Technical Analysis of Registered Projects**
  - Checklist analysis of preliminary project eligibility and feedback
  - Statistical analysis of project types and predicted energy savings potentials
  - Prediction of benefit/cost ratio trends of projects over its technical life cycle
  - Generation of aggregated project performance data for use in the annual 12L national impact monitoring report of DOE and SARS
  - Generation of statistical data to enable DOE and SARS to fine tune 12L incentive scheme based on additionality criteria

- To provide 12L project developers with information about the rating of his project relative to the population of all registered and eligible projects

3.3 SCOPE OF WORKS

3.3.1 PROPOSED ARCHITECTURE

The proposed architecture of the new system is as follows:



There will be various inputs into the system and these inputs will be subject to a rules engine and validation rules and will then be stored in a data warehouse. Reports can then be generated on a custom basis as the need arises. Standard reports will be generated within the system – custom reports can be developed as required.

At the highest level the systems will be enhanced to provide for the following processes:

1. Registration of Claimants

2. Registration of M&V Professional
3. Validation and Registration of Projects
4. Appoint of M&V auditors to projects
5. M&V Baseline assessments
6. Post evaluation Assessment, Finalization and Project Submission
7. SANEDI Panel Evaluation
8. Printing of 12L tax incentive certificates

3.3.2 PROPOSED SCOPE OF WORK:

Redesign of the System and processes

The broad approach to the tax incentive systems is that it must be a customer friendly, easy to use and interactive system. The system must be based on sound principles of customer relationship management where the system guides the user through each stage of the rebate claim process. The process will require active user or claimant involvement, were the claimant registers the claim and captures all of the information required. The new system must capture more detail and in a standardized and template driven format. This would allow the system to do automatic checks on the data entered. The information captured must be able to be passed through a rules and validation engine to guide next steps. The claimant will be fully notified each step of the way on the progress of the claim.

Customer Relationship Management

The system will have an online web portal that once claimant has logged on he/she will have complete access to all tax incentive claims registered on the 12L system under him/her. The tax incentive claimant should always be kept informed on the status of his/her claim via email or SMS alerts if available. The claimant would be led by a step by step process to lodge a claim. If there is data that is unavailable at time of registration then the claimant will save captured data and will keep captured details until such time all the information is available and the claim can be registered. The claimant once registered on the system will be able to track all interactions with the system and view status of the claim. All documents submitted will also be tracked. Interactions with the call center would also be referenced back to the claimant record. A document checklist will also track missing document required for processing of the claim.

Enhanced Aesthetics

The color scheme would be designed to be consistent of the SANEDI corporate colors. The application will have a new fresh look and feel will be consistent with the new SANEDI website that is being developed. Page look and feel would be similar and consistent to create a professional looking application. The application would be easy and simple to navigate. SANEDI will make available corporate colors and web designs.

Implement new technical architecture

The system will comprise of an application server, a database server and a reporting server. The system will run on a Microsoft SQL server database platform. This framework was built using the Microsoft.net application development framework. This tool is web based and can be configured to meet the above requirements. The key advantage of the tool proposed is that it allows for growth and evolution. The 12L tax rebate incentive scheme is in its infancy and will need continuous tweaking and refinement as the systems is more widely adopted. There are new learnings that happening on a continuous basis and the system will need to be able to be modified to adopt these changes. An applications framework will enable flexibility and rapid change.

Stakeholder Integration

The system will allow for different user roles to have selected access. The system will be designed such that external stakeholders view of selected reports will be defined via their user access and the specific users will be able to draw their own reports as and when required from the system. Stakeholders such as Treasury, Department of Energy will be defined on the system and they will have access to specific information. Claimants will have access to all claim information has entered by them, and will have access and ability to check in real time the status of their claim.

Integration to External Systems

Based on what is allowable by SARS and SANAS, integration to external systems would be built to improve accuracy of data captured (e.g. Tax Number Validation). Web services will also be uses to send and receive data from external systems.

Document Management

All Document will be stored and referenced in the system by case reference number. The system will be single data store of all findings, review notes and documents submitted. Claim documents requiring signature will be required to be uploaded to a pdf file and stored.

Logs

A log file of all interactions with the system will be maintained. A Case log and auditing records of all interaction and documents in date timeline for each claim will also be maintained.

Calculators

A saving calculator to quickly determine project savings and viability will be programmed. The calculator will work out the kilowatt hours saved. It will multiply this by the effective rate of tax, and project the actual tax incentive. It would then give a view of the amount to be saved. The guideline M&V amount for the project would be calculated.

