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**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR PLANNING AND IMPLEMENTATION OF ENERGY EFFICIENCY AND DEMAND SIDE MANAGEMENT PROJECTS IN SELECTED GOVERNMENT BUILDINGS AND WASTEWATER TREATMENT PLANTS FOR A PERIOD OF THREE (3) YEARS.**

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**1. PURPOSE**

1.1 The purpose of this Request for Proposal is to establish a panel of Service Providers, as and when required, for the planning and implementation of Energy Efficiency and Demand Side Management projects that will improve energy performance of selected government buildings and wastewater treatment plants.

**2. BACKGROUND**

2.1 The National Climate Change Response Policy White Paper (NCCRPW) has acknowledged that energy efficiency and demand side management, coupled with increasing investment in renewable energy programmes, are the most promising greenhouse gas (GHG) emission mitigation options in the electricity sector.

2.2 The national energy efficiency improvements commitments were affirmed in the National Energy Efficiency Strategy (NEES) that was developed and published in 2005 with economy-wide energy intensity reduction of 12% by 2015 against the baseline of 2000.

2.3 The implementation of the 2005 NEES resulted in an economy-wide energy efficiency improvement of 21.4% by 2015 due to a number of interventions that were adopted in various sectors.

2.4 However, since the 2005 NEES came to an end in 2015 the Department of Energy started a process to develop the post-2015 NEES to determine new energy efficiency measures and targets for the period of 2016 to 2030 in line with the requirements of the Medium Term Strategy Framework (MTSF), National

Development Plan, Integrated Energy Plan, Integrated Resource Plan for Electricity, and the South Africa's National Climate Change Response Policy White Paper.

- 2.5 The proposed post-2015 energy efficiency measures are, amongst others, expected to have a 16% reduction in energy consumption attributed to energy efficiency improvements by 2030 relative to 2015 baseline.
- 2.6 Moreover, the government building sector is expected to have a 56% reduction in the specific energy consumption (measured Giga Joule annual consumption per square meter (GJ/m<sup>2</sup>)) of occupied floor area by 2030 relative to the 2015 baseline, whilst the municipal services sector is envisaged to contribute 20% reduction in energy intensity (measured as energy consumption per head of population served) of municipal services provision.
- 2.7 The achievements of the South Africa's climate change goals will not only address the country's social, economic and environmental aspects but will also act as a catalyst for the acceleration of the integration of energy efficient and renewable energy technologies.
- 2.8 It is in this context that the Department of Energy and the South African National Energy Development Institute (SANEDI) have developed a programme to improve energy and environmental performance of SA's government buildings and wastewater treatment plants in order to achieve a net-zero energy of these facilities.
- 2.9 This programme of achieving net-zero energy of government facilities is initially funded through the General Budget Support (GBS) component of the European Union (EU)-funded National Development Policy Support Programme, and will focus on incorporating small-scale renewable energy, energy storage, energy management systems, energy efficiency and demand response measures. However, the starting point for the programme will be selected national, provincial, and municipal buildings as well as wastewater treatment plants.

- 2.10 It is for these reasons that the Department of Energy would like to invite competent and suitably qualifying service providers to submit proposals to be appointed in a panel that will support the planning and implementation of Energy Efficiency and Demand Side projects in selected government facilities.
- 2.11 The successful service providers will be appointed based on technical strength and demonstrable ability to undertake the services. It is therefore of uttermost importance that each service provider indicates the services to be offered by completing and submitting the check list in **Annexure A**.

### **3. OBJECTIVES OF THE PROGRAMME**

- 3.1 The overall objectives of this programme are to improve:
- 3.1.1 Energy and environmental performance of selected government buildings through an accelerated planning and implementation of Energy Efficiency and Demand Side projects including small-scale renewable (less than 1 MW); and
- 3.1.2 Energy performance of Wastewater Treatment Plants (WWTPs) through the introduction of system optimization techniques including energy management systems and energy efficient motors as well as integration of energy efficient and small-scale PV technologies.

