



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: **17 September 2025**

Time: **11:00**

Submission format: Electronic submission to 0825.procurement@sanedi.org.za

Name of the respondent:.....

Late bids will not be accepted for consideration.

BID DETAILS

Bid Title	REQUEST FOR PROPOSALS FOR TURNKEY OFFICE SPACE PLANNING, INTERIOR DESIGN, RENOVATIONS, FURNITURE PROCUREMENT & INSTALLATIONS OF UTILITY INFRASTRUCTURE
Procurement Reference Number	0825
Date of TENDER	26 August 2025
Non-Compulsory Briefing Session	5th September 2025
Date of Tender CLOSING	17 September 2025 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 condition 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:

11h00 on Wednesday the 17 September 2025

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 <i>NB: BIDDER MUST SUBMIT PROOF OF REGISTRATION WITH THE CONSTRUCTION INDUSTRY DEVELOPMENT BOARD IN AN APPROPRIATE CONTRACTOR GRADING DESIGNATION; (SUBMIT REGISTRATION NUMBER OR PROOF OF REGISTRATION APPLICATION)</i> 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 Non-Compulsory Briefing Below: Bock B, Upper Grayston Office Park 152 Ann Crescent Strathavon Sandton 2146

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 0825.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.
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: Wednesday, 17 September 2025 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 (SANEDI) invites suitable and qualified service providers to submit proposals for **the turnkey office space planning, interior design, renovations, furniture procurement & installations of utility infrastructure on an existing 597 m2 office block**. This Terms of Reference (TOR) document outlines the objectives, scope of work, deliverables, roles, and responsibilities for the turnkey services related to the office space planning, interior design, renovations, furniture procurement and installations of utility infrastructure for South African National Energy Development Institute (SANEDI) at Block B, Upper Grayston Office Park, 152 Ann Crescent, Strathavon, Sandton. The goal is to provide a comprehensive solution for creating a functional, efficient, and aesthetically pleasing office space that meets the operational and business needs of the organization.

3.2 Project Aim and Objective

The primary objective of this project is to:

- a. Design and implement an office environment that enhances productivity and comfort.
- b. Provide high-quality renovations and finishes to the office space.
- c. Ensure seamless integration of utility infrastructure.
- d. Procure and install modern office furniture that aligns with the company's brand and function.
- e. Complete all work within the agreed timelines and budget.

3.3 Scope of Works

The scope of work covers the following components:

3.3.1 Office Space Planning & Interior Design

- i. Analyse the current space, requirements, and workflows of the company.
- ii. Develop detailed design concepts, including layout planning, partitioning, and zoning for specific functions (e.g., workstations, meeting rooms, communal areas).
- iii. Produce floor plans, 3D visualizations, and interior design concepts for approval.
- iv. Design aesthetic elements (colour schemes, materials, finishes) that align with the company's brand identity.
- v. Ensure compliance with health and safety regulations, accessibility standards, and environmental sustainability goals.

3.3.2 Renovations and Construction

- i. Undertake any necessary demolition or removal of existing structures, partitions, or finishes.
- ii. Perform any structural modifications, including partitions, walls, ceilings, and flooring as required. iii. Install lighting, air conditioning, and HVAC systems in accordance with design specifications.
- iii. Ensure all renovation work meets local building codes and regulations.

3.3.3 Furniture Procurement and Installations

- i. Procure office furniture (workstations, desks, chairs, filing cabinets, meeting room furniture, etc.) that meets ergonomic, functional, and aesthetic requirements.
- ii. Ensure furniture is durable, cost-effective, and delivered within the specified timeframe.
- iii. Install furniture according to the design layout, ensuring functionality, accessibility, and compliance with safety standards.

3.3.4 Utility Infrastructure

- i. Assess the current utilities (electricity, water, HVAC, etc.) to determine any necessary upgrades or installations.
- ii. Design and install utility systems, ensuring seamless integration with the office space.
- iii. Implement energy-efficient solutions for lighting, HVAC, and electrical systems to reduce operating costs and align with sustainability goals.
- iv. Ensure compliance with relevant environmental and health regulations.

3.4 Project Duration

The project should be completed within three (3) months from date of contract collusion with the service provider.