Checklists

The system would also be programmed with automatic checklists that check data entered and test eligibility as proposed under "Financial/Technical Analysis of Registered Projects". A checklist to ensure completeness of information and documentation will also be programmed onto system

Geographical Coding of Data

Where addresses are captured, the data will be geo coded to enable printing Geo Spatial reports.

Rules Engine

A rules engine will be built to highlight anomalies, and ensure completeness of information. The rules for the system will need to be defined during functional specifications stage. e.g. A M&V auditor can only audit work that matches his technology scope.

Workflow

The system will be configured so that all cases are moved through the system based on the claim status. Workflow engine will pass claims through the system through the Inboxes for each stage of the process. An algorithm to determine assignment of cases allow for even work distribution between panel of reviewers will be developed has per client requirements.

Administration

The system will be setup to only allow role based access to information, data capturing and reporting. Various roles would need to be setup on the systems (e.g. Administrator role, Claimant Role, M&V auditor role, SANEDI Panel review role, Chief Panel role, SANEDI QA and certificate print role).

User help

Case studies and notes to assist in project motivation and capture of information will be defined and added to the user help. Definition and guides to assist claimants will be defined and added to the user help.

Login

The system will be configured for standard username and password functionality to be implemented to allow only authorized access of the system. Security must be treated with utmost care to avoid any interruption or security bridge. A verification code will be programmed with each login to ensure that system cannot be comprised by automated password cracking programs.

Security

Role based security. Based on the username and password and the access rights, user will be limited to the information that they are able to see and access. Information that is of a generic nature and is informative of the 12L legislation and process will not require a username and password.

Audit Tracking

Each claim will have a unique reference number. All documents and information will be captured against this unique reference number. Date and timeline against each claim will be maintained. The review finding at each stage of the claims process will be captured. All documents attached against a claim will be reviewed. All call center interactions will be recorded. An audit reviewer should be able to review the entire claim file.

SARS Administration

A role will be created for SARS to be able to review the claim, and verify tax rebate certificates. The SARS administrator would also be allowed to print and download SARS reports.

Reporting

Reports will be produced for all stakeholders e.g. SARS, DOE, TREASURY, SANEDI, CEF etc. as required. Report will be developed base on KPI's defined by SANEDI. Examples of reports are listed below. This list is not comprehensive and is for sample purpose.

- Report on claims queried but not lodged
- Report on all claims that have not been viable
- Report on number of claims lodged
- Report on the total value of the claims registered
- Report on the status of claims in the system
- Report on claims age analysis and claims to expire in next quarter
- Report on total Rebates processed
- Report on Rebates processed, by month, year, and year to date
- Reports on cases finalized
- Reports on cases rejected with reasons
- Reports on age analysis for each step in claims process
- Total value of all rebates
- Total kwh saved by time period
- Types of energy savings most popular, based on energy type classifications

Capturing of business Intelligence information

The system will be programmed to capture all interactions with claimants. Information of projects will be captured even for projects that are not feasible or do not qualify. This will be used for business intelligence reporting.

Search Engine

This module load the search screen based on Access rights. It supports wild card and Boolean searches. The users may enter a combination of filters for search. The system shows the list of matching records. If deployed the user may export the data as CSV, as a MS Word Report or view the data points on a map or chart.

Record Viewer

On clicking a record (project information), the system will open the Record view which provides a 360 degree view of the Record. Please note that the data will be filtered by the access level of the user. We could have the following items in the Record view:

- Current Record, with all the attributes

- List of beneficiaries in the Record
- History, Audit Trail on the record

12 L Processes

During the various engagements we have identified certain specific processes that will need to be in place. The following processes have been catered for during the system implementation. These processes will be further defined and finalized once the project commences.

- Registration of Claimants
- Registration of M&V Auditor
- Validation and Registration of Projects
- Appoint of M&V auditors to projects
- M&V Baseline assessments
- Post evaluation Assessment, Finalization and project Submission
- SANEDI Panel Evaluation
- Printing of 12l tax incentive certificates

Registration of Claimants

This section would allow prospective claimant to capture their information on the system, E.g. name of company, company address, email, contact details, role of claimant, etc. The system will issue the user with a username and password.

Registration of the M& V Professionals

This section should allow registered M&V companies to register on the SANEDI application. This will involve filling in all appropriate company information such as M&V inspection body name, Postal Address, Physical Address, SANAS no. Contact person, Email, Telephone, Fax, Cellphone and the technology scope of the Independent auditor, certified individuals and expiry data of the SANAS accreditation. This list is not exhaustive. M&V bodies (companies), should also enter these accreditation information and attach their accreditation certificate. The system should send out and email or SMS confirm that the information is acknowledged and that it would undergo a verification process. Once information has been verified the applicant company will be notified by SMS or email on the status of the application. All Verified M&V professionals will be added to list of approved M&V professionals and all applications that are not verified will be listed on unverified list. Once verification has happened a SANEDI Panel member would be able to change status and add applicant to the M&V verified professional list.

