



senedi

South African National Energy
Development Institute

**REQUEST FOR PROPOSALS FOR A PANEL
OF TRAINING SERVICE PROVIDERS
TO PROVIDE ON THE JOB TRAINING FOR REGISTRATION OF
BUILDINGS AND ISSUING OF ENERGY PERFORMANCE
CERTIFICATES (EPCs) FOR A PERIOD OF 36 MONTHS.**

Closing date: **03 October 2025**

Time: 11:00am

Submission format: Electronic submission to 1025.procurement@senedi.org.za

Name of the respondent:.....

Late bids will not be accepted for consideration.

BID DETAILS

Bid Title	Request for Proposals for A Panel of Training Service Providers to Provide on the Job Training for Registration of Buildings and Issuing of Energy Performance Certificates (EPCs) For A Period Of 36 Months
Procurement Reference Number	1025
Date of non-compulsory clarification Meeting	25 September 2025 at 11:00 am via teams
Date of TENDER	19 September 2025
Date of Tender CLOSING	03 October 2025 at 11:00 am

CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

SCM Department

Telephone: 011 038 4300

E-mail: enquiries.procurement@senedi.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

SCM Department

Telephone: 011 038 4300

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

The closing time for receipt of Proposals is at:

11h00 am on Friday, 03 October 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 • Declaration of Interest • Certificate of Understanding – Scope of Works • Pricing Schedule / Schedule of Rates • Form of Tender Only respondents who submit fully completed Proposals incorporating all Returnable Schedules duly complete and signed will be eligible to have their submissions evaluated
3.	Bid Clarification Meeting There will be a non-compulsory Bid clarification meeting on the 25th September at 11:00 AM <u>Join the meeting now</u> Meeting ID: 334 434 185 434 Passcode: q9Q2GP6r

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 1025.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: Friday, 3rd October 2025 at 11h00 am 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

1. PURPOSE

- 1.1.** The purpose of this request is to establish a panel of training service providers to provide on the job training of graduates to collect and analyse data required for registration of buildings and issuing of Energy Performance Certificates (EPCs) for a period of 36 months.

2. BACKGROUNDS

- 2.1.** On the 8th of December 2020 the Minister of Mineral Resources and Energy under section 19(1) (b) of the National Energy Act, 34 of 2008 promulgated the Regulations for the Mandatory Display and Submission of Energy Performance Certificates for Buildings, and an Amendment to extend the compliance date to 7 December 2025, and requirements for the registration of individual EPC Professionals to issue Energy Performance Certificates (EPCs) for buildings by 1 August 2024.
- 2.2.** As part of the implementation of the Regulations for Mandatory Display and Submission of Energy Performance Certificates for Buildings, building owners are expected to compulsory register buildings with a net floor area of $\geq 2,000$ m² (privately owned) and 1,000 m² for (government-owned) within 12 months into the National Buildings Energy Performance Register (NBEPR), and issue EPCs for all registered buildings on or before 7 December 2025.
- 2.3.** The registration of buildings by Building Owners does not require measured energy data, however, the EPC Skills Development and Training will empower/upskill unemployed graduates to support building owners on methodologies and processes to determine net floor areas, energy usage, inclusion of different types of fuels, calculation of utility bills, architectural buildings plans, and Geographic Information System (GIS) mapping of the location of buildings.
- 2.4.** The energy performance of a building is measured in terms of kilowatt-hours per square meter, per annum (kWh/m²/pa) of net floor area by SANS 1544:2014 for energy performance of buildings.
- 2.5.** As a result, the issuing of EPCs for buildings requires accurate and reliable building energy consumption and activity data that will also be included in the National Building Energy

Performance Register (NBEPR) developed and administered by the South African National Energy Development Institute, (SANEDI).

- 2.6.** Currently, the Regulations apply to four (4) non-residential buildings with a dominant occupancy classification in terms of Regulation A20 of the National Building Regulations as A1: Entertainment and Public Assembly; A2: Theatre and Indoor Sport, A3: Places of Instructions; or G1: Offices. On the other hand, the improvement of energy performance of buildings is aimed at improving the performance level of buildings from the least efficient (G) to the most energy efficient (A).
- 2.7.** The EPC Skills Development and Training programme is intended to prepare trainees for practical workplace placement in buildings, or to registered Individual EPC Professionals or established enterprises for registration or issuing of EPCs for buildings.

