sanedi

South African National Energy Development Institute

REQUEST FOR PROPOSALS FOR TURNKEY OFFICE SPACE PLANNING, INTERIOR DESIGN, RENOVATIONS FURNITURE PROCUREMENT INSTALLATIONS OF UTILITY INFRASTRUCTURE

Closing date: **07 August 2026**

Time: **11:00**

Submission format: Electronic submission to 0226.procurement@sanedi.org.za

Name of the respondent: ……

Late bids will not be accepted for consideration.

Disclaimer:

- **SANEDI has not appointed external consultants to liaise with bidders on any matter. All queries regarding this bid must be submitted in writing to the Supply Chain Management Unit of SANEDI.**

- **SANEDI issues this invitation for bids in good faith; however, it reserves the right to:**
    - **Appoint more than one service provider, if required.**
    - **Cancel or delay the selection process at any time, without explanation.**
    - **Not select any of the respondents to this bid invitation, without explanation.**
    - **Exclude certain services, without explanation.**
- **SANEDI has zero tolerance for fraudulent or corrupt activities.**
- **Any attempt by SANEDI employees to solicit bribes from bidders is unlawful and must be reported immediately.**
- **If a bribe is paid, SANEDI will not be liable for any financial loss, as no SANEDI employee or committee member may request payment to influence a bid outcome.**
- **Fraud, bribery, and corruption are unlawful, and SANEDI will disqualify any bidder found to be involved from further consideration in the tender process.**
- **A contract will only be valid once reduced to writing and signed by the designated responsible person of both parties. At SANEDI, this is the Chief Executive Officer or his/her duly authorised delegate.**

BID DETAILS

Bid Title	REQUEST FOR PROPOSALS FOR TURNKEY OFFICE SPACE PLANNING, INTERIOR DESIGN, RENOVATIONS FURNITURE PROCUREMENT INSTALLATIONS OF UTILITY INFRASTRUCTURE
Procurement Reference Number	**0226**
Date of TENDER	**14 July 2026**
Compulsory Briefing Session	**YES**
Date of Tender CLOSING	**07 August 2026 at 11:00am**

CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

Supply Chain Management
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 ……..

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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 conditions 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

Supply Chain Management

Telephone: 011 038 4300

E-Mail: **enquiries.procurement@sanedi.org.za**

The closing time for receipt of Proposals is at:

11h00am on Friday the 07th August 2026

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 • Central Supplier Database (CSD) summary report Returnable Schedules • Technical Proposal & Methodology Statements • Specific Goals Declaration • Declaration of Interest • Certificate of Acceptance – General Conditions of Contract • Certificate of Attendance – Tender Clarification Meeting • Pricing Schedule / Schedule of Rates • Form of Tender **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** Address for Compulsory Briefing Below: Compulsory site briefing: Grayston Office Park, 39 Linden Street, Strathovan Sandton Date: 24 July 2026 Time: 10h00 am. Venue: Block B, Second Floor (SANEDI offices)

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 **0226.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. Telephonic, telegraphic, telex, facsimile submissions offers will not be accepted. The size limits for SANEDI Email is **20 MB.** Bidders may submit more than one E-mail. Service providers should avoid sending links as this may lead to disqualification if the link fails to open
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: Friday, 07 August 2026 at 11h00** NO Late submissions, or submissions not deposited in the designated e-mail address will be considered, and it is incumbent on the Bidder to ensure that their submission together with all supporting documentation is in the designated e-mail address before the closing Time and date specified.
6.	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/email address 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.
7.	**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.

8.	SANEDI reserves the right to rotate suppliers according to SANEDI's rotation policy.
9.	SANEDI reserves the right to independently verify Information that is submitted by the bidder.
10.	Bidders are prohibited and will be disqualified if they share resources amongst themselves for the same tender e.g. the proposed team member of company "A" is also a team member of company "B".

3. Scope Of Works/Technical Specifications

3.1 Background

The South African National Energy Development Institute intends to refurbish and fit out its office space at Upper Grayston Office Park, Block B, Sandton.

The project relates to the refurbishment and fit-out of an existing office floor to create a functional, compliant, modern and occupation-ready office environment for SANEDI. The works are to be procured as a turnkey refurbishment project, with the successful contractor responsible for design development, coordination, procurement, construction, installation, testing, commissioning, approvals, certification, handover and defects correction. The anticipated completion date of this project is 3 months post contract signing with an expected project completion date of 30 November 2026.

