
TERMS OF REFERENCE (TOR) FOR THE DEPARTMENT OF ENERGY (DOE) TO APPOINT A SERVICE PROVIDER TO CONDUCT BASELINE ASSESSMENT FOR WATER CONSUMPTION, PAPER USAGE AND WASTE GENERATION WITHIN THE DEPARTMENT FOR A PERIOD OF SIX WEEKS IN ORDER TO AID THE FULL IMPLEMENTATION OF THE DOE'S ENVIRONMENTAL POLICY

1 BACKGROUND

- 1.1 The DoE through the Chief Directorate: Clean Energy approved an Environmental Policy in April 2013. The main aim of the policy is to ensure that the Department reduces and monitors its environmental footprint through efficient water conservation initiatives, waste minimization initiatives and reduce consumption of paper. The Environmental Policy commitment is in line with other Departmental policies such as Occupational Health and Safety, and it is also aligned to other National Legislations such as Chapter 2 of the Bill of Rights of the Constitution Act 108 of 1996 Section 24, the National Environmental Management Act (NEMA), Waste Act 59 of 2008 and National Water Act 36 of 1998.
- 1.2 In order to develop a full implementation plan for the Environmental Policy within the DoE, an understanding of the total consumption of natural resources within the Department will be necessary.
- 1.3 The focus of this project will be on the determination of waste generation, water and paper consumption baselines.

2 OBJECTIVES

- 2.1 The objective of this project is to determine baselines for water consumption, paper usage and waste generation within the Department in order to aid the development of an implementation plan for the Environmental policy. Implementation of the policy will ensure that measures are in place to improve how the Department manages resources such as paper and water in a

sustainable manner. The measures will also ensure that the Department is compliant with relevant environmental legislations.

- 2.2 In addition, the appointed Service Provider will be expected to develop an implementation plan based on the measured and observed waste generation, water consumption, and paper usage patterns within the Department of Energy.

3 SCOPE OF WORK

The appointed service provider will be expected to perform within six weeks the following functions:

- 3.1 A fully developed and a detailed assessment questionnaire for water, paper consumption and waste generation. To this effect, the service provider is expected to amongst others produce a report with the following elements:

3.1.1 Determine water consumption (i.e. kitchen and bathrooms, leakages etc.).

3.1.2 Determine the amount of paper usage for printing, generating reports and filing in all DoE Branches.

3.1.3 Determine the following:

- I. Paper usage per branch;
- II. Different types of waste (plastic, cartridge cardboard, tin bottles etc.) generated per branch; and

3.1.4 Provide and recommend a methodology that the DoE should implement to determine resource utilisation (water, paper usage, etc.) per floor on a weekly/monthly basis including an integrated resource efficiency monitoring system.

3.1.5 Use appropriate instruments and technologies to determine the consumption as per the scope of work for a period of six weeks.

4 EXPECTED OUTPUTS

- 4.1 Water consumption report;
- 4.2 Paper usage and consumption report;
- 4.3 Waste generation reports;
- 4.4 Analysis and preliminary report; and
- 4.5 Integrated resource efficiency monitoring system (i.e. all consolidated).
- 4.6 A clear action plan as per the scope of work.

5 PAYMENTS

- 5.1 Payment will only be made in accordance to the delivery of service (deliverables and the milestones) that will be agreed upon by both parties and upon receipt of an original invoice.

6 REPORTING REQUIREMENT AND PROGRESS MEETINGS

- 6.1 It is envisaged that the Department of Energy will require an initial meeting with the successful bidder to agree on the project process and implementation.
- 6.2 Progress meeting feedback shall be held as and when necessary, but at least twice a month. The venue for these meetings will be at the Department or selected venue in Pretoria. Representatives from the service provider's organisation shall be obliged to attend. Where applicable, conference calls shall be held to facilitate such meetings.

7 COMPLETION DATE

- 7.1 The duration of the project to carry out baseline audit assessments shall be **6 weeks** after signing of the contract with the successful service provider.

8 TAX CLEARANCE CERTIFICATE

- 8.1 The bidder is required to submit an original and valid Tax Clearance Certificate issued by the South African Revenue Services together with the bid documents before the closing date and time of the bid. **Failure to comply with this condition will invalidate the bid.**

9 CONFIDENTIALITY OF INFORMATION

- 9.1 The names of all the members of the team must be disclosed for the prior approval of Department of Energy. Any changes, replacements and/or additions should be submitted for prior approval of Department of Energy.
- 9.2 A bidder is required to be affiliated with a firm or entity that has been hired (or is proposed to be hired) by Department of Energy or the lender

10. EVALUATION METHODOLOGY

10.1. Cost

- 10.1.1 The service provider will be requested to provide a quote regarding the work to be undertaken for this project.
- 10.1.2 The total cost must be VAT inclusive and should be quoted in South African currency (i.e. rands).

10.2. Broad-Based Black Economic Empowerment

- 10.2.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulation will apply in terms of awarding points.
- 10.2.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.
- 10.2.3 Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.
- 10.2.4 A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid.
- 10.2.5 Accounting Officers must ensure that the B-BBEE Status level Verification Certificates submitted are issued by the following agencies:

10.2.5.1 Bidders other than EMEs

- (a) Verification agencies accredited by SANAS.
- (b) Registered auditors approved by IRBA.