3. PROJECT OBJECTIVE

- 3.1.** The purpose of the EPC Skills Development and Training is to support building owners (both public and private), registered individual EPC Professionals, or Energy Service Companies (ESCOs) by providing a pool of trained graduates to collect and analyse required data for the registration of buildings and issuing of EPCs.
- 3.2.** The EPC Skills Development and Training will also equip the trainees with skills and knowledge that will enable them to register as individual EPC professionals to be able to issue EPCs, assess energy performance, or improve energy performance levels of buildings as part of compliance with the Regulations on Mandatory Display and Submission of Energy Performance Certificates for Buildings.
- 3.3.** The specific objective of this request is for potential training providers to submit proposals to be considered as part of a panel of service providers that will provide Energy Performance Certification (EPC) Skills Development and Training, as and when required, for unemployed graduates to collect and analyse data required for the registration, support issuing of EPCs, and improvement of energy performance levels of buildings.
- 3.4.** Key specific objective for the EPC Skills Development and Training is to:
- empower and prepare a pool of unemployed graduates to support building owners or registered individual EPC Professionals to collect and analyse the required data for registration or issuing of EPCs for buildings.

- provide unemployed graduates with the necessary knowledge and skills as an option for successful trainees to register and become individual EPC Professionals and possibly support ESCos in improving the energy performance levels of buildings or establishing their own energy service companies.

4. EPC SKILLS DEVELOPMENT AND TRAINING SCOPE OF WORK

4.1. The EPC Skills Development and Training is expected to empower trainees with both theoretical and practical skills and knowledge required to support energy performance assessments and issuing of EPCs for buildings covering at least three (3) different levels, namely:

- Level 1: data collection, analysis, and energy performance assessment and management. This is to ensure that trained individuals support building owners to collect the required data and establish energy management processes within public institutions in preparation for issuing EPCs and improvement of energy performance.
- Level 2: energy performance certification of buildings. At this level, trained individuals will support building owners and registered professionals to issue EPCs. This is envisaged to be an intense development with calculations on energy performance, net floor areas, consideration of EPC exclusions, and understanding of the occupancy of buildings.
- Level 3: engineering and artisan skills including entrepreneurship skills to prepare the individuals to support building owners in the improvement of the energy performance of buildings and establishing their own Energy Services Companies.

4.2. As a result, the potential service providers are expected to indicate and include in their proposals the areas of training interest as per 4.1 above, specifically covering the following:

- 4.2.1 Development of an inception report with key milestones and timeframe of the selected training areas, as per 4.1 above, on how the EPC Skills Development and Training will be implemented.
- 4.2.2 Implementation of EPC Skills Development and Training modules for the selected training levels as per 4.1, as and when required as per the specifications of the request for quotation. However, the successful training providers will be expected to provide training only in their areas of training interest according to the levels as outlined on 4.1.
- 4.2.3 Provision of module training outline, as per selected training areas in 4.1 with description, learning outcomes, learning hours, and assessment processes and requirements.
- 4.2.4 Facilitation of training and skills development for specific module(s) as per the different training levels selected in 4.1.
- 4.2.5 Provision of certificate of competence for trainees who have successfully completed the training.
- 4.2.6 Preparation of training progress reports on EPC Skills Development and Training activities for the training areas that the service provider will be implementing, as per 4.1.
- 4.2.7 Provision of training material and tools for the trainees such as stationery and PPE (safety shoes, reflector vests etc).

4.3. Potential service providers are expected to include in their proposal geographic areas (i.e. provinces and metropolitan municipalities) where they offer training. The EPC training is

expected to be implemented in all provinces, specifically in major towns of metropolitan municipalities.

- 4.4.** The facilitation of the EPC Skills Development and Training shall be conducted online and in person for both theoretical and practical components. As such, the successful service providers must have a virtual platform available for delivering the online portion of the training. SANEDI will be responsible for coordinating and securing the venue for the physical training sessions.

5.Pricing

- 5.1 Service providers are required to submit pricing in two formats: (i) unit pricing for per individual trained per level, and (ii) the total expected cost for the full scope of work. **Service providers will be appointed based on their unit prices.**

6 Work Allocation

- 6.1 Successful service providers included in the panel for 36 months will be allocated work rotationally as and when required for the training to be provided within the stipulated time frames. The proximity will be considered during the work allocation

7.Project Outputs/Deliverables

- 7.1 Key deliverables of the training shall include the following:

- 7.1.1 Inception report for the selected training areas in 4.1 with key milestones, and timeframe on how the EPC Skills Development and Training will be developed and completed together with specific module outline as per the training levels.
- 7.1.2 Draft and final EPC training modules with outline and learning outcomes for the different training levels selected in 4.1.
- 7.1.3 Progress reports on the development and implementation of the EPC Skills Development and Training initiative in line with the different training levels selected in 4.1 These reports must include, but are not limited to information on trainee enrolment, attendance, and assessments.
- 7.1.4 Certificate of competency for each of the trainees who have successfully completed the theoretical and practical training.

8 .Targeted Audience for EPC Training

- 8.1 The EPC Skills Development and Training will be targeted and focus on improving trainees with artisan skills; or engineering skills; or energy performance assessment skills; or measurement and verification of energy savings skills.