SANEDI has prepared a high-level design, drawing pack, Furniture, Fixtures and Equipment (FF&E) schedule and BOQ for tender purposes. These documents have been prepared to establish a common pricing and adjudication baseline so that all tenderers price the same general scope and can be evaluated fairly and consistently.

The high-level design, drawings, schedules and BOQ do not constitute the final construction design. Following contract award, the contractor will be required to develop the design into a fully coordinated detailed design for approval before construction proceeds.

Tenderers are advised that the successful bidder will be required to enter into and perform the works under the NEC4 Engineering and Construction Contract, Main Option A: Priced Contract with Activity Schedule.

3.2 Procurement and contract strategy

The project will be procured as a full turnkey project under the NEC4 Engineering and Construction Contract, using Main Option A: Priced Contract with Activity Schedule.

The successful contractor will be responsible for delivering a complete turnkey solution within the accepted contract price, subject only to changes instructed in accordance with the contract.

The contractor must price the works on the basis that it is responsible for achieving the completed, compliant and occupation-ready outcome described in the tender documents, the NEC4 ECC contract, the Scope, the Activity Schedule, the Site Information, the landlord requirements and all applicable statutory requirements.

The BOQ is issued to assist with pricing, comparison and bid adjudication. The BOQ does not convert the project into a remeasurement contract. The contractor must ensure that its Activity Schedule and tender price include all items required to deliver the complete turnkey refurbishment, whether expressly itemised in the BOQ or reasonably required to meet the project requirements.

The successful bidder will be required to comply fully with the NEC4 ECC contract once appointed. Tenderers must therefore familiarise themselves with the NEC4 ECC contract requirements, including early warnings, communications, programme submissions, compensation events, design submissions, quality management, testing, completion, defects correction, payment assessments and working with the Project Manager, Supervisor, Client, landlord and Others. Any lack of prior NEC experience will not relieve the Contractor of its obligations under the contract after award.

Where a tenderer does not have sufficient internal NEC4 ECC knowledge or experience, the tenderer is expected to obtain appropriate training or support from a competent NEC training provider or suitably experienced NEC practitioner. Tenderers may contact ECS Associates (Pty) Ltd or any similar NEC training provider or institution for NEC training or support, at the tenderer's own cost.

For the avoidance of doubt, SANEDI does not require tenderers to obtain training from ECS Associates (Pty) Ltd specifically, and no preference will be given to any tenderer on the basis that it has used ECS Associates (Pty) Ltd.

Tenderers remain free to obtain NEC training or support from any suitably qualified provider. All tender-related queries must be submitted through SANEDI's official procurement communication channels.

3.3 Project objectives

The objectives of the project are to:

1. refurbish and fit out the office space to meet SANEDI's operational requirements;
2. provide a complete, compliant and occupation-ready office environment;
3. develop the high-level tender design into a detailed coordinated design suitable for construction;
4. obtain all required SANEDI, landlord, building management, statutory and specialist approvals;
5. coordinate all architectural, fit-out, FF&E, electrical, HVAC, fire, plumbing, security and ICT interface requirements;
6. complete the works safely, efficiently and with minimal disruption to the building and other occupants;
7. provide all required testing, commissioning, certificates, warranties, as-built drawings and handover documentation.

3.4 Tender information issued for pricing and adjudication

The following information is issued for tender pricing, design intent, bid comparison and adjudication:

Document	Purpose
SANEDI BOQ	Live Excel document for tender pricing, comparison and adjudication.
SANEDI FF&E Schedule	Schedule of furniture, fittings and equipment for pricing, coordination and scope definition.
SANEDI CAD DWG	CAD information for design development and coordination.
SANEDI PDF Drawing Pack	High-level drawing pack issued for tender pricing and design intent.