### **4. DESIRED OUTCOME OF THE PROGRAMME**

- 4.1.1 The desired outcome of this programme is to improve energy performance towards achieving a net-zero energy of selected WWTPs and government buildings.

### **5. SCOPE OF WORK**

- 5.1 The activities of the programme will be implemented in selected national, provincial and municipality's buildings as well as wastewater treatment facilities based on the recommended interventions from the technical and financial feasibility studies that will be completed as part of the energy audits.

- 5.2 The successful service providers will be appointed as and when required to undertake the following:
- 5.2.1 Technical feasibility studies, energy audits and determination of energy consumption baselines for the purpose of improving energy performance of government buildings and wastewater treatment plants.
  - 5.2.2 Financial and environmental assessments on the viability of the proposed interventions.
  - 5.2.3 Capacity building and training on energy management and improving energy performance of government facilities.
  - 5.2.4 Supply, delivery, installation and maintenance of energy efficient technologies, which include, Light-Emitting Diode (LED), high efficient Heating, Ventilation and Air-Condition (HVAC) systems, high efficient water heating systems, Biogas, Cogeneration/ Combined Heat and Power systems, motion sensors, high efficient motors , variable speed drives, pumps and power factor correction.
  - 5.2.5 Supply, delivery, installation and maintenance of small-scale PV systems of less than 1MW with battery storage and inverters.
  - 5.2.6 Supply, delivery, installation and maintenance of smart metering technologies and energy management systems.
  - 5.2.7 Provide a 3-year maintenance plan for all the listed energy efficient technologies, PV systems, smart meters and energy management systems in the proposal.  
**Failure to submit a 3-year maintenance plan will invalidate the bid.**
  - 5.2.8 Develop and implement capacity building and training plans on energy management and performance improvements.
  - 5.2.9 Attend and facilitate workshops and meetings with Government and Municipalities in relation to the programme.

5.2.10 Prepare progress reports on the implementation of the programme activities.

## **6. PROGRAMME OUTPUTS/DELIVERABLES**

- 6.1 Inception report shall cover project plan with intermediate and final outputs, proposed methodology and identified timeframes as well as milestones.
- 6.2 The energy audit report should provide in detail the description of the facilities to be retrofitted namely:
- (i) physical location, size of the facility (square meter), usage and occupancy.
  - (ii) current energy consumption based on currently installed technologies.
  - (iii) energy savings potential based on proposed energy efficient technologies and measures.
- 6.3 Financial report will cover the current financial requirements of the facilities, proposed financial sustainability models and cost breakdown of the proposed energy technologies.
- 6.4 Environmental assessment report will cover environmental aspects of the facilities including safe disposal of replaced technologies and, environmental sustainability models of future disposal of the installed technologies after lifespan.
- 6.5 Energy efficient technologies supplied, delivered, installed and maintained for a period of three (3) years.
- 6.6 Smart meters and energy management systems including the hardware and software licensing requirements supplied delivered, installed and maintained for a period of three (3) years.
- 6.7 Small-scale solar PV system (less than 1MW) supplied, delivered, installed and maintained for a period three (3) years.

- 6.8 Capacity building and training reports based on the approved capacity buildings plan on energy management and system optimization.
- 6.9 Workshop implementation reports on various workshops held with the stakeholders.
- 6.10 Progress implementation reports based on monthly, quarterly and annual targets.

## **7. DURATION OF PROGRAMME**

- 7.1 The successful service providers will be expected to provide a quote, as and when required, for the services required on the planning and implementation of Energy Efficiency and Demand Side Management projects.
- 7.2 This panel of service providers will be for a period of three (3) years after appointment.

## **8. PAYMENTS**

- 8.1 Payment will be based on the achievement of pre-determined milestones, submitted reports on the implementation of the required services.
- 8.2 The Department will not make an upfront payment to successful service providers.
- 8.3 Payment will only be made within 30 days in accordance to the delivery of services in accordance to successful implementation of the services that will be agreed upon by both parties and upon receipt of an original invoice.