Pre-registration Qualification

This section would request the claimant to add key data items to check if project is viable. Determine the pre-registration information criteria, e.g. Project Investment, Project payback, savings kilowatt hours anticipated, anticipated M&V costs .The system using these variables will calculate viability of project and commercial feasibility to continue with rebate application. Once data is inputted, the system will flag whether a project is viable or not.

Project Qualification

This step will run through a checklist and will be able to automatically request missing information that may have been omitted in the submission. Once all the checklist items has been passed the system will then confirm is the project is eligible for the 12L tax incentive. Determine the checklist to see if a project is valid under the 12L legislation. See also the guidelines document from GIZ for checklist. If all criteria have been met move the project to the qualified status. Send an email to the claimant informing them of this and the need to appoint an M&V auditing company. The system will send list of all accredited M&V auditors whose registration is active on the system and who' technology scope matches that of the claimant's project.

Project Registration

In this section companies will register the company specific information and the project information. Company information will include information such as:

- Company Name
- Company registration number
- Company Description
- Company contact details
- SARS tax information
- Project Title
- Project Start Date
- Type of tax incentive
- Target energy Savings for tax incentive – (current year)

- Project investment required
- Technology scope of project (Load shift, Energy Efficiency, Lighting)
- Project Description (Max 2 pages)   (Add attachment)
- Project boundary Map (Process diagram and energy intensive equip)
- Annual energy consumption for past three years (Energy source, in commercial units)
- Average Annual energy cost for last three years

This list is not exhaustive and will be finalized in conjunction with the project team.

The RELEVANT data that needs to be captured for a project needs to be specified. The systems will prompt for all mandatory data. The users will need the ability to upload supporting documentation were needed, e.g., tax certificate, project diagrams, company registration document etc.

Assign M&V Body

The claimant will then log onto the system and assign an M&V body to the project. An email will be sent to the claimant and the M&V body confirming the appointment. The system will then allow access for all project information to the M&V audit body. The M&V body will also be sent a task to capture the project baseline information. Project Status will be set to develop baseline.

The M&V auditor must be able to edit the project baseline data and save partial work completed. Once all the data fields and the baseline information is completed, the M&V auditor will then submit project baseline. A rules engine will ensure all relevant baseline data has been captured. The status of the project will then move to status Baseline Submitted. The M&V auditor will sign report and upload the report onto the system.

Customer Project Submission Customer

This customer will update the web page with output documents from the project. These will be attached to the project file. The web page will be updated savings achieved and the calculations of the energy saving achieved. There will be a default rules engine that will evaluate the outcomes and perform various calculations on the data provided. The 12L guidelines will form the basis of the review. Once customer has finalized and signed of report, an email will be sent to the customer and the M&V auditor requesting certificate of compliance and assurance of savings. All claims will have a limited time for which they must be attended to. If a claim is not finalized within timeframes specified claims will move to an expired state and the customer informed. Once a customer has completed all data required and is ready to submit project for rebate, the customer will finalize project. A finalized project will then be tagged as finalized and the M&V auditor notified via email/SMS that the M&V audit process of the application must begin. The finalized project will then move in the inbox of the M&V auditor.

Independent M&V Report

When the M&V professional logs onto the system with his username and password, he/she will be directed to inbox screen for all project waiting for audit. The M&V professional can then review all submitted project information, review calculations, make notes and update the M&V audit page with all audit information required. The M&V audit screen will allow for various search categories. When the M&V professional has finalized review of the customer project, the M&V professional will print report on his finding and sign. The M&V professional will upload his report onto the system.

The M&V certificate will be uploaded to the system as per client reference number on the M&V audit certificate. An SMS/email will be sent to the customer and the M&V auditor when the documents have been received. The record status will then be updated to awaiting SANEDI validation.

SANEDI Evaluation Process

An inbox for all submissions that are in Validation process will be visible to SANEDI EVALUATION Panel. The panel member will accept from the inbox a case. The panel member will do evaluation and enter the findings on a web page. The panel member can save partial work done. There would be an SLA for each step of the process. The system will report on the number of applications waiting for evaluation. The systems will also report on the turnaround time to process each application. The panel reviewer will quantify rebate. The panel review will also update his review page with notes and comments on the rebate claim. If the rebate claim has been successful it will tagged has reviewed and claims status updated.