The PDF drawing pack includes the following drawings:

Drawing number	Drawing title
RD.TS.001	SANEDI Refurbishment - Existing Layout
RD.TS.002	SANEDI Refurbishment - Proposed Layout
RD.TS.003	SANEDI Refurbishment - Demolition Layout
RD.TS.004	SANEDI Refurbishment - GA Plan
RD.TS.005.1	SANEDI Refurbishment - Wall Type Plan
RD.TS.005.2	SANEDI Refurbishment - Wall Finishes
RD.TS.006	SANEDI Refurbishment - Floor Type Plan
RD.TS.007	SANEDI Refurbishment - New Ceiling
RD.TS.008	SANEDI Refurbishment - Electrical Layout
RD.TS.009.1	SANEDI Refurbishment - Kitchen
RD.TS.009.2	SANEDI Refurbishment - Kitchenette Layout
RD.TS.009.3	SANEDI Refurbishment - Breakaway Layout
RD.TS.010	SANEDI Refurbishment - Bathroom Layout
RD.TS.011	SANEDI Refurbishment - Bathroom Elevations
RD.TS.012	SANEDI Refurbishment - Door & Screen Schedule & Wall Details
RD.TS.013	SANEDI Refurbishment - Reception Desk
RD.TS.014	SANEDI Refurbishment - Reception Area

3.5 Scope of works

The contractor's scope includes all work required to deliver a complete turnkey refurbishment and fit-out, including but not limited to:

1. review of all tender information, drawings, schedules, BOQ and site information;
2. site verification, measurements and inspection of existing conditions;
3. detailed design development and coordination after award;
4. preparation of final construction drawings, shop drawings, samples, material submissions and technical schedules;
5. demolition, removals, strip-out and disposal;
6. construction of partitions, walls, screens, doors and related fit-out elements;
7. ceiling works;

8. floor finishes;
9. wall finishes, painting and wallpaper installation where applicable;
10. reception area and reception desk works;
11. kitchen, kitchenette, breakaway and bathroom works;
12. plumbing modifications and associated fixtures and fittings;
13. electrical works, lighting, power, emergency lighting and associated certification;
14. HVAC, fresh air and ventilation assessment, design, coordination, approval, installation, testing and commissioning;
15. fire and life safety assessment, design coordination, approval, installation, testing and certification;
16. FF&E procurement, delivery, installation and coordination;
17. protection of existing areas, common areas, lifts, access routes and landlord property;
18. coordination with SANEDI, the Project Manager, landlord, building management and other contractors;
19. coordination with SANEDI's ICT contractor or ICT service provider;
20. testing, commissioning, certification, cleaning, snagging, handover and close-out;
21. submission of as-built drawings, warranties, O&M manuals, compliance certificates and final handover documentation.
22. Anticipated fit-out for which BOQ has been prepared subject to final design approved:
    1) 1 receptionist and 4 visitors; front-of-house access and waiting area.
    2) 26 workstations with power, data, and ergonomic furniture
    3) Digital display / interactive wall / information wall to be confirmed.
    4) 1 x closed meeting room, 1 x open semi private meeting room; acoustic separation and VC/AV requirements to be confirmed.
    5) Main boardroom - 14 seater, Second Board room - 6 seater with AV and acoustic treatment
    6) 1 x Director, 1 x Exec Assistant, 4 x manager
    7) Secure Server Room, cooled ICT space with racks, UPS/power, data containment and access control
    8) Break Away Area for approximately 10 people.
    9) Joinery, sink, appliances, power, plumbing and finishes.
    10) new ceiling layout for costing purpose - site inspection and survey required Safe circulation, compliant escape routes, storage, print and utility spaces.

3.6 Design development after award

Following contract award, the contractor must develop the tender design information into a coordinated detailed design.

The detailed design must be based on:

1. SANEDI's operational requirements;
2. landlord and building management requirements;
3. the tender drawings and design intent;
4. the BOQ and FF&E schedule;
5. the site conditions verified by the contractor;
6. HVAC, fresh air, fire, electrical, plumbing and other services requirements;
7. applicable laws, standards, regulations and statutory requirements;
8. the accepted budget and contract price.

The detailed design may differ from the tender drawings and BOQ as a result of normal design development, site verification, coordination, landlord comments, statutory requirements, specialist input, constructability and services coordination.

Such design development is part of the contractor's turnkey obligation and must be allowed for in the tender price, provided the final design remains within the project intent, required functionality, quality standard and accepted budget.