## **9. TAX CLEARANCE CERTIFICATE**

- 9.1 The potential service providers must ensure compliance with their tax obligations.
- 9.2 The potential service providers are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 9.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za).
- 9.4 The potential service providers/ may also submit a printed TCS together with the proposal.
- 9.5 In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / pin / CSD number.
- 9.6 Where no TCS is available but the potential service provider is registered on the central supplier database (CSD), a CSD number must be provided.

## **10.REPORTING**

- 10.1 The service providers will work closely with and report directly to the Programme Manager assigned on a monthly and quarterly basis.
- 10.2 All resulting reports and data shall be delivered in two copies, i.e. in electronic format and 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 the Department of Energy.

10.3 All drafts and final reports shall be submitted in full by the end of the project to the Programme Manager. They must be edited, complete and presented in their final versions.

## **11. EVALUATION METHODOLOGY**

### **11.1 Broad-based Black Economic Empowerment**

11.1.1 Provisions of the Preferential Procurement Regulations (PPR) of 2017 will apply in terms of awarding points.

11.1.2 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.

11.1.3 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.

11.1.4 A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid.

11.1.5 **Bidders other than Exempted Micro Enterprises (EMEs)**, MUST submit the following documents:

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

11.1.6 **Bidders who qualify as EMEs**, MUST submit the following documents:

- (a) Sworn affidavit signed by the EME representative; and attested by a commissioner of oaths.

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

B-BBEE Contributor	Status Level	Number of points (80/20 system)	Number of points (90/10 system)
	1	20	10
	2	18	9
	3	14	8
	4	12	5
	5	8	4
	6	6	3
	7	4	2
	8	2	1
Non Compliance contributor		0	0

## 11.2 Company Experience

11.2.1 The service providers must have at least five (5) years experience in electricity and energy industry in particular the following energy related projects:

- (i) energy auditing, energy management and installation of energy efficient technologies; or
- (ii) financial and environmental assessment of energy projects; or
- (iii) installation of Biogas Cogeneration or small-scale solar PV system (less than 1 MW).

11.2.2 At least five (5) reference letters from different clients should be included as proof indicating energy related projects.

## 11.3 Team Leader and Team Members Experience

### 11.3.1 Team Leader

- (i) The Team Leader must have at least 5 years relevant work experience in electricity and energy industry with at least five (5) energy related projects shown as proof in the CV.
- (ii) CVs of the team leader must be attached to the technical proposal as proof, and should reflect the number of projects executed by the project leader. **Failure to attach the CV will forfeit points.**

### 11.3.2 Team members

- (i) Team members must be a minimum of two (2) members, and should have at least 3 years relevant work experience in electricity and energy industry with least three (3) related energy related projects shown as proof in the CV.
- (ii) CVs of the team members must be attached to the technical proposal as proof, and should reflect the number of projects executed by each team member. **Failure to attach the CV will forfeit points.**

11.3.3 Details of the team leader and team members should indicate their designated responsibilities.

### 11.4 Qualification of Team Leader and Team Members

11.4.1 **Team Leader** should at least Honours degree in Engineering or Environment or Natural Science or Finance or Economics.

11.4.2 **Team Members** should have at least a Diploma in Engineering or Environment or Natural Science or Finance or Economics.

11.4.3 In order to be allocated the eligible points for the above listed qualifications certified copies of certificates must be attached to the proposal as proof, **failure to attach any copies will result in the bidders forfeiting all the allocated points.**

### 11.5 Project Methodology and Plan

11.5.1 For each of the services selected in **Annexure A**, Service Providers must separately provide as part of the proposal the following:

11.5.1.1 Project implementation plan with clear activities, milestones, timelines, and deliverables.

11.5.1.2 Methodological approach on each of the services for the planning and implementation of Energy Efficiency and Demand Side Management projects including small scale PV system (less than 1MW) and Biogas Cogeneration.