9. Number of Trainees

9.1 The total number of trainees shall **at least be 500**, distributed across the nine provinces. Service providers are required to make provision for a minimum of 500 participants, with the understanding that actual numbers may exceed this threshold depending on provincial allocations, programme demand, and stakeholder directives. Under no circumstances shall the number of trainees fall below 500.

10. Duration of the Panel of Training Service Providers

10.1 The panel of service providers will be valid for 36 months from the start date.

10.2 It is envisaged that the EPC training will have both theoretical aspects in class, and practical aspects in workplace training support with building owners or individual registered EPC Professionals.

10.3 As a result, potential service providers are expected to indicate in their proposals the structure and duration of the training considering both theoretical and practical components that should be spread over a three (3) months period.

11. Reporting

11.1 The appointed Service Provider(s) will submit the achieved deliverables to the Project Manager on a monthly basis.

11.2 All resulting reports and data shall be delivered in, (i) electronic format, and (ii) in hard copies. All draft and final reports shall be printed in full colour. The reporting language is English. All documents and copyrights, including data and databases developed during the process, will remain the intellectual property of SANEDI.

11.3 All drafts and final reports shall be submitted in full to the Project Manager and should be edited, completed, and presented in their final versions.

12 .Travel

12.1 Service providers will be expected to utilize the travel rates as approved by the Department of Transport. Prior approval will be required from SANEDI before embarking on travel.

13. TECHNICAL EVALUATION CRITERIA

As this procurement is expected not to exceed a maximum of R50 million, the 80/20 preferential procurement measure is applicable. To achieve specific goals, a maximum of 20 points will be awarded to a tenderer based on their B-BBEE level of contribution.

Bidders will be evaluated using the below criteria:

The training modules must be accredited by a relevant Education and Training Quality Assurance Authority (ETQA) or Quality Council for Trades and Occupations (QCTO) and bidders are required to provide valid proof of accreditation as part of their submission. Failure to include valid proof of accreditation will result in disqualification from proceeding to the technical evaluation stage.

Table 1: Outline of Evaluation Criteria

No.	Criteria	Score	Weights
1	Company Experience Service providers should demonstrate at least 5 years in conducting energy-related training and curriculum development (a company profile must be provided indicating the experience)	5 = 7 years or more company experience 4 = 6 years of company experience 3 = 5 years of company experience 2 = 4 years of company experience 1 = 3 or less years of company experience 0 = no years of company experience	10
2	Qualification of Training Instructors Training instructors (minimum of three (3)) should at least have a bachelor's degree in engineering or Energy Management or Property Studies Energy studies or Architecture or Quantity Surveying or Construction Management All training instructors must have a Training Facilitator Certificate from an accredited institution. At least one (1) training instructor should have a Moderator Training Certificate from an accredited institution.	5 = Master's degree or higher 3 = Honours Degree or equivalent 1 = Bachelor's Degree or equivalent 0 = No qualification submitted 5 = Three (3) Trainers have a Moderator Training Certificate 3 = Two (2) Trainers have a Moderator Training Certificate 1 = One Trainer has a Moderator Training Certificate 0 = No Trainer has a Moderator Training Certificate	10
3	Experience of Training Instructors Evidence: CVs of instructor/s or trainer/s should be attached indicating the instructor/s or trainer/s years' experience in delivering energy-related training.	5 = More than 5 years experience 3 = 3 – 5 years experience 1 = Less than 3 years 0 = No CVs attached	20
4	Reference letters Reference letter of previous work must be in the client's letterhead indicating related work conducted, contact details and duly signed by person in authority	5 = 5 and more reference letters 4 = 4 reference letters 3 = 3 reference letters 2 = 2 reference letters 1 = 1 reference letter 0 = No reference letter	30
5	Project plan Detailed project plan outlining key phases, milestones, timelines and resource allocation	5 = Detailed project plan with comprehensive milestones, timelines and resource allocation including other factors that are deemed necessary for the training 3 = Clear project plan with key phases, milestones, timelines and resource allocation	10

		1 = Poor project plan with the scope of works not addressed	
6	Methodology Detailed methodology of the training implementation – not merely a repetition of the “Scope of Work”	5 = Detailed methodology that includes other factors beyond scope of works but deemed necessary for training implementation 3 = Outline of methodology 1 = Basic repetition of the “Scope of Work” 0 = No methodology	10
	Technical Threshold		70%
	Total		100%
		0 = No project plan	

14.Returnable Schedules

. Technical Proposal & Methodology Statement

14.1.1. Solution Statement

The **Solution Statement and Methodology** must respond to the scope of work and outline the proposed technical solution offered. This technical solution statement should articulate what value add the tenderer will provide in achieving the stated objectives for the project and detail the time frames and proposed methodology. Vulture

The layout of the solution statement and Methodology should be such that it mirrors the headings contained in the Scope of Works, Section 6 of this Bid Document.