The contractor is not entitled to additional payment or extension of time merely because the final approved design differs from the high-level tender design, where such difference arises from normal design development, site verification, coordination, approval requirements or the contractor's obligation to deliver a complete turnkey project.

If SANEDI instructs a material change to the scope, quality standard, accommodation requirements or project requirements after award, such change will be dealt with in accordance with the NEC4 ECC compensation event provisions.

3.7 Approval of final design

The contractor must not commence construction of any relevant element until the applicable detailed design information has been submitted for review and accepted or approved, as applicable.

The final design is subject to:

1. SANEDI approval;
2. building management approval, where required;
3. statutory or authority approval, where required;
4. specialist approval or sign-off, where required.
5. landlord approval;
6. Project Manager acceptance under the NEC4 ECC contract;

The contractor must allow in its programme and tender price for design development, design review periods, resubmissions, landlord comments, building management comments and approval processes.

Acceptance or approval of design information by SANEDI, the Project Manager, landlord, building management or any other party does not relieve the contractor of responsibility for design coordination, workmanship, compliance, approvals, certification or delivery of the turnkey outcome.

3.8 HVAC, fresh air and fire requirements

At tender stage, the exact status, capacity, compliance and design requirements of the existing HVAC system, fresh air provision and fire equipment are not fully known.

A compulsory site visit will be held. The purpose of the compulsory site visit is to allow tenderers to inspect the existing premises, view the existing HVAC, fresh air and fire system interfaces as far as reasonably possible, understand the site constraints and make an informed allowance in their tender price.

The contractor must include in its tender price an allowance for:

1. inspection and assessment of the existing HVAC system serving the refurbishment area;
2. inspection and assessment of existing fresh air provision, ventilation routes, diffusers, grilles, controls and related mechanical interfaces;
3. inspection and assessment of existing fire equipment, fire detection, fire alarm interfaces, emergency lighting, fire signage, sprinkler interfaces, fire stopping requirements and escape route implications;
4. engagement with the landlord, building management, SANEDI, the Project Manager and relevant specialist service providers;
5. preparation of the required HVAC design, fresh air design and fire compliance design to support the final approved refurbishment layout;
6. preparation of drawings, calculations, reports, specifications and technical submissions required for SANEDI, landlord, building management, statutory or specialist approval;
7. obtaining, supporting and coordinating all approvals required for HVAC, fresh air and fire-related components of the works;
8. testing, commissioning, certification and handover of the completed HVAC, fresh air and fire-related works;
9. provision of all required compliance certificates, commissioning certificates, test results, warranties, as-built drawings and close-out documentation.

The contractor is responsible for ensuring that the completed works are safe, compliant, approved, tested, commissioned, certified and suitable for occupation. This includes responsibility for ensuring that HVAC, fresh air and fire-related works required for the completed refurbishment are properly assessed, designed, coordinated, approved and certified.

The contractor must not commence construction or alteration of any HVAC, fresh air, fire detection, fire alarm, sprinkler, emergency lighting, fire signage, fire stopping or related fire and life safety system until the relevant design has been accepted by the Project Manager and approved by SANEDI, the landlord, building management and any

relevant authority or specialist, where required.

Tenderers must include in their tender submission a method statement explaining how they will deal with the unknown HVAC and fire system status, including proposed specialist resources, inspection approach, design approach, approval strategy, risk allowance and certification process.

3.9 Omissions, exclusions, ambiguities and bidder obligations

The tender information, BOQ, drawings and schedules are provided to establish a fair and consistent tender baseline. Tenderers remain responsible for reviewing the tender information and identifying any omissions, exclusions, ambiguities, discrepancies or risks that may affect the delivery of the complete turnkey refurbishment.

If a tenderer considers that an item is omitted from the BOQ, drawings, schedules or tender documents, but is required to deliver the complete, compliant and occupation-ready turnkey outcome, the tenderer must:

1. identify the item clearly in its tender submission;
2. state whether the item has been priced;
3. include the required allowance in its tender price, unless SANEDI expressly confirms in writing that the item is excluded;
4. identify any assumptions, risks or clarifications required.

The fact that an item is not expressly listed in the BOQ or shown on the drawings does not absolve the contractor of its obligation to deliver the complete turnkey project where the item is reasonably required to achieve the project objectives, statutory compliance, landlord approval, safe occupation, system functionality, certification or handover.

General exclusions or qualifications that undermine the turnkey nature of the works may render a tender non-responsive.

3.10 Outstanding information

At the time of preparing the tender documents, the following information remains outstanding and may be issued as tender addenda, contract annexures, Site Information or post-award coordination information:

5. landlord's code of conduct and working conditions document;
6. fire report and fire services contact details;
7. AC / HVAC report, fresh air drawing and HVAC contact details;
8. electrical report, electrical Certificate of Compliance and electrical contact details.

Where the outstanding information identifies existing base-building defects, landlord-controlled system issues or pre-existing non-compliances not expressly included in the contractor's scope, the contractor must immediately notify the Project Manager and deal with the matter in accordance with the NEC4 ECC contract.

3.11 Landlord and building constraints

The works are undertaken in a leased building. The contractor must comply with all landlord requirements, building rules, contractor conduct requirements, access arrangements, work permit requirements, working hour restrictions, noise restrictions, common area protection requirements, lift and delivery rules, waste removal rules, security procedures and handover requirements.

The ground floor of the building is occupied by a wellness centre and doctor. The contractor must be cognisant of noise, dust, vibration, access and disruption. Noisy or disruptive works may need to be planned for restricted periods, after-hours or at times agreed with the landlord, building management and SANEDI.

The landlord will engage with the wellness centre regarding appropriate arrangements. The contractor must allow for this coordination and must include noisy works, restricted works and after-hours works, where required, in its programme and methodology.

3.12 ICT interface

ICT works are excluded from the contractor's scope unless expressly stated otherwise. SANEDI will deal with ICT through a separate contract or service provider, however the contractor is required to make some allowances for this in its design and construction (such as network points, power/electrical requirements).

The contractor must coordinate its works with SANEDI's ICT contractor or ICT service provider. This includes coordination of access, containment, ceiling interfaces, furniture interfaces, power interfaces, programme sequencing and handover access.

The contractor must either incorporate ICT activities into its programme or make allowance for the ICT contractor to access the completed areas at the agreed stage for final ICT fit-out, testing and commissioning.

3.13 Quotation Guide

Tenderers must submit the following as part of their technical and financial proposal:

1. priced Activity Schedule;
2. priced BOQ / pricing document;
3. methodology statement;
4. preliminary programme in accordance with NEC4 ECC;
5. design development approach;
6. landlord approval approach;
7. HVAC, fresh air and fire assessment and design approach;
8. FF&E procurement and coordination approach;
9. ICT interface approach;
10. health and safety approach;
11. quality management approach;
12. risk register response;
13. assumptions, qualifications and exclusions;
14. proposed key personnel and specialist subcontractors;
15. evidence of relevant experience.

Tenderers must not rely on general exclusions or qualifications that contradict the turnkey nature of the project.

NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR)

Other associated costs must be included in the hourly rate table

3.14 Completion and handover

The contractor achieves Completion only when the works are complete, safe, compliant, tested, commissioned, certified, cleaned, snagged, handed over and ready for occupation in accordance with the NEC4 ECC contract, the Scope, the accepted final design, landlord requirements and all applicable statutory requirements.

Completion requires, as applicable:

1. completed refurbishment and fit-out works;
2. completed FF&E installation;
3. completed HVAC, fresh air, fire, electrical and plumbing works;
4. accepted final design and as-built documentation;
5. electrical, HVAC, fire, plumbing and other compliance certificates;
6. warranties and O&M manuals;
7. landlord sign-off, where required;
8. SANEDI handover acceptance;
9. coordination access provided to the ICT contractor;
10. completion of snagging items required before occupation;

11. submission of the final handover pack.

4. Mandatory Requirements

The following mandatory requirements apply to this procurement. A bidder that fails to satisfy any mandatory requirement will be regarded as non-responsive and will not proceed to functionality evaluation.