Print Certificate

This will be performed by another group who review will accept the rebate and then produce a rebate certificate. This process is separated to limit personnel who will print rebate tax certificates and create segregation of duties. Once case has been finalized the claim will be closed and sent to archived claims. If required the system could call a web service provide to SARS to download all tax certificates finalized.

Other Technical Specification

Recommended standards to be adhered to is the ISO 20 000 – Information Technology Service Management and ISO 27 000 – Information Security Management. Furthermore the bidder must demonstrate the storage capacity development and growth over the years

Assumptions:

The proposal is given with the assumption that the service provider will be building the new 12L online portal system from scratch.

The Service Provider must ensure there is a software component to their proposal.

The Service Provider must ensure that the SLA for two years is included

Project Duration

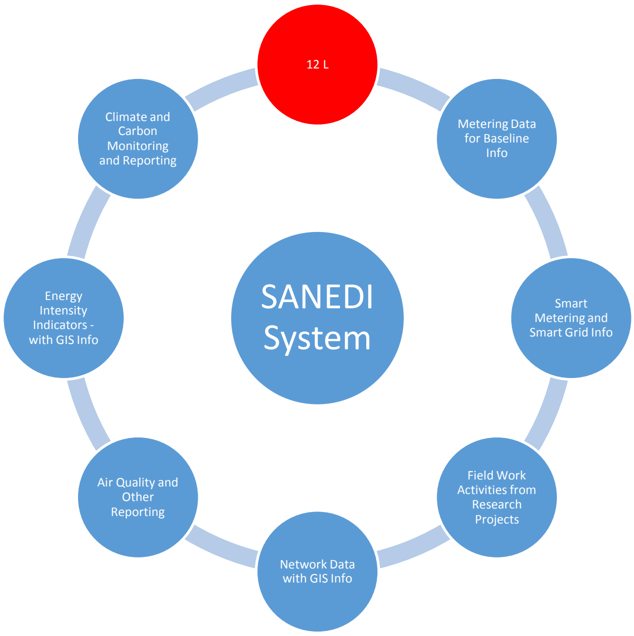
From the inception to the commissioning of the project, the full scope will take the duration of five (5) months. Within the project duration, the service provider will personally engage all relevant stakeholders, implement the full scope to meet the commissioning deadline of five months and provide training and skills transfer to the SANEDI IT delegate(s).

Proposed pricing

It is the prerogative of the service provider to provide quotation for the amount and quality of work required as described in this document.

Other Value Adds

SANEDI as an organization is involved with various other energy related projects and as a result ends up with data from various sources that needs to be captured and cross referenced. This system has the ability to provide the foundation for all of those needs so that data is managed through a single repository and allows for meaningful data crunching. An example of what the system could grow to is shown below:



TIMING

This system should ideally be developed within a period of six months, after contract signature. The graphic below contains a detailed work breakdown of the tasks for the six months. At the end of every month, there will be firm deliverables and a review session to review progress. Reporting will be developed throughout the six month period in parallel to other modules being developed and provision must be made for a 3-year Maintenance Agreement.

PMO Phase	Deliverable	W01	W02	W03	W04	W05	W06	W07	W08	W09	W10	W11	W12	W13	W14	W15	W16	W17	W18	W19	W20	W21	W22	W23	W24
Project Initiation	Project Charter																								
Project Initiation	Project Charter																								
Project Elaboration	Functional Specifications																								
Project Elaboration	Functional Specifications																								
Project Elaboration	Functional Specifications																								
Project Elaboration	Functional Specifications																								
Project Execution	Demonstration of Registration Module																								
Project Execution	Demonstration of Registration Module																								
Project Execution	Demonstration of Registration Module																								
Project Execution	Demonstration of Registration Module																								
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Project Execution	Demonstration of Admin Tools																								
Project Execution	Demonstration of Admin Tools																								
Project Operation & Closure	System Handover																								
Project Operation & Closure	System Handover																								
Project Operation & Closure	System Handover																								
Project Operation & Closure	System Handover																								
Project Operation & Closure	System Handover																								
Project Operation & Closure	System Handover																								
Project Operation & Closure	Training Report																								
Project Operation & Closure	Training Report																								
Project Operation & Closure	Training Report																								
Project Operation & Closure	Training Report																								
Project Operation & Closure	Monthly Status Reports																								

Assumptions:

The proposal is given with the assumption that the service provider will be building the new 12L online portal system from scratch.
Microsoft SQL Server licensing will be for the successful Service Provider's account. The servers and the hosting environment will be provided by SANEDI.

