



**sanedi**

South African National Energy  
Development Institute.

**Bid: 418**

**Request for Quotation for agency to recruit a project manager for Solar Research  
Development Innovation project**

**BIDDER'S DETAILS**

NAME OF BIDDER.....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

TELEPHONE NUMBER Code ..... Number .....

<b>RFQ Number</b>	418
<b>Date of RFQ</b>	23 <sup>rd</sup> May 2017
<b>Closing date</b>	31 <sup>st</sup> May 2017 at 11:00
<b>SANEDI Contact</b>	All enquiries and RFQ submissions must be directed to :  Name: Ms. Fikile Manganyi Tel: 011 038 4300 e-mail address: <a href="mailto:enquiries.procurement@sanedi.org.za">enquiries.procurement@sanedi.org.za</a>
<b>Submission methods</b>	The submissions should be made to the following email <a href="mailto:418.procurement@sanedi.org.za">418.procurement@sanedi.org.za</a>  NB: failure to submit in the correct email will render your submission non-responsive.
<b>Work specifications (Technical Specifications)</b>	<b>1. Project Background</b>  SANEDI is a Schedule 3A state owned entity that was established by the National Energy Act of 2008, Act 34. The main function of SANEDI is direct, monitor and conduct applied energy research and development. Demonstration and deployment as well as to undertake specific measures to promote the uptake of Green Energy and Energy Efficiency in South Africa. Its current portfolios include: Energy Efficiency, Cleaner Fossil Fuels, Renewables, Clean Mobility, Working for Energy and Smart Grids/Data management.  In addressing South Africa's energy systems challenges (universal access, energy security and environmental impact), the Department of Science and Technology (DST) has committed to support research and development that may facilitate the transition towards a cleaner national energy system. In this regard, the Department provides strategic guidance and financial support to the development of low carbon technologies (such as solar energy) that will contribute towards economic growth and universal access to modern energy services for all citizens, without compromising environmental protection needs and policies. In an effort to realise this, DST has charged SANEDI with implementing a Solar Research Development and Innovation (RD&I) programme based on 4 main technology sectors identified in a DST solar technology roadmap study for South Africa.

The Solar RDI Programme seeks to use the current SA opportunity of improving energy security and energy access to develop local capabilities in engineering, research and industrial development while minimising emissions from the energy sector. The roadmap proposes five thematic areas, namely: supporting strategic planning in the energy sector; support further development for solar thermal technologies, supporting further development PV technologies; support seamless integration of solar energy technologies into the energy system; and stimulate industrial manufacturing and support the use of solar technologies by industries. In this respect a programme manager needs to be appointed in order to manage this project over the next 3 years.

### **Scope of works**

SANEDI requires the services of an agency in order to source and recruit a suitable candidate to full fill the position of Solar RD&I project manager. The candidate must have the following competencies.

- Thorough knowledge and understanding of various renewable energy sources, technologies and their applications, especially solar energy.
- Understanding of government strategic objectives with respect solar energy technologies.
- Strong project management skills.
- Strong negotiation and communication skills
- Must be computer literate and familiar with the range of *'MS-Office'* software packages.
- Good people management skills
- Potential to stimulate and manage change

The candidate should have the following minimum academic requirements

- A suitable postgraduate Science or Engineering Degree in an appropriate field or similar.
- An economic or business management/administration qualification, experience or similar will be an advantage
- Understanding the role of technology in realizing the objectives of SA energy and economic policies
- Excellent communication skills in English – especially with regards to written reporting and presentation
- Capacity to work independently and efficiently under pressure
- Ability to lead a team, have strong problem-solving skills
- Three to five years' experience in an energy technology development and innovation space, if this were in the solar sector it would be an advantage

	<ul style="list-style-type: none"> <li>• A minimum of five years related experience of which at least 3 years must have been at a managerial level in the energy industry</li> </ul> <p>The Recruitment Agency should meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Understanding of the Energy and Renewable Energy landscape of South Africa</li> <li>• Understanding of South Africa’s policy in the Renewable Energy sector</li> <li>• Understanding of the above requirements for sourcing of a suitable candidate and the level of technical understanding required for the successful candidate</li> <li>• Be able to draw potential candidates from a database of qualified individuals</li> </ul>
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<b>Technical Evaluation</b>	<b>Criteria</b>	<b>Evidence</b>	<b>Scoring Guidelines [with scores judged between 1 and 10]</b>	<b>Weighting</b>
	<b>1. Capability and experience of key staff</b>	<i>Curriculum vitae</i> of staff working on the project: <ul style="list-style-type: none"> <li>• Experience/understanding of key staff in RE economy and technology</li> <li>• Tangible experience in the field in the form successfully placed candidates</li> </ul>	1 = little to no relevant capability or experience in the renewable energy sector of any staff 5 = some relevant capability and experience in the renewable energy sector across the proposed team 10 = extensive relevant capability and experience in the renewable energy sector across the proposed team	20%
	<b>2. Capacity, capability and experience of organisation(s)</b>	Description of company profile, company history including years in the relevant business (minimum 5 years), description of project team including roles, list of previous work	1 = little to no relevant capacity, capabilities and experience within the organisation with little to no evidence of previous relevant work in the renewable energy sector 5 = some relevant capacity, capabilities and experience with some evidence of previous relevant work in the renewable energy sector 10 = extensive relevant capacity, capabilities and experience within the organisation with extensive evidence of previous relevant in the renewable energy sector	30%

