

20 October 2022

REQUEST FOR QUOTATION (RFQ):

2023 SAEEC ANNUAL GENERAL MEETING(AGM) & 2022 SAEEC ENERGY AWARDS CEREMONY VENUE

REFERENCE: RFQ_SAEEC1904

Dear Sir / Madam:

We kindly request that responders submit a quotation to **provide a Venue for the 2023 SAEEC ANNUAL GENERAL MEETING & 2022 SAEEC ENERGY AWARDS which will be held on Tuesday 14th of March 2023 from 2pm -10pm.** When preparing the quotation, use Annex 1 as a guidance document.

Quotations may be submitted on or before **Friday, 28th October 2022 at 15:00** by **e-mail** to the address below:

Attention: **Thieda Ferreira, Secretary General, SAEEC** at email address: secgen@saeconfed.org.za

Enquiries: **Motlatjo Ramaloko, Event Coordinator, SAEEC** at email address: events@saeconfed.org.za

Kindly cc-both in the email for your final RFQ submission

Quotations submitted by email must be limited to 1 email transmission. The email must be free from any form of virus or corrupted contents, or the quotation shall be rejected.

It shall remain the responsibility of the responder to ensure that the quotation reaches the dedicated address above on or before the deadline. Quotations that are received by SAEEC after the deadline, for whatever reason, shall not be considered for evaluation.

Prior to submitting your response, refer to the following Annexures:

Annexure 1: General Terms and Conditions / Special Conditions

Annexure 2: Form for Submission of Quotation

Annexure 3: Agreement of services

Standardized services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of SAEEC requirements.

The quotation that complies with all the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by SAEEC. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on SAEEC's re-computation and correction of errors, its quotation will be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any

other market factors shall be accepted by SAEEC after it has received the quotation. At the time of award of Contract or Purchase Order, SAEEC reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of SAEEC herein attached as Annex 1.

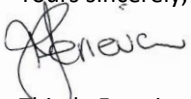
SAEEC is not bound to accept any quotation received from the RFQ, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that SAEEC's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following email address:
secgen@saeecconfed.org.za

SAEEC implements a zero tolerance on fraud and other prescribed practices and is committed to identifying and addressing all such acts and practices against SAEEC, as well as third parties involved in SAEEC activities.

Thank you and we look forward to receiving your quotation.

Yours sincerely,



Thieda Ferreira
Secretary General

Annexure 1

General Terms and Conditions / Special Conditions

Please take note of the following requirements and conditions pertaining to the supply of the services:

Context of the Requirement	The SAEEC office is planning to utilize the suitable venue for the 2023 Annual General Meeting and the SAEEC 2022 Energy Awards & AEE Certification ceremony .
Brief Description of the Required Services ¹	<p><u>Scope of Services: SAEEC ENERGY AWARDS VENUE</u></p> <p>Notes for RFQ:</p> <ol style="list-style-type: none"> 1. Near airport O.R Tambo International 2. Approx 160 persons 3. Quick venue change over OR multiple venue rooms 4. AV equipment/sound system 5. Inclusive of small stage 6. License to serve liquor/cash bar 7. Date of event 14 March 2023, from 14:00-22:00 8. Menu/Catering options 9. Payment T&Cs 10. Confirmation of final numbers to be provided 3 days before event 11. Availability of Accommodation
Expected duration of work	(One day) 1 day SAEEC is under no obligation to accept any quotations received from this RFQ to determine availability and suitability of venues that fit into our budget.
Target start date	14 March 2023
Latest date of service	14 March 2023
Preferred Currency of Quotation	ZAR
Value Added Tax on Price Quotation	Must be inclusive of VAT
Deadline for the Submission of Quotation	Friday, 28 th October 2023 at 15:00
Payment Terms	50% deposit to confirm booking Additional cost may be added if required Outstanding amount payable 7 days after the event
Partial Quotes	Not permitted
Conditions for Release of Payment	SAEEC's written acceptance (i.e., not mere receipt) of the outputs; and Receipt of invoice from the Service Provider.