Conclusion

There is a need for a new 12L EE system. It makes sense to select a system that has the building blocks to build on for future projects. The benefit of all SANEDI staff using a single system has innumerable benefits. The system that has been proposed meets all the criteria and has been stress tested to prove that it can deliver.

4. Evaluation Criteria

13. The evaluation criteria that are to be scored and the maximum score assigned to each of such criteria are as follows:

Criteria	Scoring Guidelines (1-10)	Weighting
1. Qualifications, capability and experience of key staff. Curriculum vitae of staff working on project should be attached.	**(a)** Experience developing simple online systems by any of the staff members = 1-3 **(b)** 1 to 5 years' experience of developing and programming complex online systems = 4-7 (b) More than 5 years' experience of developing and programming complex online systems = 8-10	15%
2. Capacity, capability and experience of organisation(s) Description of company profile, company history including years in business, description of project team including roles, list of previous work including evidence of involvement in web design and development	(a) little to no relevant capacity, capabilities and experience within the organisation with little to no evidence of previous relevant work and maximum of 1 year experience= 1-3 (b) 2 – 4 years of company existence and experience of developing complex online systems = 4-7 (c) extensive relevant capacity and capabilities within the organisation and more than 5 years' experience = 8-10	20%
3. Description of projects or activities of web development and designing of complex systems of national and/or international magnitude within the financial, public and security sectors	Submission of at least two previous complex web development, programming and/or upgrading of reliable businesses e.g. banks, security, SARS etc. Demonstration of more than two project will be an advantage (a) One submission = 1-4 (b) Two submissions = 5-7 (c) Three or more submissions = 8-10	20%
4. Show the 12L Tax Incentive understanding and analytic knowledge Description of the 12L Tax Incentive system, its policies, acts, procedures and intended outcome submission of studies/documents looking at the 12L Tax Incentive that demonstrate an in depth understanding of the subject matter and ability to interpret the certification process	(a) Basic Understanding = 1-4 (b) Basic understanding and knowledge of the processes of certification = 5-7 (c) In-depth understanding of 12L Tax with its systems, processes and laws = 8-10	15%
5. The presentation of the methodology on how the project of 12L Tax Incentive website will be upgraded and developed. The methodology must include all the key categories of the online process, timelines, milestones, innovation and costing Demonstration of (a) Innovation (beyond what is presented on the scope) (b) Project Scope	a. Basic project management = 1-4 b. Project management with detailed implementation plan = 5-7 Project management with implementation plan enhanced by innovation = 8-10	25%

	(C) Project Management (d) Quality and Risk management (E) Costing		
	Methodology for the incorporation of previously disadvantaged individual (s) in the work plan (List of responsibilities should be listed in the methodology)	Demonstration of the extent to which the PDI is involved in the project work and reference the activities to which they will be tasked. (a) PDI with minimal responsibility = 1-4 (b) PDI with key responsibilities = 5-7 (c) PDI with managerial responsibilities = 8-10	5%
	Threshold		70
	Total		100

14. **The Bid will be evaluated on 90/10 Preferential Point System according to the Preferential Procurement Policy Framework Act,2000**

The points scored out of 90 should be calculated according to the following formula:

(i) The 90/10 preference point system

$$Ps = 90\left(1 - \frac{Hs - Rs}{Rs}\right)$$

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

15. The maximum score for this bid shall be awarded as follows:

POINTS	**PRICE**
BBBEE Status level of Contribution	**10**
Points for price	**90**
Total points for price and BBBEE do not exceed	**100**

5 Tax Clearance Requirements

16.	It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
17.	In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
18.	SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
19.	The Tax Clearance Certificate must be submitted together with the bid. Failure to submit the valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
20.	In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
21.	Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za
22.	Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
23.	**FAILURE TO SUBMIT A VALID TAX CLEARANCE CERTIFICATE WILL RENDER THE BID AS UNRESPONSIVE AND DISQUALIFY SUCH BID FROM FURTHER EVALUATION.**

6 Returnable Schedules

6.1 Enterprise Questionnaire

Bidders must return submission date for all sections under item 6.1.1 – 6.1.4. On separate sheets where applicable.

Detailed documentation must be attached to this section under sub clauses 6.1.1 – 6.1.4 to provide substantive returns

6.1.1 Company Profile

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise: . . . .

Section 2: VAT registration number, if any: . . . .

Section 3: CIDB registration number, if any: . . . .

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations

Company registration number . . . .

Close corporation number . . . .

Tax reference number . . . .

Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- ☐ a member of any municipal council
- ☐ a member of any provincial legislature
- ☐ a member of the National Assembly or the National Council of Province
- ☐ a member of the board of directors of any municipal entity
- ☐ an official of any municipality or municipal entity
- ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- ☐ a member of an accounting authority of any national or provincial public entity
- ☐ an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;

ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;

iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;

iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and

iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

6.1.2 Bidders Experience Profile

The experience of the tenderer or joint venture partners in the case of an unincorporated joint venture or consortium as opposed to the key staff members / experts in similar projects or similar areas and conditions in relation to the scope of work over the last five years will be evaluated.

Tenderers should very briefly describe his or her experience in this regard and attach this to this schedule.

The description should be put in tabular form with the following headings:

Description of work (service)	**Value of work (i.e. the service provided) inclusive of VAT (Rand)**	**Date completed**

6.1.3 Key Personnel

The tenderer should propose the structure and composition of their team i.e. the main disciplines involved, the key staff member / expert responsible for each discipline, and the proposed technical and support staff and site staff. The roles and responsibilities of each key staff member / expert should be set out as job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared.

The experience of assigned staff member in relation to the scope of work will be evaluated from three different points of view:

1) General experience (total duration of professional activity), level of education and training and positions held of each discipline specific team leader.

2) The education, training, skills and experience of the Assigned Staff in the specific sector, field, subject, etc which is directly linked to the scope of work.

3) The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to the project e.g. local conditions, affected communities, legislation, techniques etc.

A CV of the Project Director and Team Leader of not more than 2 pages should be attached to this schedule, together with the Bidders organization and staffing demographics

DECLARATION OF BIDDER – ENTERPRISE QUESTIONNAIRE

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of the sections 6.1.1 – 6.1.3 schedule are within my personal knowledge and are to the best of my belief both true and correct.

Name of Enterprise Bidding: ……………………………………………………………………………

Name of Authorised Representative ………………………………………………………………..

Signature of Authorised Bidder ……………………………………………………………………………

Date ………………………………….

6.2 Technical Proposal & Methodology Statement

7.2.1 Solution Statement

The **Solution Statement and Methodology** must respond to the scope of work and outline the proposed technical solution offered. This technical solution statement should articulate what value add the tenderer will provide in achieving the stated objectives for the project and detail the time frames and proposed methodology.

The layout of the solution statement and Methodology should be such that it mirrors the headings contained in the Scope of Works, Section 3 of this Bid Document.

The tenderer must as such explain his / her understanding of the objectives of the assignment and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The document should explain the technical attributes and contain specifications of all equipment proposed, to demonstrate the compatibility and capability of the solution. The technical paper should also include a quality plan which outlines processes, procedures for the testing and verification of deliverables, and meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management. The Methodology statement must also include an activity Gantt reflecting a work breakdown structure.

DECLARATION OF BIDDER – TECHNICAL PROPOSAL AND METHODOLOGY STATEMENTS

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of the sections 6.2 schedule is within my personal knowledge and is to the best of my belief both true and correct.

Name of Enterprise Bidding: ……………………………………………………………………………

Name of Authorised Representative ………………………………………………………………..

Signature of Authorised Bidder ……………………………………………………………………………

Date ……………………………………

6.3 Tax Clearance Certificate

The Bidder is to attach a valid Tax Clearance Certificate here

6.4 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 BBBEE 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 ……………………………….

6.5 Bidder's Declaration of Interest

	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 - 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.
	In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

	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 ………………………………….

6.6 Declaration of Bidder's Past Supply Chain Management Practices

1 This Standard Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-

a. abused the institution's supply chain management system;
b. committed fraud or any other improper conduct in relation to such system; or
c. failed to perform on any previous contract.

4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		

		Yes	No
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	☐	☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

I, the undersigned (full name)…………………………………………………

Certify that the information furnished on this declaration form is true and correct.

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 ………………………………….

6.7 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 ………………………………

6.8 Certificate of Acceptance – General Conditions of Contract

I, THE UNDERSIGNED
(NAME)…………………………………….………………………………………

Warrants that I am duly authorised to do so on behalf of the enterprise, and confirm that the terms and conditions of contract are acceptable to the enterprise and that such contract will be acceptable to the enterprise should the contract or part thereof be awarded to the enterprise, and that such contract will be signed by the enterprise within 7 days of a request to sign the contract.

Name of Enterprise Bidding: ………………………………………………………………………………

Name of Authorised Representative ……………………………………………………………………..

Signature of Authorised Bidder ……………………………………………………………………………

Date ………………………………….

