



**REQUEST FOR QUOTATION
FOR
PROMOTIONAL MATERIALS FOR ESCO REGISTER BOOKLET AND
ESCO REGISTER BANNERS: (DESIGN, LAYOUT, PROOFREADING,
EDITING, AND PRINTING)**

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**

RFQ Number	RFQ2025
Date of RFQ	23 June 2025
SANEDI Contact	All enquiries must be directed to: Name: SCM Department Tel: 011 038 4300 Enquiries: e-mail address: enquiries.procurement@sanedi.org.za Website address: www.sanedi.org.za
Compulsory Site Inspection	None
Closing date & Time	Wednesday the 02nd of July 2025 at 11:00am
SUBMISSION Electronic - Submissions	E-mail submission only: quotes.procurement@sanedi.org.za
Work specification (and Technical specifications)	1. PROJECT BACKGROUND AND PURPOSE The South African National Energy Development Institute (SANEDI) in collaboration with the Department of Mineral Resources and Energy (DMRE) have established a national register for Energy Service Companies (ESCO register). The ESCo register is an important tool to facilitate the market development and growth of ESCo's in South Africa. The key important aspect of ESCo market development is to build a resilient energy service sector capable of supporting transition and capacity building for smaller companies in the market. The register makes provision for the inclusion of ESCo's across the value chain of energy services offered, e.g., Auditing, Measurement & Verification, Technology Installers, Consulting Engineers as well as full ESCo's that provide energy services and financing. Raising awareness is crucial for the project as it includes information sharing among all relevant stakeholders such as Government officials (National, Provincial & Local), Energy Service Companies, Financial Institutions, etc. SANEDI Energy Efficiency team will be sharing the ESCo Market Development and register information in exhibitions, conferences and workshops. With that said it is imperative to design materials that support these awareness raising initiatives
Scope of Works	2. PROJECT SCOPE SANEDI invites suitably qualified and experienced service providers to submit quotations for the design, layout, proof reading and printing for ESCo Market Development promotional materials 3. SPECIFICATION 3.1. ESCO REGISTER BOOKLET Design, Layout, proof-reading, editing, printing and compile digital copies into SANEDI branded USB's of the ESCo booklet.

- Design work should include format/style, layout including styling, color, placement of photos/logo/art, etc. with due consideration of SANEDI's corporate identity manual.
- Interactive graphs for the ESCo booklet.
- Source of suitable stock images to be used in the booklet (as required).
- ESCo booklet design layout of the company information need to all be standard and in the same layout.
- Produce A4 colour digital copies of the laid out document for final review and sign-off.

3.2. ESCO REGISTER BANNERS X2

- Design and layout of the ESCo register banners
- Design work should include format/style, layout including styling, color, placement of photos/logo/art, etc. with due consideration of SANEDI's corporate identity manual.
- Source of suitable stock images to be used in the booklet (as required).

Item	Description	Size/Quantity
ESCo Register Booklet	▪ A4 Portrait ESCo Booklet design with total of 45 pages ▪ Cover printed in full colour both sides on 350gsm Matt. ▪ Inside pages text to be printed in full colour throughout on 170gsm matt finish. ▪ Source of suitable energy efficiency stock images to be used in the booklet ▪ Digital copies to be loaded in to the SANEDI branded USB's, size of the USB should be 4 Gig.	▪ 40 hard copies printed ▪ 100 digital copies loaded to the SANEDI branded USB's (4 Gig USB size)
Pull-up Banners Design for ESCO Market	▪ Pull-up Branded Banners Economy Stand ▪ Design and layout of the ESCo banners ▪ Single-sided design for clear visibility ▪ Includes a base with supporting pole for easy setup (Durable aluminium stand) ▪ Features a non-curl PVC print for a professional appearance ▪ Source of suitable energy efficiency stock images to be used ▪ Design work should include format/style, layout including styling,	▪ Finished size: 2000 x 850mm, ideal for various displays ▪ X2 Pull-up Banners