11.5.1.3 Detailed description of the services, technologies and systems being offered including installation guarantees, warranties, efficiency and local content of the technologies.

11.5.1.4 The required minimum local content calculated in accordance with SATS 1286 (see **Annexure B & B1**) should be as follows:

- (i) 50 % for smart meters.
- (ii) 70 % for Pumps and Medium Voltage (MV) electric Motor; and 70% for solar water heaters.

(iii) Bidders are therefore required to submit proof of local content self-verification in the format prescribed in Annexures **(C, D and E)**.

**Failure to submit the required local content self-verification will result in the Bid being disqualified.**

11.5.1.5 Description of the capacity building and training being offered to support the planning and implementing of Energy Efficiency and Demand side management projects including Biogas Cogeneration and small scale PV (less than 1MW) systems implementation of the programme or supply and installation of the system or technologies.

11.5.1.6 Proposed management structure with roles and responsibilities of team members for the execution of the project activities.

## **12. TECHNOLOGY AND SYSTEM MAINTENANCE PLANS**

12.1 Bidders are required to prepare and submit mandatory 3-year maintenance plans for the technologies and systems that are being offered as part of the bid. **Failure to submit the 3-year maintenance plans will result in the bidder being disqualified.**

## **13. PRE-QUALIFICATION**

13.1 Bidders must sub-contract 30% of the value of the contract to the adequate EME's or QSE:

- (i) which is at least 51% owned by black people or
- (ii) which is at least 51% owned by black women or
- (iii) which is at least owned by 51% black youth or
- (iv) which is at least 51% owned by black people with disabilities?

13.2 Exempted Micro Enterprise (EME) and or Qualifying Small Enterprise (QSE) do not need to sub-contract. Bidders who qualify as EME's or QSE's must submit sworn affidavits signed by the EME or QSE representatives and attested by a Commissioner of oaths. **Non signed or invalid affidavits will not be acceptable and will invalidate the bid.**

13.3 Bidders must submit proof of sub-contracting between the main contractor and the sub-contractor, which must include sub-contracting arrangements between the two parties. **Failure to submit a signed sub-contracting Agreement will result in the Bidder being disqualified.**

**NB: Attached is the list of registered service providers on a central supplier database approved by National Treasury.**

#### **14. EVALUATION CRITERIA**

14.1 Bids will be evaluated on either **80/20** or **90/10** preference point system as outlined in the PPR of 2017, and that the lowest acceptable tender will be used to determine the applicable preference point system.

14.2 The proposals will be evaluated in two phases:

##### **Phase 1:**

14.2.1 Bidders will be evaluated based on functionality. The minimum threshold for functionality is 70 out of 100 points.

14.2.2 Bidders who fail to meet the minimum threshold will be disqualified and will not be included in the final list of panel of service providers.

No	Criteria	Score	Weights
1	<p><b>Company Experience:</b></p> <p>(i) The service provider should have at least five (5) years experience in electricity and energy industry in particular in the following energy related projects:</p> <p>a. energy auditing, energy management and installation of energy efficient technologies; or</p> <p>b. financial and environmental assessment of energy projects; or</p> <p>c. installation of Biogas Cogeneration or small-scale solar PV system.</p> <p>(ii) The reported experience should be supported by at least five (5) reference letters from different clients, indicating similar project that was implemented.</p>	<p>7 years or more = 5 points  6 years = 4 points  <b>5 years = 3 points</b>  4 years = 2 points  3 years or less = 1 point</p> <p>7 letters or more = 5 points  6 letters = 4 points  <b>5 letters = 3 points</b>  4 letters = 2 points  3 letters or less = 1 point</p>	<p><b>15</b></p> <p>10</p> <p>5</p>
2	<p><b>Team leader and team members:</b></p> <p>(i) The Team Leader must have at least 5 years relevant work experience in electricity and energy industry with at least five (5) energy related projects shown as proof in the CV.</p> <p>(ii) Team members must be a minimum of two (2) members, and should have at least 3 years relevant work experience in electricity and energy industry, and three (3) related energy related projects shown as proof in the CV.</p>	<p>7 years, 7 projects and more = 5 points  6 years and 6 projects = 4 points  <b>5 years and 5 projects = 3 points</b>  4 years and 4 projects = 2 points  3 years, 3 projects and less = 1 point</p> <p>5 years, 5 projects and more = 5 points  4 years, 4 projects = 4 points  <b>3 years and 3 projects = 3 points</b>  2 years and 2 projects = 2 points  1 year, 1 project = 1 point</p>	<p><b>20</b></p> <p>8</p> <p>5</p>

