



sanedi

South African National Energy
Development Institute.

Request for quotation

**Certified Associate Project Management® and Project
Management Professional ® Exam Preparation Training**

NAME OF BIDDER.....

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER Code Number

FACSIMILE NUMBER CodeNumber

E-MAIL ADDRESS

Signature of Bidder

Date

RFQ Number	0822a
Date of RFQ	29th July 2022
SANEDI Contact	All enquiries and RFQ submissions must be directed to : Name: Ms. Nondumiso Buthelezi e-mail address: enquiries.procurement@sanedi.org.za Website address: www.sanedi.org.za
Required response date and time for quotation	05 th August 2022 at 16:00 pm
Submission e-mail	quotes.procurement@sanedi.org.za . Only electronic submissions sent on this email will be considered. No manual submission will be accepted.
Work specification (and Technical specifications)	<p>Project Background</p> <p>The South African National Energy Development Institute (SANEDI) is a schedule 3A state owned entity established as an agency of the Department of Mineral Resources and Energy (DMRE). Its mandate is to direct, monitor and conduct energy research and development, promote applied energy research and technology innovation, and undertake measures to promote the uptake of green energy and energy efficiency throughout the economy.</p> <p>Training is crucial for organizational development and success. It is the key factor for SANEDI employees to manage projects that will create growth for a company. SANEDI's aim is to ensure employees will become more efficient by creating Standard Operating Procedures in project implementation and adding value to SANEDI and all the projects within the organisation.</p> <p>Scope of works</p> <p>The prospective service provider is expected to provide Certified Associate in Project Management (CAPM®) training to 4 individuals and 3 individuals for Project Management Professional (PMP®) exam preparation training.</p> <p>The service provider must be Project Management Institute (PMI) authorized training center with have valid accreditation.</p> <p>Training should be provided an option of virtual , held on weekdays, evening or on weekends. Provide class timetables</p>

Provide a detailed program implementation plan along with the timelines

All training equipment/tools/materials and visual enhancements must be supplied by the service provider for the purpose of learning. Including the relevant and latest edition of the PMBOK.

The service provider must prepare the learners for the PMI examination.
PMI exam fees and 12 month membership for each delegate must be quoted accordingly.

The training material shall be provided in electronic form and, in paper form to all participants. Training material also needs to include training syllabus and training schedule.
List and short description of reference material.

Required qualifications and experience (Technical Evaluation Criteria)

The bids received will be evaluated in two stages. The first stage will be the pre-condition compliance and technical evaluation, the second the financial/BEE evaluation. The following are the evaluation criteria that all bids will be assessed against:

Criteria	Scoring Guidelines (1-10)	Score	Weighting
1. Company experience in providing PMI Accredited Training.	10 Years experience and more =	7-10	30%
	5 Years and experience more =	5-7	
	2 Years experience and more=	1-4	
2. Training Facilitator Experience in CAPM and PMP training. CVs to include detail on: a. Organizations where training was conducted. b. Duration of the training. c. What did the training entail (brief summary) d. Facilitator CV must be included or zero score will given.	10 Years experience and more=	7-10	20%
	5 Years and more experience =	5-7	
	3 Years and more experience =	1-4	
3. Service Provider must be a PMI accredited training provider (ATP) and confer valid PMI accreditation to trainees. Proof must be provided	Accredited PMI training provider =	10	30%
	Not accredited PMI training provider =	0	
4. Track of past training provided, accompanied by signed and dated reference	5 Reference letters and more =	7-10	20%
	3 Reference letters and more =	5-7	
	1 Reference letter =	1	

letters (Difference organisations).			
Threshold			70
Total			100

Total points available 100 = **Minimum threshold 70 points**

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.

Preferential procurement system
The Bid will be evaluated on 80/20 Preferential Point System according to the Preferential Procurement Policy Framework Act,2000

The points scored out of 80 should be calculated according to the following formula

(i) The 80/20 preference point system

$$Ps = 80 (1 - \frac{Hs - Rs}{Rs})$$

where

Ps = points scored for functionality and price of the bid/proposal under consideration

Hs = highest percentage scored by any acceptable bidder for functionality and price

Rs = percentage scored for functionality and price by bid/proposal under consideration

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

POINTS	PRICE
BBBEE Status level of Contribution	20
Points for price	80
Total points for price and BBBEE do not exceed	100

Quoted Price excluding Disbursements VAT inclusive (Attach a formal quotation on company official letterhead to this RFQ)
 R

Discounted amounts
 R

Disbursements VAT inclusive
 R

Total Amount VAT inclusive	R
Other Requirements	The supplier must submit the following returnable schedules: Pricing schedule Attach SBD9, SBD 4 and BBBEE Bid Declaration Attach valid tax clearance Certified BBBEE certificate Forms are available on www.sanedi.org.za CSD report

SBD 4: Bidder’s Declaration of Interest

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

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

DECLARATIONS	YES	NO
Are you or any person connected with the bidder presently employed by the state?		

	If so, furnish the following particulars: Name of person / director / trustee / shareholder/ member		
	Name of state institution at which you or the person connected to the bidder is employed :		
	Position occupied in the state institution		
	Any other particulars:		
	If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?		
	If yes, did you attach proof of such authority to the bid document? <u>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.</u>		
	If no, furnish reasons for non-submission of such proof:		
	Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?		
	If so, furnish particulars:		
	Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?		

	If so, furnish particulars:		
	Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies		
	Wither or not they are bidding for this contract?		
	If so, furnish particulars:		

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

“State” means –

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

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

DECLARATION OF INTEREST

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

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

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

SBD 9: Certificate of Independent Bid Determination

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

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

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

8. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
9. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

B-BBEE Bid Declaration

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

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

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

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

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date