No.	Mandatory requirement	Evidence required	Responsiveness test
1	CIDB registration in the appropriate class of construction works. Minimum 4GB or higher, subject to the final estimated contract value.	Valid CIDB CRS number or proof of active CIDB registration. For joint ventures, submit JV agreement and CIDB registrations for each JV member.	Bidder or JV satisfies the required CIDB grading and class of works.
2	CIDB registration in the air-conditioning & mechanical ventilation class of construction works. Minimum 2ME or higher for the HVAC subcontractor	Valid CIDB CRS number or proof of active CIDB registration.	Bidder or JV satisfies the required CIDB grading and class of works.
3	Central Supplier Database and tax compliance.	CSD supplier number / CSD report and SARS tax compliance status PIN or equivalent CSD tax compliant status.	Valid CSD registration and tax compliance submitted.
4	Attendance at the compulsory clarification meeting and site inspection.	Signed site briefing attendance register.	Bidder attended the compulsory briefing and site inspection.
5	Minimum similar project experience.	At least three project sheets and/or completion/reference letters for office refurbishment, commercial fit-out, tenant installation or similar works completed in the last five years.	At least three relevant similar projects submitted.
6	Experience in a leased or multi-tenanted commercial building.	At least one project sheet or reference letter demonstrating landlord/building management interface, occupied building constraints, access control or similar restrictions.	At least one relevant leased-building / landlord-interface project submitted.
7	Nomination of key personnel.	CVs and role descriptions for project lead/contracts manager, site manager/site agent and health and safety resource.	Key personnel submitted and demonstrate appropriate experience.
8	Nomination of specialist subcontractors or in-house specialists.	Details of proposed electrical, HVAC, fire, plumbing, security/access control, fit-out and FF&E specialists as applicable.	Specialist resources identified and competent for the works allocated to them.
9	Health and safety compliance.	Valid COIDA Letter of Good Standing and preliminary health and safety plan or H&S approach.	Valid COIDA and acceptable H&S submission provided.
10	Insurance capacity.	Proof of public liability insurance, contractor all risks insurance or broker confirmation that required cover can be obtained before contract award.	Bidder demonstrates ability to provide required insurance.

No.	Mandatory requirement	Evidence required	Responsiveness test
11	NEC4 ECC Option A pricing compliance.	Completed and priced Activity Schedule, completed BOQ/pricing support document where issued, and no material qualifications that change the NEC4 Option A pricing basis.	Bidder accepts NEC4 ECC Option A and submits required pricing documents.

4.1 CIDB Grading

Only those tenderers who are registered with the CIDB or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations, for a 4GB Or higher class of construction work, are eligible to have their tenders evaluated.

4.2 Joint ventures

a) every member of the joint venture is registered with the CIDB;

b) the lead partner has a contractor grading designation in the 3GB or higher class of construction work or not lower than one level below the required grading designation in the class of works construction works under considerations and possess the required recognition status.

the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a or class of construction work 4GB or higher a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations.

4.3 Non-responsive submissions

The following submissions may be treated as non-responsive: failure to submit proof of required CIDB grading; failure to attend the compulsory site briefing; failure to submit a priced Activity Schedule; failure to submit mandatory declarations; failure to submit tax compliance information; failure to demonstrate minimum similar project experience; refusal to comply with landlord requirements; refusal to coordinate with SANEDI's ICT contractor; or material qualifications that change the NEC4 ECC Option A pricing basis.

4.4 Technical returnables

The following technical returnables must be submitted to support the functionality evaluation:

No.	Returnable	Purpose
1	Company profile and organogram	Confirms company capability and proposed delivery structure.
2	Project sheets and reference letters	Supports relevant experience and similar project scoring.
3	CVs and Qualifications of key personnel; including those of proposed subcontractors and specialist	Supports key personnel scoring.
4	Proposed subcontractor and specialist schedule	Confirms capacity for electrical, HVAC, fire, plumbing, FF&E, security and related works.
5	Methodology statement	Explains delivery approach for design development, approvals, construction, services, FF&E and handover.
6	Programme / Gantt chart	Shows sequencing, design approvals, landlord approvals, procurement, ICT interface and completion.

7	Landlord requirements compliance statement	Confirms understanding of access, approvals, permits, protection, working hours and building rules.
8	ICT interface approach	Confirms coordination with SANEDI's separately appointed ICT contractor.
9	HVAC and services response	Shows approach to existing HVAC status, services modifications, testing and commissioning.
10	Risk response schedule	Shows how tender risks are managed and priced.
11	Quality, H&S and handover approach	Supports quality, safety, environmental and close-out scoring.
12	Priced Activity Schedule and completed BOQ/pricing support document	Supports NEC4 Option A price evaluation and comparability.