No	Criteria	Score	Weights
	<p>(iii) CVs of the team leader must be attached to the technical proposal as proof, and should reflect the number of projects executed by the project leader. Failure to attach the CV will forfeit points.</p> <p>(iv) CV's of the Team Members (<b>minimum 2 members</b>) must be attached to the technical proposal as proof, and should reflect the number of projects executed by members.</p>	<p><b>Team Leader</b>  CVs attached with 6 or more projects = 5  CVs attached with 6 projects = 4  <b>CVs attached with 5 projects = 3</b>  CV attached with 4 projects = 2  CV attached with 3 or less projects = 1 point</p> <p><b>Team Members (2 members)</b>  CVs attached with 5 or more projects = 5  CVs attached with 4 projects = 4  <b>CVs attached with 3 projects = 3</b>  CV attached with 2 projects = 2  CV attached with 1 or less project = 1 point</p>	<p>3</p> <p>4</p>
3	<p><b>Qualifications:</b></p> <p>(i) Team Leader must have a minimum of Honours degree in Engineering or Environment or Natural Science or Finance or Economics.</p> <p>(ii) Team Members must have a minimum of Degree in Engineering, Environment or Natural Science or Finance or Economics.</p>	<p>PhD = 5 points  Master's degree = 4 points  <b>Honours degree = 3 points</b>  Degree = 2 points  Diploma or Certificate = 1 point</p> <p>PhD or Masters = 5 points  Honours = 4 points  <b>Degree = 3 points</b>  Diploma = 2 points  Certificate = 1 point</p>	<p><b>15</b></p> <p>8</p> <p>5</p>

No	Criteria	Score	Weights
	(iii) Certified copies of certificates must be attached to the proposal as proof, failure to attach any copies will result in the bidders will forfeiting all the allocated points.	<b>Certified copies = 5 points</b> Copies not certified or not attached = 2 or 1 point	2
3.	<p><b>Project Plan &amp; Methodology</b> should have the following:</p> <p>(i) Project implementation plan with activities, milestones, timelines and deliverables.</p> <p>(ii) Proposed Methodology detailing the approach on the provision of the required services, supply and installation of the technologies and systems.</p> <p><b>1 year guarantee</b> on installation faults and 5 years warranty of proposed energy efficient technologies and systems</p>	<p>Project plan with detail activities, milestones, timelines and deliverables = 5 points Project plan provided with milestones and timelines = 4 points <b>Project plan provided = 3 points</b> Project plan attached but not activities, milestones and deliverables = 2 points No project plan attached = 1 point</p> <p>Methodology with description of services, supply of technologies and systems Methodology with only description of services = 4 <b>Methodology provided = 3</b> Methodology provided without the required services = 2 or 1 point</p> <p>3 years guarantee, 7 years warranty = 5 2 years guarantee, 6 years warranty = 4 <b>1 year guarantee, 5 years warranty = 3</b> 6 months guarantee, 4 years warranty = 2</p>	<p><b>50</b></p> <p>5</p> <p>20</p> <p>10</p>