	<p><b>3. Indication of the South African component in the project plan</b></p>	<p>Breakdown of staff involved in various components, country of residence and allocated project hours</p>	<p>1 = No South African component  5 = At least 50% of the allocated hours on the project are allocated to SA residents  10 = 100% of the allocated hours on the project are allocated to SA residents</p>	<p>20%</p>
	<p><b>4. Methodology of the Study</b></p>	<p>Detailed methodology of the process to be undertaken – not merely a repetition of the “Scope of Work” as detailed in above</p>	<p>1 = repetition of the “Scope of Work”  5 = outline of methodology  10 = detailed methodology that includes other factors, not directly addressed above, but deemed necessary for the study</p>	<p>30%</p>

<p><b>Preferential procurement system</b></p>	<p><b>The Bid will be evaluated on 80/20 Preferential Point System according to the Preferential Procurement Policy Framework Act,2000</b></p> <p>The points scored out of 80 should be calculated according to the following formula:</p> <p>(i) The 80/20 preference point system</p> $Ps = 80 \left( 1 - \frac{Hs - Rs}{Rs} \right)$ <p>where</p> <p>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</p> <p>The maximum score for this bid shall be awarded as follows:</p> <table border="1" data-bbox="284 1522 1393 1780"> <thead> <tr> <th>POINTS</th> <th>PRICE</th> </tr> </thead> <tbody> <tr> <td>BBBEE Status level of Contribution</td> <td>20</td> </tr> <tr> <td>Points for price</td> <td>80</td> </tr> <tr> <td>Total points for price and BBBEE do not exceed</td> <td>100</td> </tr> </tbody> </table>	POINTS	PRICE	BBBEE Status level of Contribution	20	Points for price	80	Total points for price and BBBEE do not exceed	100
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<b>Terms and Conditions</b>	<p>The RFQ shall be subjected to the SANEDI procurement terms and conditions which can be found on <a href="http://www.sanedi.org.za">www.sanedi.org.za</a> .</p> <p>New suppliers are requested to apply for registration as suppliers on the database as no RFQs will be considered without suppliers firstly being registered on the supplier database.</p>
<b>Total Amount VAT inclusive</b>	
<b>Other Requirements</b>	<p>The supplier must:</p> <ol style="list-style-type: none"> <li>1. Pricing schedule</li> <li>2. Attach SBD9, SBD 4 and BBBEE Bid Declaration</li> <li>3. Attach valid tax clearance</li> <li>4. Certified BBBEE certificate</li> </ol>

**SBD 4: Bidder's Declaration of Interest**

	<p>Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where</p> <ul style="list-style-type: none"> <li>- the bidder is employed by the state; and/or</li> <li>- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.</li> </ul>
	<p><b>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</b></p>

<b>COMPANY &amp; REPRESENTATIVE DETAILS</b>	
Full Name of bidder or his or her representative	
Identity Number	
Position occupied in the Company (director, trustee, shareholder, member):	
Registration number of company, enterprise, close corporation, partnership agreement or trust	
Tax Reference Number	
VAT Registration Number	

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:		

<b>Full details of directors / trustees / members / shareholders.</b>			
The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in the table below.			
<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Income Tax Reference Number</b>	<b>State Employee Number / Persal Number</b>


“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

**DECLARATION OF INTEREST**

I, the undersigned (name).....

Certify that the information furnished in this declaration is correct and I accept that SANEDI may reject the bid or act against me should this declaration prove to be false.

Name of Enterprise Bidding: .....

Name of Authorised Representative .....

Signature of Authorised Bidder .....

Date .....

**SBD 9: Certificate of Independent Bid Determination**

I, the undersigned, in submitting the accompanying bid for .....

in response to the invitation for the bid made by SANEDI do hereby make the following statements that I certify to be true and complete in every respect:

I therefore certify, on behalf of ..... that I have read and I understand the contents of this Certificate;

1. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
2. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
3. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
4. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
5. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
6. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)

- (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
  8. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
  9. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Name of Enterprise Bidding: .....

Name of Authorised Representative .....

Signature of Authorised Bidder .....

Date .....

**B-BBEE Bid Declaration**

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:		
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED</b> (Points claimed for BBEE must be substantiated by means of a certified B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).	<b>Points Claimed</b>  .....	
<b>SUB-CONTRACTING</b>	<b>YES</b>	<b>NO</b>
Will any portion of the contract be sub-contracted?		
If yes, indicate: what percentage of the contract will be subcontracted?	%	
the name of the sub-contractor?		
the B-BBEE status level of the sub-contractor?		
is the sub-contractor an EME?		

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

Certify that the B-BBEE information furnished on this declaration form is true and correct and attach a current broad-based black economic empowerment certificate as verified by an accredited agency.

i accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name of Enterprise Bidding: .....

Name of Authorised Representative .....

Signature of Authorised Bidder .....

Date .....