5. Evaluation Criteria

The bids received will be evaluated in three stages. The first stage will be administrative responsiveness and mandatory requirements, the second stage will be technical/functionality evaluation, and the third stage will be price and specific goals. Only bidders that pass the mandatory requirements and achieve the minimum functionality threshold will proceed to price and specific goals evaluation.

5.1 Technical/Functional Evaluation

Criteria	Scoring Guidelines (0-10)	Weighting	Score
Company experience and profile			
Company experience: Proven experience in similar commercial office refurbishment, tenant installation, fit-out and services coordination projects. **NB: Bidder to submit company profile and list of similar projects executed in the last 5 years.**	• 5 or more projects of comparable or greater scope and complexity in the last 5 years = 10 • 3 to 4 projects of comparable scope and complexity in the last 5 years = 7 • 2 relevant projects in the last 5 years = 5 • 1 relevant project or limited similarity = 3 • Projects listed are unrelated to office refurbishment, tenant fit-out, services coordination or turnkey works = 0	**15%**	
Reference letters: Signed reference letters or completion certificates confirming successful delivery of relevant projects.	• 5 or more signed relevant reference letters with scope, value and successful completion details = 10 • 3 to 4 signed relevant reference letters = 7 • 2 signed relevant reference letters = 5 • 1 signed relevant reference letter = 3 • No signed relevant reference letters = 0	**5%**	
Project team leader qualifications, experience and professional registration			
Key personnel qualifications and registrations: Qualifications, registrations and competence of the project lead, site manager, H&S resource and specialist subcontractors. **NB: Tertiary qualifications and professional registration for project lead and lead designer, valid registration for plumber(s), valid ECB registration for electrician(s)**	• All key personnel and specialists are suitably qualified, with 10 or more combined years of experience and aligned with the proposed roles = 10 • Most key personnel are suitably qualified and with 10 or more combined years of experience; minor gaps in one role = 7 • Basic qualifications and with less than 10 combined years of experience shown but gaps in important specialist roles = 5	**10%**	

Criteria	Scoring Guidelines (0-10)	Weighting	Score
	• Team qualifications or registrations are unclear or incomplete = 3 • No meaningful team qualifications provided and less than 5 combined years of experience = 0		
Team structure and capacity: Organogram, reporting lines, availability, role allocation and ability to manage design development, landlord approvals, construction, FF&E, services and ICT interface.	• Fully detailed team structure with all disciplines covered, clear roles, adequate time allocation and specialist capacity = 10 • Well-defined team structure with minor role coverage gaps = 7 • Basic team structure but missing some key roles or time commitments = 5 • Incomplete or unclear structure with limited capacity evidence = 3 • No team structure provided = 0	**10%**	
Proposed project methodology			
Methodology and understanding of the Scope: Project-specific approach to the NEC4 Option A turnkey refurbishment, design development, approvals, construction, services, FF&E and handover.	• Detailed and project-specific methodology addressing design development, client approval, landlord approval, demolition, fit-out, services, FF&E, risk management and occupation readiness = 10 • Clear methodology covering most project elements with minor gaps = 7 • Basic methodology but limited detail on approvals, interfaces or sequencing = 5 • Generic methodology with little project-specific understanding = 3 • No acceptable methodology = 0	**20%**	
Technical response to HVAC, services, FF&E and risk items: Response to HVAC status, landlord requirements, electrical and lighting, plumbing, fire, FF&E pack, risk register and exclusions.	• Strong technical response addressing HVAC status, services coordination, FF&E, landlord constraints, risk items, exclusions and commissioning = 10 • Good technical response addressing most services and risk items = 7 • Basic response but limited detail on HVAC, FF&E, landlord requirements or services interfaces = 5 • Poor or generic response that does not address key risks = 3 • No acceptable technical response = 0	**15%**	
Project schedule and milestones			
Programme and coordination: Realistic programme aligned to the Scope, landlord approval process, client approval periods, procurement lead times, construction sequencing, ICT contractor interface and handover.	• Clear detailed programme with logical sequencing, critical path, approval periods, long-lead items, ICT interface, FF&E installation, testing and handover = 10 • Good programme with minor sequencing or resource gaps = 7 • Programme is generally achievable but with tight overlaps or dependency risks = 5 • Programme is unrealistic, lacks key approval/interface activities, or requires significant compression = 3 • No acceptable programme = 0	**15%**	