No	Criteria	Score	Weights
	(iv) Management structure with roles and responsibilities of team member/s.	Less than 6 months guarantee, 3 years warranty = 1  Management structure with roles and responsibilities = 5 <b>Management structure provided = 3</b> Management Structure = 2 or 1	10
	(v) Contingency plan detailing how unforeseen future events or circumstances will be taken into account to avoid project implementation delays.	Contingency plan with clear risks and mitigation strategies = 5 Contingency plan with risks = 4 <b>Contingency plan attached = 3</b> No contingency plan = 2 or 1	5
<b>Total</b>			<b>100</b>

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

1	<b>Very Poor</b>	Will not be able to fulfil the requirements
2	<b>Poor</b>	Will not be able fulfil the requirements
3	<b>Average</b>	Will be able to fulfil the requirements
4	<b>Good</b>	Will be able to fulfil better in terms of the requirements adequately
5	<b>Excellent</b>	Will fully fulfil the requirements exceptionally

## Phase 2:

- 14.3 Bidders who complied with the minimum threshold for functionality, i.e. 70 out of 100 points will then be included in the panel of service providers.
- 14.4 The service providers in the panel will then be required to submit Quotes, as and when required and the quotes will be evaluated on either 80/20 or 90/10 point system as outlined in the PPR of 2017.

<b>Price</b>	80 or 90
<b>B-BBEE status</b>	20 or 10

## 15. FORMAT AND SUBMISSION OF PROPOSAL

- 15.1 All standards official bidding document forms (SBD) must be completed in all respects by bidders. Failure to comply will invalidate a bid.
- 15.2 Bidders are requested to submit three (3) copies: one (1) original plus (2) copies of the proposals and bid documents.

## 16. TERMS AND CONDITIONS

- 16.1 The Department reserves the right to appoint more than one (1) service providers.
- 16.2 The Department also reserves the right to award one or all of the listed services to a single service provider.

## 17. COMPULSORY BRIEFING SESSION

- 17.1 A compulsory briefing session will be held on **22 October 2019**, at 10H00, DoE offices Head Office (Matimba House, 192 Visagie streets or corner of Paul Kruger and Visagie streets).

## 18. CLOSING DATE

- 18.1 Proposals must be submitted on or before **06 November 2019**, at the DoE offices, Head Office (Matimba House, 192 Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked Department of Energy). **No late bids will be accepted.**

## 19.ENQUIRIES

All technical enquiries to be directed in writing to:

**Ms. Lebogang Nkhwashu**

Tel: 012- 406 7648

Email: [lebogang.nkhwashu@energy.gov.za](mailto:lebogang.nkhwashu@energy.gov.za)

Mr Xolile Mabusela

[Tel:012](tel:0124067697) 406 7697

Email:Xolile.Mabusela.@energy.gov.za

Brenda Phahlamohlaka

[Tel:012](tel:0124067646) 406 7646

Email:Brenda.Phahlamohlaka@energy.gov.za

**All bid enquiries to be directed to:**

Ms. Keitumetse Pitse      or      Ms. Rachel Moerane

Tel: 012 - 406 7742

Tel: 012 - 406 7747

Email: [keitumetse.pitse@energy.gov.za](mailto:keitumetse.pitse@energy.gov.za)

Email: [rachel.moerane@energy.gov.za](mailto:rachel.moerane@energy.gov.za)

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**Annexure A:** Confirmation of Services being proposed by the Bidder

No.	Service	Check List
1	Energy Auditing and determination of energy consumption baselines and projected energy savings.	
2	Financial Assessment and Analysis for the listed energy efficient and small-scale renewable energy technologies.	
3	Environmental Assessment (EA) for the listed energy efficient and small-scale renewable energy technologies.	
4	Supply, delivery, installation and maintenance of energy efficient and small-scale Solar PV (less than 1 MW) technologies.	
6	Supply, delivery, installation and maintenance of Energy Management System	
7	Supply, delivery, installation and maintenance of smart metering technologies	
8	Capacity Building and Training on energy management and performance improvement	
9	Facilitation of energy management and performance workshops	

<b>Company Name:</b>
<b>Contact Person:</b>
<b>Contact Detail:</b>
<b>Signature:</b>