3.5 Guidelines for preparation of the Proposals by service providers

In preparing the proposals, service providers are advised to consider the desired office set up as detailed below:

3.5.1 Suggested Layout for Grayston Block B (First Floor)

Allocate spaces into the 597m² Block B floor, with a modern office flow:

A. Reception & Entry Area (Approx. 40m²)

- Occupancy: 1 x receptionist, 4 x visitors
- Location: Immediately at the main entrance, visible and accessible.

- Purpose: Welcome visitors, manage access, waiting area.

B. Big Open Plan Office (Approx. 180m²)

- Occupancy: 16-20 staff members
- Location: Central area of the floor, adjacent to natural light if possible.
- Purpose: Main workspace with clusters of workstations for collaboration.

C. Smart Wall (Approx. 10m²)

- Location: Integrated into open plan area or corridor, serving as an interactive information/notice board.
- Purpose: Display digital schedules, news, or project updates.

D. Small Boardrooms (3 × 15m² = 45m²)

- Occupancy: each meeting room to accommodate 4 x participants
- Location: Next to Main Boardroom, with sliding wall to make main boardroom bigger private meetings.
- Purpose: Small team discussions, video calls, interviews.

E. Main Boardroom (Approx. 40m²)

- Occupancy: 12 x participants
 - Location: Quiet corner, away from busy zones, soundproofed.
 - Purpose: Formal meetings, large team discussions, presentations.
- F. Individual Offices x 6 (Approx 120m²)**
- Occupancy: 1 x executive managers and 5 x senior managers
 - Location: Perimeter of the floor for privacy and natural light.
 - Purpose: Managers, confidential work, private calls.

F. Server Room (Approx. 12m²)

- Location: Central but out-of-the-way; near IT office for access.
- Purpose: Network/server equipment, secure and climate controlled.

G. Break Area (Approx. 30m²)

- Occupancy: accommodate 10 x participants
- Location: Near the open office, but separated enough for noise control.
- Purpose: Relaxation, casual chats, coffee/lunch breaks.

H. Kitchen & Toilets (Approx. 40m²)

- Location: Back or side of the floor for easy service connection.
- Purpose: Staff catering and hygiene.

I. Circulation/Passages (Approx. 70m²)

- Purpose: Main corridors, access routes, fire escape compliance.

3.6 Quotation Guide

A detailed project cost breakdown with TOTAL bid price must be included in the proposal:

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

3.7 Mandatory Requirements

3.7.1 It is estimated that tenderers must have a CIDB contractor grading designation of 3GB or higher.

3.7.2 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 3GB Or higher class of construction work, are eligible to have their tenders evaluated.

Joint ventures are eligible to submit tenders provided that:

1. every member of the joint venture is registered with the CIDB;
2. 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.
3. 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 3GB or higher class of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.

3.8 CIDB standard conditions of tender (Annex C) applies to this procurement and is attached to this RFP.

4. Technical Evaluation Criteria

The bids received will be evaluated in two (2) stages. The first stage will be the technical evaluation and the second being financial/specific goal. The following are the evaluation criteria that all bids will be assessed against.

Criteria	Scoring Guidelines (0-10)	Weighting	
Company experience and Profile			
Company Experience: Proven experience in delivering similar turnkey office planning, renovations, and infrastructure projects NB: Supplier to provide company profile including 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 - At least 3–4 projects of comparable scope and complexity in the last 5 years= 7 - Less than 3 relevant projects in the last 5 years = 5 - Projects listed are unrelated to turnkey office planning, renovations, or infrastructure = 0	10%	
Project Team Leader qualifications, experience and professional registration:			
Key Personnel Qualifications:	- key personnel have relevant tertiary qualifications and professional registrations, fully aligned with roles = 10 - Most key personnel qualified and registered; minor gaps in one role = 7 - Limited formal qualifications; most without registration = 5 - No team qualifications provided = 0	5%	
Key personnel Relevant Experience: Project Team's collective relevant technical experience, role allocation, and capacity to deliver turnkey projects involving office space planning, interior design, renovations, and utility infrastructure.	- Highly experienced team with proven track record in delivering similar projects with more than 10 years collective experience = 10 - Team is well-structured with members having collective experience in similar projects of 10 years = 7 - Team has adequate collective experience in projects up to 6 years = 5	5%	

