



**sanedi**

South African National Energy  
Development Institute.

## REQUEST FOR QUOTATIONS FOR CONDUCTING CULTURAL SURVEY'S

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 f Bidder** ..... **Date** .....

<b>RFQ Number</b>	240
<b>Date of RFQ</b>	24 February 2022
<b>Sanedi Contact</b>	All enquiries must be directed to:  Name: Ms Vulani Ngoveni e-mail address: <a href="mailto:enquiries.procurement@sanedi.org.za">enquiries.procurement@sanedi.org.za</a> Website address: <a href="http://www.sanedi.org.za">www.sanedi.org.za</a>
<b>Closing date</b>	11 March 2022 at <b>11:00am</b>
<b>Submission methods</b>	The submissions should be made to the following email:  <a href="mailto:quotes.procurement@sanedi.org.za">quotes.procurement@sanedi.org.za</a>  <b>NB: failure to submit in the correct email will render your submission non-responsive.</b>
<b>Work specification (and Technical specifications)</b>	<p><b>1. Project Background</b></p> <p>The South African National Energy Development Institute (SANEDI) is an agency of the Department of Energy. SANEDI exists to direct, monitor and conduct applied energy research and development, demonstration and deployment of specific measures to promote the uptake of Green Energy and Energy Efficiency in South Africa. SANEDI is 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. According to the Public Finance Management Act, 1999 (Act No. 1 of 1999), SANEDI is a schedule 3A public SANEDI.</p> <p>Every organization has a unique culture. In theory, all involved share a mutual understanding of what it means to be part of their organization. When the entire workforce is aligned in its perceptions of the company culture, no one will feel left out, employees are able to perform at their best level as they feel comfortable in the workplace. The best way to measure employee perception is undoubtedly with the company culture survey.</p> <p>In practice, the world of work is not so straightforward. Internal communication can be misinterpreted or employees might develop alternate perceptions of what their organizational culture represents. In order to ensure a healthy working environment, management must look to incorporate employee feedback to improve their organization. The use of culture surveys can inform management of their employees' experiences and thoughts about the company.</p>

SANEDI would like to embark on a culture survey in order to determine where its employees are in terms of experience and thoughts about SANEDI.

## **2. Scope of Works**

Prospective service provider(s) are requested to submit a proposal to partner with SANEDI in conducting a cultural survey for the financial year ending March 2022 and the balance of the 2022/23 Financial Year:

### **2.1 Why are culture surveys important"**

The objective of this course is to introduce to the organisation a culture of mentoring and coaching to ensure that employees are empowered, there is a transfer of skills that will enable succession planning. At a minimum learning outcome must include:

- *They assist in measuring employee engagement*
- *Identify cultural strengths and weaknesses*
- *Ensure culture initiatives are data driven*
- *Help build strong company culture*

## **3. Process to be followed:**

### **3.1 Plan in advance**

Ensure that a thorough plan is created before sending out a company culture survey. The service provider is to assist the HR department and management to create an exciting survey that will achieve a set of clear objectives (most employee engagement survey questions use the Likert scale, where employee rate a statement on a 5 point scale from strongly agree to strongly disagree. Plan to send out the survey 1-2 a year, keep track of dates, and send out regular reminders to ensure maximum results

**3.2** Keep the survey short and concise to boost response rates. Employees with long-to-do list will struggle to find the time and motivation to complete a lengthy survey

**3.3** Anonymity is a very influential factor for increased response rates. Employees want to be assured that their opinion will not damage their reputation at work with peers or management. In addition, keeping the survey anonymous will ensure that people give honest responses which will give more effective insights into ways to improve company culture

### **3.4 Act of the results**

It is all very well gathering survey responses, but the most important thing is to act on the data. Once the service provider, HR and management have identified behaviors that are having an impact on the organization's culture, deadlines have to be set for making the culture more effective, positive and employee friendly.

## **4. Time lines**

The service provider must be provide a survey plan from the month of March 2022 to the balance of the 2022/23 FY and should start conducting the survey in the last week of March 2022.

## **5. Skills and competence of team**

SANEDI requires the services of an experienced in conducting similar surveys with significant years of the subject matter experience and training experience. Experience within the public sector will be advantageous.

**6. Capacity and Experience of the Firm**  
 Accreditation by a professional body, the skill to analyze results and advising on relevant interventions to rectify the undesired behaviors (culture) is a minimum requirement. Where some parts of the RFQ are to be outsourced. The bidder must indicate in the proposal and include details of the subcontractor in the proposal.

**7. Confidentiality**  
 Due the sensitivity of the information the information contained in the document in this regard respondent may be required to certify that they have acquainted themselves with the SANEDI Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should there be a need however arise to disclose any information gleaned from provision of the Services, which is either directly or indirectly related to SANEDI's business, approval to disclose such information must be obtained from SANEDI.

Evaluation Criteria	Criteria	Scoring Guidelines (1-10)	Weighting
	<b>Company experience:</b> The experience of the company in conducting Surveys.	3 years' experience = 10 2 years' experience=5 1 years' experience=1	15%
	<b>Capability and Experience of the:</b> the conductor must have years of experience in conducting surveys The CV of the conductor must include the following: <ul style="list-style-type: none"> <li>▪ Organisation where the surveys were conducted</li> <li>▪ Duration of the surveys</li> <li>▪ What did the surveys entail (brief summary)</li> <li>▪ References</li> </ul> <i>(CV of the conductor must be attached, failure to do so will result into 0 score)</i>	(a) 3 years' experience and above=10 (b) 2 years' experience=5 (c) 1 year experience=1	20%
	<b>Methodology and Contents of the proposal:</b>  Demonstrate how the survey's will be conducted. The content must include <b>as a minimum;</b> <ul style="list-style-type: none"> <li>▪ Conducting the survey.</li> <li>▪ Dimensions measured in the survey</li> <li>▪ The survey</li> </ul>	(a) Poor methodology and content outline = 1 (b) Average methodology and content outline = 5 (c) Excellent methodology and content outline = 10	20%