10.2.5.1 Bidders who qualify as EMEs

- (a) Accounting Officers as contemplated in the CCA; or

- (b) Verification agencies accredited by SANAS; or
- (c) Registered auditors (Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates).

10.2.6 The table below depicts the B-BBEE status level of contribution:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non Compliance contributor	0

10.3 Company Experience

10.3.1 Service providers should at least have five (5) years' experience in conducting water consumption and paper usage baseline assessment and management. This must be supported by letters as proof from three (3) different similar projects that have been executed.

10.4 Team leader and team members' experience

10.4.1 Team Leader must have a minimum of five (5) years experience in water consumption, waste and paper usage assessment, management and waste generation. Individual team members must have a minimum of three (3) years experience in water consumption, waste and paper usage assessment, management and waste generation. The CV's of the team leader and team members must be attached to the technical proposal as proof. Details of the

team leader and team member should indicate their designated responsibilities in this assignment.

10.5 Qualification

10.5.1 Team leader must possess a minimum of an Honours Degree in Natural Sciences Energy or Environmental Sciences or Environmental Management and should be registered with the South African Council for Natural Scientific Professionals (SACNASP).

10.5.2 Team member(s) must possess a minimum of a Bachelor's Degree in Natural Sciences Energy or Environmental Sciences or Environmental Management. and should be registered with South African Council for Natural Scientific Professionals (SACNASP). Copies of certified certificates must be attached to the proposal as proof, **failure to attach, bidders will forfeit points.**

10.6 Project Plan

10.6.1 Project plan with intermediate and final outputs and identified timeframes/milestones.

10.6.2 Proposed Methodology.

10.6.3 Management of the project.

11. EVALUATION CRITERIA

11.1 Bids will be evaluated on **80/20** point system as outlined in the PPPFA of 2011. The proposals will be evaluated in two phases:

Phase 1:

Bidders will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price points.

No	Criteria	Weights
1	<p>Company Experience:</p> <ul style="list-style-type: none"> ❖ The service provider (as a company) must have a track record of a minimum of five projects in water consumption, waste and paper usage assessment, management and waste generation for five (5) years. ❖ This experience or track record must be supported by three (3) signed letters with contacts details of the clients as proof of the projects executed. 	<p>10</p> <p>7</p> <p>3</p>
2	<p>Team leader and team members:</p> <ul style="list-style-type: none"> ❖ The Team Leader must have a minimum of five (5) years experience in water consumption, waste and paper usage assessment, management and waste generation. ❖ Individual team member(s) must have a minimum of three (3) years experience in water consumption, waste and paper usage assessment, management and waste generation. ❖ Copies of CV's of the team leader and team members must be attached to the technical proposal as proof detailing the relevant and required experience as outlined above. 	<p>20</p> <p>8</p> <p>8</p> <p>4</p>
3.	<p>Qualifications:</p> <ul style="list-style-type: none"> ❖ Team leader must possess a minimum of an Honour's Degree in Environmental Science/ Environmental Management studies and should be registered with the South African Council for Natural Scientific Professionals (SACNASP). ❖ Team member(s) must possess a minimum of a Bachelor's Degree in Natural Science or Environmental Science or Environmental Management and should be registered with the South African Council for Natural Scientific Professionals (SACNASP). ❖ Copies of certified certificates must be attached to the 	<p>20</p> <p>8</p> <p>8</p> <p>4</p>

	proposal as proof, failure to attach, bidders will forfeit points.	
4	<p>Project Plan:</p> <ul style="list-style-type: none"> ❖ A clear water consumption, waste and paper usage baseline assessment methodology must be indicated in the proposal. The methodology must outline how the planned work will be carried out and should be according to each phase or deliverable of compiling the technical report. ❖ Clear process on the approach to conduct water consumption, waste and paper usage baseline assessment, quantification of the estimated costs and project management for installing the identified mechanisms and measures. ❖ Detailed work plans, including timetable for key deliverables and milestones. ❖ Management of the project. 	<p>50</p> <p>15</p> <p>15</p> <p>10</p> <p>10</p>
Total		100

For purpose of evaluating functionality, the following values will be applicable:

1=	Very Poor	Will not be able to fulfil the requirements
2=	Poor	Will partially fulfil the requirements
3=	Average	Will be able to fulfil the requirements
4=	Good	Will be able to fulfil better in terms of the requirements adequately
5=	Excellent	Will fulfil the requirements exceptionally

Phase 2:

Price	80
B-BBEE compliance	20

12. FORMAT AND SUBMISSION OF THE PROPOSAL

12.1 All the standard bidding documents (SBD) must be completed in all respects by bidders. Failure to comply will invalidate a bid.

12.2 Bidders are requested to submit two (2) copies if submitted manually: 1 original plus copy of the proposal and bid documents.

13. CLOSING DATE

13.1 Proposals must be submitted on or before **the 17 July 2017 at 11H00** Department of Energy, 192 Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked Department of Energy

No late bids will be accepted.

14. ENQUIRIES

14.1 All technical enquiries to be directed in writing to:

Mr Thebe Mamakoko

Tel: 012- 406 7679

Email: Thebe.Mamakoko@energy.gov.za

14.2 Ms Rachel Moerane

Tel: 012- 406 7747

Email: Rachel.Moerane@energy.gov.za