6.9 Declaration of Acceptance – Bid Evaluation Criteria

I, THE UNDERSIGNED
(NAME)…………………………………….………………………………………

Warrant that I am duly authorised to represent our company in the submission of this Bid and we acknowledge that we are fully conversant with, and accept the Bid Evaluation, Scoring and Adjudication Criteria as contained in the Special Conditions of the Bid together with the General conditions as contained on the SANEDI web site, and acknowledge that we have read, understand and accept such as the methodology of bid evaluation and adjudication for this bid.

Name of Enterprise Bidding: ………………………………………………………………………………

Name of Authorised Representative ……………………………………………………………………..

Signature of Authorised Bidder ……………………………………………………………………………

Date ………………………………….

6.10 Declaration of Understanding – Scope of Works

I, THE UNDERSIGNED
(NAME)……………………………………….………………………………………

Warrant that I am duly authorised to represent our company in the submission of this Bid and we acknowledge that we are fully conversant with the scope of works and technical specifications and all requirements enabling us to submit a proposal.

Name of Enterprise Bidding: ……………………………………………………………………………

Name of Authorised Representative …………………………………………………………………..

Signature of Authorised Bidder ……………………………………………………………………………

Date ………………………………….

6.11 Certificate of Representation at Briefing Session

BID 378 **26th October 2016**

We, the undersigned, herewith certify that our representative,

....

ID Number .... Telephone Number: ....

E-Mail Address: ....

who holds the following position within our company ……………………………………………………………………

is duly authorised to represent our company at the briefing session held on the ……………………………………… and we acknowledge that we are fully conversant with the tender document and all requirements enabling us to submit a proposal.

I confirm that I am duly authorised to sign this Schedule

NAME (PRINT) …………………………………………. CAPACITY ………………………………….

SIGNATURE ……………………………………………. DATE ………………………………….

NAME OF FIRM ……………………………………………………………………………………………………….

The Employer herewith attests that the representative, who particulars are detailed hereon attended the briefing session, conducted by (Employer's representative) ....

....

Signed

Official Stamp

7 Pricing Schedule

Activities as per the deliverables of the project				
NAME	**POSITION IN TEAM**	**HOURLY RATE**	**HOURS**	**COST**
Activity 1				
Activity 2				
Activity 3				
Activity 4				
Activity 5				
Additional costs				
Total costs (EXCL.) VAT				
VAT				
Total Cost (INCL.) VAT				

AMOUNT IN WORDS To be carried forward to Section 8 Form of Tender **BID 378** ………………………………………………… SIGNATURE OF BIDDER	

I confirm that I am duly authorised to sign and certify that the price indicated on the schedule is our bid price submitted

NAME (PRINT) ……………………………………………… CAPACITY ……………………………………….

SIGNATURE ………………………………………………………………………..……..…………………………….

NAME OF FIRM ………………………………………………………… DATE ………………………………………..

8 Form of Tender

24.	**<u>Conditions of Acceptance</u>** ▪ The Tenderer is required to complete this FORM of TENDER in every respect, and tenders will not be considered unless this FORM of TENDER is completed in every particular and each page is initialled by the tenderer and fully signed on this page. ▪ This Form of Tender shall be completed by the tenderer in black ink and no corrections, use of correcting fluids or any alterations will be permitted. ▪ The FORM of TENDER and price schedules shall be stated in South African Rand (ZAR) and the price indicated on the schedules shall be binding on the tenderer, and no exception shall be made for omissions, casting errors or errors of whatsoever nature. ▪ Where a tenderer is not returning a price for a line item, or costs associated with that line item are included in another line item, the tendered shall endorse that line item with the words, "No Cost" or "incorporated in Item (N0…..)" whichever being applicable.
25.	**<u>Confidentiality</u>** All information pertaining to the services acquired by **SANEDI** from the service provider or furnished to the service provider shall be treated as confidential by the service provider and shall not be used or furnished to any other person other than for the purposes of the services without the written Consent of the Accounting Officer unless such information is or later becomes public knowledge, other than by breach of the afore-going.
26.	The service provider shall ensure that all its officers, employees, agents or subcontractors treat all information relating to the services as confidential.
27.	The service provider shall ensure that proper security procedures are implemented and maintained to restrict, as far as possible, access to confidential information. The service provider shall ensure that no confidential information is copied or reproduced without prior written approval by the Accounting Officer.
28.	Failure by the service provider to comply with the provisions of this Clause shall constitute a material breach of the contract and shall constitute a ground for termination of the contract by **SANEDI,** by giving the service provider thirty days' notice.
29.	**<u>Priced Proposal</u>** The Bid is a **<u>FIXED PRICE PROPOSAL</u>** and clause 48 shall apply. Clause 49 is not applicable.
30.	FIXED PRICE PROPOSAL The price quoted in the pricing schedule and returned in the Form of Tender is returned as a FIXED PRICE PROPOSAL valid for a period of contract and is not subject to cost price escalations, foreign currency variation or additionality as agreed in the Conditions of Contract
31.	The Bidder is advised that SANEDI will remit the appointed service provider directly and shall be required to comply with all remittance requirements stipulated in the Conditions of Contract specific to this appointment.
32.	The Bidder is advised to plan and provide for all possible risks that may affect the delivery project on time and what mechanisms are in place to manage such risks.