Criteria	Scoring Guidelines (0-10)	Weighting	Score
Quality, health and safety, environmental and handover approach			
Quality, H&S, environmental and handover: Approach to quality control, samples, inspections, H&S, common area protection, waste management, testing, commissioning and close-out documentation.	• Comprehensive project-specific approach including quality plan, H&S plan, sample approval, inspections, waste management, common area protection, commissioning, as-builts, warranties and handover pack = 10 • Good approach covering most quality, H&S and handover requirements = 7 • Basic approach with some gaps in inspections, documentation or handover = 5 • Limited approach with material gaps = 3 • No acceptable quality, H&S or handover approach = 0	**10%**	
TOTAL		**100%**	
Minimum threshold		**75%**	

Note: Functionality scoring must be based only on information submitted with the tender. SANEDI reserves the right to verify references, qualifications, registrations and information submitted by bidders.

5.2 Financial/specific goal.

Bids that have met the minimum threshold in the technical/functional evaluation will be evaluation on 80/20-point scoring system

1. Annexures:

a. Annex C Standard Conditions of Tender
b. SANEDI_BOQ_2026.xlsx
c. Grayston Project - General Layout.dwg
d. SANEDI - FF&E - FINAL.pdf
e. SANEDI_ECC4_Option_A_Scope_Populated_Draft
f. RD.TS.001_SANEDI Refurbishment - Existing Layout.pdf
g. RD.TS.002_SANEDI Refurbishment - Proposed Layout.pdf
h. RD.TS.003_SANEDI Refurbishment - Demolition Layout.pdf
i. RD.TS.004_SANEDI Refurbishment - GA Plan.pdf
j. RD.TS.005.1_SANEDI Refurbishment - Wall Type Plan.pdf
k. RD.TS.005.2_SANEDI Refurbishment - Wall Finishes.pdf
l. RD.TS.006_SANEDI Refurbishment - Floor Type Plan.pdf
m. RD.TS.007_SANEDI Refurbishment - New Ceiling.pdf
n. RD.TS.008_SANEDI Refurbishment - Electrical Layout.pdf
o. RD.TS.009.1_SANEDI Refurbishment – Kitchen.pdf
p. RD.TS.009.2_SANEDI Refurbishment - Kitchenette Layout.pdf
q. RD.TS.009.3_SANEDI Refurbishment - Breakaway Layout.pdf
r. RD.TS.010_SANEDI Refurbishment - Bathroom Layout.pdf
s. RD.TS.011_SANEDI Refurbishment - Bathroom Elevations.pdf
t. RD.TS.012_SANEDI Refurbishment - Door & Screen Schedule & Wall Details.pdf
u. RD.TS.013_SANEDI Refurbishment - Reception Desk.pdf

v. RD.TS.014_SANEDI Refurbishment - Reception Area.pdf

SBD 4

6.1 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**

[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 enterpr

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:

……

……

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

2.3.1 If so, furnish particulars:

…….

…….

3 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.

3.5 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.

3.9 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.

3.10 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

[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 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

3 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;
- "QSE" means a qualifying small business 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;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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: .....

.....

.....

.....

6.2 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. 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				
Activity 6				
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 0226** …… 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 ……

7. Form of Tender

1.	**<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.
2.	**<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.
3.	The service provider shall ensure that all its officers, employees, agents or subcontractors treat all information relating to the services as confidential.
4.	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.
5.	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.
6.	**<u>Priced Proposal</u>** The Bid is a **<u>FIXED PRICE PROPOSAL</u>** and clause 48 shall apply. Clause 49 is not applicable.

7.	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
8.	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.
9.	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.
10	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.
11	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.
12	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.
13	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 0823 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.
14	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. Bidders must be fully trained and familiar with NEC. Refer to appropriate services providers for NEC training. 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
15	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.
16	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.

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 0226) 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 Words …….

…….

Name of Enterprise Bidding: …….

Name of Authorised Representative …….

Signature of Authorised Bidder …….

Date …….