	<ul style="list-style-type: none"> <li>▪ On-line survey</li> <li>▪ Collation of information</li> <li>▪ Analysis of results</li> <li>▪ Feedback of the survey</li> </ul>										
	<p>Track record of previous surveys done which must be supported by written references. These letters must also be in the client letterhead and include the following,</p> <ul style="list-style-type: none"> <li>▪ email address</li> <li>▪ Work phone numbers</li> <li>▪ Duly signed by person in authority</li> </ul>	<p>1 written reference = 1 2 written reference = 5 3 written references = 10</p>	<p>20%</p>								
	<p><b>Accreditation of the service provider or presenter by a professional body (SABPP)</b></p>	<p>MHRP (Master) = 10 CHRP (Chartered) = 8 HRP (Professional ) =5 HRA (Associate) = 3 HRT (Technician) = 1</p>	<p>15%</p>								
	<p><b>Accreditation of conducting Surveys by a professional body</b></p>	<p>Yes = 10 No= 0</p>	<p>10%</p>								
	<p><b>Threshold</b></p>		<p><b>70</b></p>								
	<p><b>Total</b></p>		<p><b>100</b></p>								
<p><b>Preferential Point system</b></p>	<p><b>The Bid will be evaluated on 80/20 Preferential Point System according to the Preferential Procurement Policy Framework Act,2000</b> The points scored out of 80 should be calculated according to the following formula:</p> <p style="text-align: center;">(i) The 80/20 preference point system</p> $Ps = 80 \left( 1 - \frac{Hs - Rs}{Rs} \right)$ <p style="text-align: center;">Rs</p> <p>where Ps = points scored for functionality and price of the bid/proposal under consideration Hs = highest percentage scored by any acceptable bidder for functionality and price Rs = percentage scored for functionality and price by bid/proposal under consideration</p>										
<p><b>The maximum score</b></p>	<p>The maximum score for this bid shall be awarded as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">POINTS</th> <th style="text-align: left;">PRICE</th> </tr> </thead> <tbody> <tr> <td>BBBEE Status level of Contribution</td> <td>20</td> </tr> <tr> <td>Points for price</td> <td>80</td> </tr> <tr> <td><b>Total points for price and BBBEE do not exceed</b></td> <td><b>100</b></td> </tr> </tbody> </table>			POINTS	PRICE	BBBEE Status level of Contribution	20	Points for price	80	<b>Total points for price and BBBEE do not exceed</b>	<b>100</b>
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<b>Terms and Conditions</b>	The RFQ shall be subjected to the SANEDI procurement terms and conditions which can be found on <a href="http://www.sanedi.org.za">www.sanedi.org.za</a> .
<b>Quoted Price excluding Disbursements VAT inclusive</b>	(Attach a formal quotation on company official letterhead to this RFQ) R
<b>Discounted amounts Disbursements VAT inclusive</b>	R
<b>Total Amount VAT inclusive</b>	R
<b>Other Requirements</b>	<p>The supplier must submit the following returnable schedules:</p> <ol style="list-style-type: none"> <li>1. Pricing schedule</li> <li>2. Attach SBD9, SBD 4 and BBBEE Bid Declaration</li> <li>3. Attach valid tax clearance</li> <li>4. Certified BBBEE certificate</li> <li>5. CSD Report</li> </ol> <p>Forms are available on <a href="http://www.sanedi.org.za">www.sanedi.org.za</a></p>

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

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

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

<b>DECLARATIONS</b>	<b>YES</b>	<b>NO</b>
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?		

	<p>If yes, did you attach proof of such authority to the bid document?</p> <p><u>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.</u></p>		
	<p>If no, furnish reasons for non-submission of such proof:</p>		
	<p>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?</p>		
	<p>If so, furnish particulars:</p>		
	<p>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?</p>		
	<p>If so, furnish particulars:</p>		
	<p>Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies</p> <p>Wither or not they are bidding for this contract?</p>		
	<p>If so, furnish particulars:</p>		



**Full details of directors / trustees / members / shareholders.**

The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in the table below.

<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Income Tax Reference Number</b>	<b>State Employee Number / PERSAL Number</b>

“State” means –

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

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

**DECLARATION OF INTEREST**

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

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

Name of Enterprise Bidding: .....

Name of Authorised Representative .....

Signature of Authorised Bidder .....

Date .....

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

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

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

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

- 1. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- 2. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 3. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- 4. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

(a) has been requested to submit a bid in response to this bid invitation;

(b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

(c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

5. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.

6. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

(a) prices;

(b) geographical area where product or service will be rendered (market allocation)

(c) methods, factors or formulas used to calculate prices;

(d) the intention or decision to submit or not to submit, a bid;

(e) the submission of a bid which does not meet the specifications and conditions of the bid; or

(f) bidding with the intention not to win the bid.

7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

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

Name of Enterprise Bidding: .....

Name of Authorised Representative .....

Signature of Authorised Bidder .....

Date .....

**B-BBEE Bid Declaration**

**BEE Terms and Conditions**

If it is detected that false information regarding the B-BBEE status level of contribution, local production content, or any other matter which will affect or has affected the evaluation of the tender, or where the tender has failed to declare any subcontracting arrangements, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 favorable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

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

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

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

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

Name of Enterprise Bidding: .....

Name of Authorised Representative .....

Signature of Authorised Bidder .....

Date .....