33.	We/I the undersigned, who warrants that they are duly authorised to do so on behalf of the enterprise, confirms that the contents of the conditions of acceptance pertaining to the FORM of TENDER are acceptable, and having fully understood the scope of works and conditions of bidding, herewith warrant that We/I have satisfied ourselves as to the correctness and sufficiency of the rates and prices set out in the Schedule and therefore offer the following PRICE and offer to undertake the works in accordance with the standards and specifications required.
34.	The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that this Form of Tender is submitted in good faith, free of corrections, alterations or encumbrances and such price is binding on the enterprise for a period of 90 days from date of tender close and may be extended by mutual agreement between the parties for a further period of 90 days thereafter.
35.	We/I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
36.	We/I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to SANEDI in accordance with the requirements and specifications stipulated in bid number 378 at the price/s quoted. This offer remains binding and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
37.	We/I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents in accordance with the SANEDI STANDARD CONDITIONS OF CONTRACT pertaining to the supply of goods and services. The Bidder is advised to familiarise themselves with the SANEDI STANDARD CONDITIONS OF CONTRACT pertaining to the supply of goods and services which can be viewed on the SANEDI Website at www.SANEDI.ORG.ZA
38.	We/I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
39.	We/I declare that we/I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
40.	This Clause is intentionally left blank

I, THE UNDERSIGNED
(NAME)……………………………………….……………………………………

Warrants that I am duly authorised to do so on behalf of the enterprise, and confirm that the Bid submitted has been checked and all prices shown are full and final, and inclusive of all taxes, levies, duties and encumbrances, and shall remain valid for a period of 90 days from date of Quotation Closure as depicted in the Submission Data Section of this Bid Document

Therefore our TOTAL Tender Price in respect of the Goods and Services requested under this Call for Proposals (BID REF 378) as stated in South African Rand (ZAR) and upon the terms and conditions set out in the Bid Document free of exceptions, amendments or qualifications save those listed in Schedule 9 shall be:

Tender Amount R

Amount in Word……………………………………………………………………………………………………….

……..

Name of Enterprise Bidding: ……………………………………………………………………………….

Name of Authorised Representative ………………………………………………………………………..

Signature of Authorised Bidder ………………………………………………………………………………

Date

……………………………………………………………………………………………………

9 ADDENDA

9.1 Proposed Amendments and Qualifications

<table>
<tr><td>41.</td><td>
The Tenderer should record any deviations or qualifications they may wish to make to the tender documents in this Returnable Schedule.
If the space provided is insufficient, the Tenderer must reflect the headings and emphasis of matter in this schedule and provide detailed amplification of such deviations and qualifications in a separate sheet and incorporate such response in the singular bound bid document summited at the time of Tender.
The Tenderer accepts that the Client will, at its sole discretion determine the validity of such amendments and or qualifications and apportion weighting to such in addition to the BID SCOPE or evaluation criteria in the best interest of the Client.
The decision of the Client in this regard is final, and the Client reserves the right to negotiate with a bidder to finalise the implications of such amendments and qualifications
Tenderers must not include deviations or qualifications relating to the scope of work in this schedule where they are required to submit an Approach Paper.
<table>
<tr><th>Page</th><th>Clause or item</th><th>Proposal</th></tr>
<tr><td></td><td></td><td></td></tr>
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Name of Enterprise Bidding: ………………………………………………………………………………

Name of Authorised Representative ……………………………………………………………………..

Signature of Authorised Bidder ………………………………………………………………………………

Date ……………………………………

11.2 Record of Addenda to Tender Documents

We confirm that the following communications received from the CLIENT before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	Date	**Title or Details**
1.		
2.		
3.		
4.		
5.		

Name of Enterprise Bidding: ……………………………………………………………………………

Name of Authorised Representative ………………………………………………………………..

Signature of Authorised Bidder ……………………………………………………………………………

Date …………………………………