The tenderer must as such explain his / her understanding of the objectives of the assignment and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The document should explain the technical attributes and contain specifications of all equipment proposed, to demonstrate the compatibility and capability of the solution. The technical paper should also include a quality plan which outlines processes, procedures for the testing and verification of deliverables, and meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management. The Methodology statement must also include an activity Gantt reflecting a work breakdown structure.

7. 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

- **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.

- **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;

- **FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

- **POINTS AWARDED FOR PRICE**

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

$$\begin{array}{ccc}
 \textbf{80/20} & \textbf{or} & \textbf{90/10} \\
 P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

- **POINTS AWARDED FOR SPECIFIC GOALS**

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

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

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

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

specific goals for both the 90/10 and 80/20 preference point system.

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

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)			Number of points claimed (80/20 system) (To be completed by the tenderer)
	Total points possible	Indicator	Points allocated	
B-BBEE Status level of Contributor	10	Level 1	10	
		Level 2	9	
		Level 3	8	
		Level 4	5	
		Level 5	4	
		Level 6	3	
		Level 7	2	
		Level 8	1	
		Non-compliant	0	
Women	5	Women Owned 76% - 100%	100%	
		Women Owned 51% - 75%	75%	
		Women Owned 26% - 50%	50%	
		Women Owned 5% - 25%	25%	
		Women Owned less than 5% - 0%	0%	
Youth	2.5	Youth Owned 76% - 100%	100%	
		Youth Owned 51% - 75%	75%	
		Youth Owned 26% - 50%	50%	
		Youth Owned 5% - 25%	25%	
		Youth Owned less than 5% - 0%	0%	
Persons with Disability	2.5	Person with Disability 76% - 100%	100%	
		Persons with disability 51% - 75%	75%	
		Persons with disability 26% - 50%	50%	
		Persons with disability 5% - 25%	25%	
		Persons with disability less than 5% - 0%	0%	
TOTAL FOR SPECIFIC GOALS	20			

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of the company/firm.....

4.4 Company registration number:.....

4.5 TYPE OF COMPANY/FIRM

Type of Firm	Tick the applicable box here
Partnership/Joint Venture/ Consortium	
One-person business/sole propriety	
Close corporation	
Public Company	
Personal Liability Company	
(Pty) Limited	
Non -Profit Company	
State Owned Company	

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

DECLARATION OF BIDDER – TECHNICAL PROPOSAL AND METHODOLOGY STATEMENTS

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of the sections 5.2 schedule is within my personal knowledge and is to the best of my belief both true and correct.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

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.

3.2 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.

3.3 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.

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

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.

6.1 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

6.2 Declaration of Acceptance – Bid Evaluation Criteria

I, THE UNDERSIGNED (NAME).....

Warrant that I am duly authorised to represent our company in the submission of this Bid and we acknowledge that we are fully conversant with, and accept the Bid Evaluation, Scoring and Adjudication Criteria as contained in the Special Conditions of the Bid together with the General conditions as contained on the SANEDI web site, and acknowledge that we have read, understand and accept such as the methodology of bid evaluation and adjudication for this bid.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

6.3 Declaration of Understanding – Scope of Works

I, THE UNDERSIGNED (NAME).....

Warrant that I am duly authorised to represent our company in the submission of this Bid and we acknowledge that we are fully conversant with the scope of works and technical specifications and all requirements enabling us to submit a proposal.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

- 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 1025 SIGNATURE OF BIDDER	
--	--

I confirm that I am duly authorised to sign and certify that the price indicated on the schedule is our bid price submitted

NAME (PRINT) CAPACITY

SIGNATURE

NAME OF FIRM DATE

- **Form of Tender**

11.	<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.
12.	<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.
13.	The service provider shall ensure that all its officers, employees, agents or subcontractors treat all information relating to the services as confidential.
14.	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.
15.	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.
16.	<u>Priced Proposal</u> The Bid is a <u>FIXED PRICE PROPOSAL</u> and clause 48 shall apply. Clause 49 is not applicable.
17.	<u>FIXED PRICE PROPOSAL</u> The price quoted in the pricing schedule and returned in the Form of Tender is returned as a <u>FIXED PRICE PROPOSAL</u> 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

18.	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.
19.	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.
20.	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.
21.	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.
22.	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.
23.	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 1025 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.
24.	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
25.	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.
26.	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 1025) as stated in South African Rand (ZAR) and upon the terms and conditions set out in the Bid Document free of exceptions, amendments or qualifications save those listed in Schedule 9 shall be:

Tender Amount

R

Amount in Words

.....

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date