	- Team composition unclear, with limited collective experience less 5 years = 3 - No experience = 0		
Team Structure & Capacity: Organisation chart, clear reporting lines, and time commitment for each key team member.	- Fully detailed team structure, all disciplines covered, clear roles/responsibilities, adequate resource allocation for full project = 10 - Team structure well defined; minor role coverage gaps = 7 - Incomplete structure, missing key roles = 4 - Very limited or unclear structure = 0	10%	
Proposed Project Methodology			
Design and Space Planning Capability: Creativity, functionality, and alignment with SANEDI's brand and needs. NB: Bidders must submit Preliminary design concept and 3D layout	- Design concept is highly creative, distinctive, and perfectly aligned with SANEDI's brand image, culture, and operational requirements = 10 - Design concept is creative, functional, and mostly aligned with SANEDI's brand identity and operational needs = 7 - Design concept shows some creativity but is only loosely aligned with SANEDI's brand and requirements = 5 - Design concept is generic, lacks originality, and does not reflect SANEDI's brand identity or operational needs = 0	15%	
Furniture and Equipment Proposal: Quality, durability, and alignment with ergonomic and aesthetic standards	- Furniture specifications are highly detailed, fully supported by comprehensive catalogues/datasheets, and tailored to SANEDI's functional and aesthetic requirements = 10 - Furniture specifications are clear, detailed, and fully supported by catalogues/datasheets with technical details = 7 - Furniture specifications are provided but lack detail or clarity; catalogues/datasheets included but limited in technical detail = 5 - Furniture specifications are incomplete, generic, or not supported by catalogues/datasheets = 0	10%	
Renovations: Capability and methodology to deliver renovation works, including but not limited to: - Breaking down & constructing drywall/partitions - Painting & surface finishing - Removing & installing carpets - Ceiling repairs - Electrical & plumbing installation	- Comprehensive, project-specific methodology with detailed sequencing, dependencies, and resource allocation for all renovation stages = 10 - Clear, realistic methodology covering all renovation stages from demolition to final finishes = 7 - Methodology covers most renovation elements but lacks detail on sequencing and resource allocation = 5 - No clear sequencing for demolition, construction, finishing, and services installation = 0	20%	
Project Schedule and Milestones			

Realistic and achievable schedule aligned with the TOR: Assessment of Gantt chart or project timeline for all phases and contingency plans.	• Clear, detailed schedule demonstrating delivery of all phases within 3 months from contract signing; task durations realistic and sequencing logical; supported by resource allocation evidence = 10 • Delivery within 3 months; sequencing generally sound with minor compression risks; adequate resource allocation = 7 • Delivery achievable but with tight overlaps or dependency risks; some resource allocation gaps = 5 • Schedule slightly exceeds 3 months or requires critical path compression with significant risk = 3 • Schedule significantly exceeds 3 months; unrealistic sequencing = 0	15%	
Reference letters of relevant Projects successfully executed			
Reference Letters: Assessment of the service provider's relevant experience through signed reference letters confirming successful delivery of similar projects	• Provides 10 or more signed reference letters by clients, with detailed descriptions of project scope and successful outcomes = 10 • Provides 8-9 signed reference letters by clients, with detailed descriptions of project scope and successful outcomes = 7 • Provides 5-8 signed reference letters by clients, with detailed descriptions of project scope and successful outcomes = 5 • Provides 2-4 signed reference letters by clients, with detailed descriptions of project scope and successful outcomes = 3 • Provides 1-2 signed reference letters by clients, with detailed descriptions of project scope and successful outcomes = 2 • Provides 1 or less signed reference letters by clients, with detailed descriptions of project scope and successful outcomes = 0	10%	
TOTAL		100%	
Minimum Threshold		70%	

6.1 Bidder's Declaration of Interest

SBD 4

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 enterprise.

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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.9 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

5. 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;

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 0825 SIGNATURE OF BIDDER	
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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 (NO.....)” 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. 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 0825**) 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

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Amount in Words

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Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date