			color, placement of photos/logo/art, etc. with due consideration of SANEDI's corporate identity manual. ▪ Supplied with a carry bag for convenient transport		
Required qualifications and experience (Commercial Evaluation Criteria)	Evaluation Criteria				
	No.	Technical Criteria	Evaluation Criteria Score Range 1-5	Weighting %	
	1	Company Experience: Service provider should demonstrate at least 5 years of promotional design and printing services (Company Profile to be provided) with the following: ▪ List of projects that were previously done. The list must include the client's name, description of the project, value, the year in which the work was done and a contact person. ▪ Quality work experience on similar project where Booklet/Brochure design, layout, proof reading and editing and printing was completed.	▪ 5 years or more experience in promotional design and printing = 5 point ▪ 4 years' experience in promotional design and printing = 4 point ▪ 3 years' experience in promotional design and printing = 3 point ▪ 2 years' experience in promotional design and printing = 2 point ▪ 1 year or less than a year of experience in promotional design and printing = 1 point	50%	

	2 ▪ Reference Letters: from different companies providing services with similar promotional (Booklet/Brochure) design and printing. The letters should be on company letterhead, signed by designed manager and dated. ▪ 5 or more reference letters = 5 points ▪ 4 reference letters = 4 points ▪ 3 reference letters = 3 points ▪ 2 reference letters = 2 points ▪ 1 reference letter = 1 points 50%
*70% threshold required for consideration	
Terms and Conditions	The RFQ shall be subjected to the SANEDI procurement terms and conditions which can be found on www.sanedi.org.za. 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.
Quoted Price excluding Disbursements VAT inclusive	R
Discounted amounts Disbursements VAT inclusive	R
Total Amount VAT inclusive	R
Other Requirements	The supplier must submit the following returnable schedules: 1. Pricing schedule 2. Attach SBD9, SBD 4 and SBD 6.1 3. Attach valid tax clearance 4. Certified BBBEE certificate Forms are available on www.sanedi.org.za

SBD 4: Bidder's Declaration of Interest

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....
.....

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

If so, furnish particulars:

.....
.....

DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH
6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE
SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

1. Preference Points

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender: - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 Preference Points applicable:

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
Price	80
Specific Goals	20
Total points for price and specific goals	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 SANEDI reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the SANEDI.

2. DEFINITIONS

- (a) “tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “tender for income-generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (f) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (g) “B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (h) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (i) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) “EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (k) “functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (l) “proof of B-BBEE status level of contributor” means:
 - B-BBEE Status level certificate issued by an authorized body or person;
 - A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - Any other requirement prescribed in terms of the B-BBEE Act;

- 11

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)			Number of points claimed (80/20 system) (To be completed by the tenderer)
	Total points possible	Indicator	Points allocated	
B-BBEE Status level of Contributor	10	Level 1	10	
		Level 2	9	
		Level 3	8	
		Level 4	5	
		Level 5	4	
		Level 6	3	
		Level 7	2	
		Level 8	1	
		Non-compliant	0	
Women	5	Women Owned 76% - 100%	100%	
		Women Owned 51% - 75%	75%	
		Women Owned 26% - 50%	50%	
		Women Owned 5% - 25%	25%	
		Women Owned less than 5% - 0%	0%	
Youth	2.5	Youth Owned 76% - 100%	100%	
		Youth Owned 51% - 75%	75%	
		Youth Owned 26% - 50%	50%	
		Youth Owned 5% - 25%	25%	
		Youth Owned less than 5% - 0%	0%	
Persons with Disability	2.5	Person with Disability 76% - 100%	100%	
		Persons with disability 51% - 75%	75%	
		Persons with disability 26% - 50%	50%	
		Persons with disability 5% - 25%	25%	

		Persons with disability less than 5% - 0%	0%	
TOTAL FOR SPECIFIC GOALS	20			

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of the company/firm.....

4.4 Company registration number:.....

4.5 TYPE OF COMPANY/FIRM

Type of Firm	Tick the applicable box here
Partnership/Joint Venture/ Consortium	
One-person business/sole propriety	
Close corporation	
Public Company	
Personal Liability Company	
(Pty) Limited	
Non -Profit Company	
State Owned Company	

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	