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Documents to be submitted	<ol style="list-style-type: none"> 1. Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in RFQ 2. Latest Business Registration Certificate. 3. Company Profile. 4. Compliance of Occupational Health and Safety Act 85 of 1993 5. Business References (optional)
Period of Validity of Quotes starting the Submission Date	<p>14 days</p> <p>In exceptional circumstances, SAEEC may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.</p>
Evaluation Criteria	<ol style="list-style-type: none"> 1. Full compliance to requirements, Cost allocations and Qualifications 2. Full acceptance of the Contract/Contract General Terms and Conditions
SAEEC will award to:	One and only one supplier
Special conditions of Contract	SAEEC shall reserve the rights to accept or reject any revised cost.
Annexes to this RFQ	<ol style="list-style-type: none"> 1. Form for Submission of Quotation (Annex 1) 2. General Terms and Conditions / Special Conditions (Annex 2). <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only)	<p>Motlatjo Ramaloko Events & Marketing Administrator events@saeconfed.org.za</p> <p>Thieda Ferreira Secretary General secgen@saeconfed.org.za</p> <p>Send copy of RFQ submission to both staff members.</p> <p>Any delay in SAEEC's response shall be not used as a reason for extending the deadline for submission, unless SAEEC determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

Non-acceptance: non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process

Annexure 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

We, the undersigned, hereby accept in full the SAEEC General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of SAEEC as per RFQ Reference No.

REFERENCE: RFQ_SAEEC1904 _ :2023 SAEEC ANNUAL GENERAL MEETING AND 2022 SAEEC ENERGY AWARDS VENUE

TABLE 1 : Specifications Proposal and Compliance / Checklist

	Description	Service Provider to acknowledge items requested in RFQ
1	Near airport OR Tambo International	
2	Approx 160 persons	
3	AV equipment/sound system	
4	License to serve liquor/ Cash Bar	
5	Quick venue change over or multiple venue rooms	
6	Accommodation availability (Preferred in case we have overnight guests)	
7	Menu / Catering Options	
8	Small Stage at AGM / Energy Awards	
9	Confirmation of final number 3 days prior to event	
10		
11		
12		

SUPPLIER'S SIGNATURE



Annexure 2 continued
FORM FOR SUBMITTING SUPPLIER'S QUOTATION

TABLE 2 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery schedule			
Validity of Quotation			
Adhoc services required			
All Provisions of the SAEEC General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

SUPPLIER'S SIGNATURE

SUPPLIER'S NAME & SURNAME

SUPPLIER'S CONTACT DETAILS

SUPPLIER'S EMAIL ADDRESS

DATE

AGREEMENT FOR THE PROVISION OF SERVICES

TO THE SOUTH AFRICAN ENERGY EFFICIENCY CONFEDERATION (SAEEC)

This Term Agreement is made between the South African Energy Efficiency Confederation (SAEEC), having its office at 42 Webb Street, Northmead, Benoni, 1501 (hereinafter “SAEEC”) and _____ (hereinafter called “Contractor”) with its headquarters at _____.

WHEREAS SAEEC desires to enter into a Long-Term Agreement for the provision of services by the Contractor to SAEEC, can conclude specific contractual arrangements with the Contractor, as provided herein;

WHEREAS pursuant to the Request for Proposal [to complete] the offer of the Contractor was accepted;

NOW, THEREFORE, SAEEC and the Contractor (hereinafter jointly the “Parties”) hereby agree as follows:

Article 1: SCOPE OF WORK

- a. The Contractor shall provide the types of services and deliverables, which are listed in Annex 1 hereto (“Services/Terms of Reference”), as and when negotiated by SAEEC and reflected in a contract for professional services
- b. The service provider shall on a yearly basis revised its cost when its reference market prices for same service changes. SAEEC shall reserve the rights to accept or reject any revised cost.
- c. SAEEC does not warrant that any quantity of Services will be purchased during the term of this Agreement.

Article 2: CHANGES IN CONDITION

- a. In the event of any advantageous changes and/or pricing changes of the Services during the duration of this Agreement, the Contractor shall notify SAEEC immediately. SAEEC shall consider the impact of any such event and may request an amendment to the Agreement.

Article 3: CONTRACTOR'S REPORTING

- a. The Contractor will report as per Terms and Conditions to SAEEC on the Services provided.

Article 4: GENERAL AND SPECIAL TERMS AND CONDITIONS

- a. The standard SAEEC General Conditions for Professional Services shall apply to this Agreement, and any subsequent contracts concluded in accordance with Annexure 2.

Article 5: ACCEPTANCE

- a. This Agreement supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Services in Annexure 2.
- b. This Agreement shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for the period of the contract as specified in Annexure 1.

IN WITNESS WHEREOF, the duly authorized representative of the PARTIES have signed this agreement.

For and on behalf of:

	South African Energy Efficiency Confederation (SAEEC)
Name:	Name:
Designation:	Designation:
Signature:	Signature:
Date:	Date: