



sanedi

South African National Energy
Development Institute.

Request for quotation

**Supply and Installation of LED Efficient Lighting at Sibonile Primary
School for the Visually Impaired**

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	226b
Date of RFQ	24 th February 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	09 th March 2022 at 11:00 am
A compulsory site Inspection	01 st March 2022 at 12:00 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>Renewable Energies Programme is a sub-programme of the Applied Energy Research Programme at SANEDI and it focuses on clean energy interventions that can benefit low income communities in South Africa. The notion of clean energy interventions that can benefit low income communities should not be confused with cheap, but rather simplified labour intensive (with special emphasis on sustainability and empowering youth, women and people with disabilities), interventions that can be easily adapted, operated and maintained in areas that are most needy.</p> <p>In order to implement its mandate of promoting the development and deployment of clean energy access, SANEDI is working in partnership with relevant bodies to enhance clean energy access to selected beneficiaries such as the Gauteng Department of Infrastructure Development (GDID). SANEDI has partnered with the Green Technology Unit component of the Gauteng Department of infrastructure Development (GDID). This partnership has been in existence since 2014 and has been involved in the Greening of the Sharpeville Schools. SANEDI seeks to replicate the successes of this Greening Project under different types of facilities to complement the work done by GDID.</p> <p>In this project the Sibonile Primary School for the Visually Impaired has been selected for Greening within the Gauteng Province and the focus is on the Installation of Efficient Lighting, both Internal and External Lighting. This school has very high electricity costs and the objective of this project is to reduce the energy costs by installing energy efficient lighting. The details of this selected facility are stipulated in Section (Project site)</p>

Project Objectives

The key objectives of this project are as follows:

- Reduce electricity demand and gain energy savings by installation of energy efficient Lighting
- Improve energy security and energy access.

Internal and External Energy Efficient Lighting shall be supplied and installed at the facility listed below.

No	Name of the Facility	Physical Address
1	Sibonile Primary School for the Visually Impaired,	Plot 33, Garthview Road, Kliprivier, Meyerton, Midvaal, South Africa

Areas to be implemented at Sibonile Primary School for the Visually Impaired

No.	Area of the facility	Technology
1.	Admin Block	See the bill of quantities
2.	Girls Hostels	See the bill of quantities
3.	Boys Hostels	See the bill of quantities
4.	Classrooms	See the bill of quantities
5.	Main Kitchen	See the bill of quantities
6.	Hall	See the bill of quantities
7.	External Lighting	See the bill of quantities

Specifications for Efficient Lighting Systems

1. This is the retrofitting of energy efficient lighting at Sibonile Primary School
2. There must be a provision of a certified Recycling Certificate from the successful Service Provider, ensuring that all lamps have been properly (legally) been disposed of.
3. The Service Provider make use of the SANEDI Efficient Lighting App (SEEL), to capture all the data in a central repository.
4. Where there are old floodlights and 8-foot fluorescent fittings, those would be replaced with new because those should not be re-used in whatever form.

5. The service provider must ensure after installation, where they have removed 2.4m,1.8m or 1.5m fittings and install 1.2m fittings, that any holes are sealed or repainting is done to make the installations neat.

Minimum information required

- SABS approval documentation
- Detailed component guarantee period.
- Expected life span of the equipment.
- Delivery period.
- Information relating to the Bid Company's Installation experience and the extent of the installed base. This should be brief and will be verified during the procurement evaluation process.
- The bidder is required to submit a COIDA certification

OCCUPATIONAL HEALTH AND SAFETY

- Suppliers are always to comply with the relevant national occupational health and safety requirements. The bidders are required to submit a plan to indicate how they plan to comply with the Occupational Health and Safety requirements.
- All LED Efficient Lighting installation must be issued with certificate of compliance

PROJECT MANAGEMENT,

A suitable Service Provider is sought to undertake the Project Management of this task and supply the following deliverables:

Deliverables required of the Project Manager:

- Prepare a detailed lighting retrofitting project execution plan
- Provide a detailed project timeline, (Gant chart preferred)
- Produce a detailed labour plan, outlining the time and number of labour required and aligned to the Expanded Public Works Programme (EPWP) requirements
- Provide a risk management and indemnity plan for security of product, equipment and labourers
- Ensure the health and safety of all labour, including contracted local community labour, employed in accordance with applicable legislation and consultation with community leaders
- Procure necessary Personal Protection Equipment (PPE) for all involved in the execution of the project
- Provide SANEDI with weekly progress updates that include a write up and photographic evidence in an electronic format and sent via e-mail:

- Update to include relevant challenges and progress and solutions applied, to resolve any such challenges;
- Record with certified copies of Identity Documents, everyone involved in the execution of the project;
- Records of labourers' attendance, conduct, disciplinary processes, etc.;
- Detailed reports on project process, delays, contingencies.
- Any challenges with community members to be communicated with SANEDI and local Ward Councilor/ project representatives, for resolution.
- All project meetings held must be supported by written minutes sent to SANEDI and GDID via email
- Facilitate a project close-out meeting between the contractors, SANEDI, the School Headmasters and local Ward Councilors
- Provide a detailed final Technical Report including assumptions, metrics, repairs and any other relevant technical information.

PROJECT MANAGEMENT FROM SANEDI

The project shall be managed through SANEDI by a Renewable Energies Project Manager and shall include a Project Oversight Committee as follows:

- a) Chaired by Renewable Energies Project Manager.
- b) Representatives from GDID/ Sibonile Primary School for the blind/Local Community.
- c) A representative or more from the successful contractor.
- d) A representative from the community (*optional and subject to availability, without remuneration for attendance at any meeting/s*).
- e) A representative from each of the beneficiaries.
- f) A quorum shall be deemed when one member from each entity is present

Any project related decisions raised by any party associated with the project compliance and physical installation of the system must be addressed through the SANEDI project manager directly, as the contracting party.

The Project Oversight Committee shall meet as follows:

- a) On-site inception meeting, to initiate the Project
- b) Thereafter, progress meetings as deemed necessary
- c) A final closure meeting after project completion
- d) Project closeout meeting.

PROJECT SCHEDULE

The project shall be completed within a month from the last date of signature to the contract. Any deviations from this will need a written motivation to SANEDI.

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:

SITE INSPECTION

A Compulsory site inspection will be arranged for interested bidders. Interested bidders must send their **RSVPs** to enquiries.procurement@sanedi.org.za **By the 28th of February 2022 before 15:00.**

Site Inspection : 01st March 2022 at 10:00 (project site as per RFQ document)

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:

Required qualifications and experience (Technical Evaluation Criteria)

Main Category	Scoring allocation (Scale: 1-10)	Weighting (%)
Company experience in retrofitting and installation of Efficient Lighting	<ul style="list-style-type: none">• More than 5 years experience in Efficient Lighting retrofitting and installation = 10• More than 3 years experience but less than 5 years experience in Efficient Lighting retrofitting and installation = 5• Up to two years experience in Efficient Lighting retrofitting and installation = 2	10%
Profile of project team, qualifications, experience in Efficient Lighting retrofitting project management. <i>NB: CVs of the project team must be attached and failure to do so will forfeit points</i>	<ul style="list-style-type: none">• More than 5 years' experience in Efficient Lighting retrofitting Project Management = 10• More than 3 years but less than 5 years' experience in Efficient Lighting retrofitting Project Management = 5• Up to two years' experience in Efficient Lighting	20%

		retrofitting Project Management = 2	
	Track record of Efficient Lighting installations which must be demonstrated by reference letters. Reference letters must include the following: <ul style="list-style-type: none"> • Must be in client's letterhead • Name of the project • Duration of the project, contact person and duly signed 	<ul style="list-style-type: none"> • 5 reference letters in Efficient Lighting retrofitting and installations work = 10 • 3 reference letters in Efficient Lighting retrofitting and installations work = 5 • Up to two reference letters in Efficient Lighting retrofitting and installations work = 2 	30%
	Project Plan: Detail of proposed installation project plan, logistical arrangements, Activities linked with timelines, suppliers, and project management, control, and oversight.	<ul style="list-style-type: none"> • A plan with logistical arrangements, activities linked to timelines, suppliers, project management, control and oversight = 10 • An average plan with some of the identified key areas =5 • A poor and unclear plan =1 	30%
	Local Content	<ul style="list-style-type: none"> • There must be a verifiable minimum of 90% local content of labour and or hardware 	10%
	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.

(Attach a formal quotation on company official letterhead to this RFQ)

Quoted Price excluding Disbursements VAT inclusive

R

Discounted amounts

Disbursements VAT inclusive	R
Total Amount VAT inclusive	R
Other Requirements	<p>The supplier must submit the following returnable schedules:</p> <ul style="list-style-type: none"> 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?		

“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

Local Content

An SBD 6 form as supplied must be completed and included in the tender submission. National Treasury, according to Instruction 3 of 2016/17 (available online and/or on request), requires a minimum local content on Electrical and telecom cables of 90% calculated as follows:

$$LC = (1 - X/Y) \times 100$$

Where:

X = imported content in Rand

Y = total bid price in Rand excluding VA

SBD 6.2 DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

1. General Conditions

1.1. Preferential Procurement Regulations, 2011 (Regulation 9. (1) and 9. (3) make provision for the promotion of local production and content.

1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

1.3. Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

1.5. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \left(\frac{x}{y} \right) \times 100$$

Where

x imported content y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as indicated in paragraph 4.1 below.

1.7. A bid will be disqualified if:

- the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and.
- this declaration certificate is not submitted as part of the bid documentation.

2. Definitions

2.1. "bid" includes advertised competitive bids, written price quotations or proposals;

2.2. "bid price" price offered by the bidder, excluding value added tax (VAT);

2.3. "contract" means the agreement that results from the acceptance of a bid by an organ of state;

2.4. "designated sector" means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. "duly sign" means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).

2.6. “imported content” means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. “local content” means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. “stipulated minimum threshold” means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content? YES / NO

4.1. If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below:

Currency	Rates of exchange
----------	-------------------

US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID No.

ISSUED BY: (Procurement Authority / Name of Institution):

.....
 NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned,(full names),

do hereby declare, in my capacity as

of(name of bidder entity),
 the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

Bid price, excluding VAT (y)	R
Imported content (x)	R
Stipulated minimum threshold for Local content (paragraph 3 above)	
Local content % , as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be attached.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____