

TERMS OF REFERENCE FOR PANEL OF NON-GRID SERVICE PROVIDERS IN NINE (9) PROVINCES FOR THE SUPPLY AND INSTALLATION OF SOLAR HOME SYSTEMS UNTIL END OF MARCH 2014

1. BACKGROUND

- 1.1. The Integrated National Electrification Programme is a national programme intended at ensuring electrification access to South African citizens. The electrification is carried out through the grid and non-grid electrification programmes, which aims to address an estimated electrification backlog of 3,4 million households.
- 1.2. The non-grid electrification programme was established to ensure temporary electrification of households in areas where grid electricity will not be available in a period of three or more years. Through the non-grid electrification programme, more than 50,000 SHS have been installed in the Eastern Cape, Kwazulu Natal and Limpopo provinces. These installed SHS exist only in designated concession areas.
- 1.3. Due to new demand and existing electrification challenges, the Department has permission to now implement the non-grid electrification programme in areas which are not part of the existing concession areas. The programme will therefore also aim at addressing the backlog in the new areas which will be identified in all the nine (9) provinces.

2. CONTRACT PERIOD

- 2.1 The panel of service providers will enter into a two (2) year contract with the Department for supply and installation of SHS and they will operate as and when the need is identified.
- 2.2 The contracts will terminate at the end of March 2014 to test the market and if possible permit opportunities for new role players.

3. SCOPE OF PROJECT

3.1 The service provider is expected to produce the following outputs:

- Supply and install SHS in compliance with the NRS 052-1:2012/SAN959 to areas which will be identified by the Department as and when the need arises.
- Commission, test and report for each SHS installed
- Training of local people on maintenance of the SHS

4. REPORTING REQUIREMENTS

4.1 The appointed service providers will report to the Department's Non-Grid Electrification Planning Manager on a monthly basis from the commencement of the project.

4.2 The Department of Energy will conduct technical audits to verify quality and performance of installed SHS before payment is done.

5. TAX CLEARANCE CERTIFICATE

5.1 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.

6. SECURITY BACKGROUND CHECKS

6.1 The Department reserves the right to conduct Security background checks in respect of the selected bidders, their Directors and staff. Appointment of the successful bidder will be done subject to positive background checks.

7. COMPULSORY INFORMATION SESSION

7.1 A compulsory information session will be held on **17th July 2013** at **Department of Energy, 192 Visagie Street, Pretoria.**

8. SITE INSPECTION

- 8.1 Site inspection will be conducted with the shortlisted service providers at their premises to ensure existence of the necessary infrastructure (Office, storage, vehicles).

9. EVALUATION CRITERIA

9.1 Broad-Based Black Economic Empowerment (B-BBEE)

9.1.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulation will apply in terms of awarding points.

9.1.2 Bidders are required to submit original and valid B-BBEE status level Verification to substantiate their B-BBEE rating claims.

9.1.3 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.

9.1.4 In a case of Exempted Micro Enterprise (EMEs), AO/AA must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:

- Verification agencies accredited by SANAS; or
- Registered auditors approved by IRBA

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

B-BBEE Level Contributor	Status of	Number of points (90/10 system)
1		10
2		9
3		8
4		5
5		4
6		3
7		2
8		1
Non-compliant contributor		0

9.2 Company Experience

9.2.1 Service providers should have at least three (3) years experience in providing similar (electrical field) services and should provide proof accompanied by correspondence from referees indicating that such project was executed as well as their contactable references.

9.3 Team Leader experience

9.3.1 Team Leader must have at least three (3) years in the electrical field and individual Team members must have at least two (2) years in the same field.

9.3.2 CV's of the Team leader and Team members must be attached to the technical proposal as proof.

9.4 The proposal

9.4.1 The business proposal must address the following:

- three design type scenarios in respect of price and usage that will be 90W,150W as well as 300W system
- Where and how materials for SHS will be sourced
- Project Management (including SHEQ and Risk Management Plan)
- Training of locals

9.5 Infrastructure

9.5.1 It is expected that the preferred service provider possess relevant infrastructure in terms of office, testing equipments, vehicles, etc.

9.5.2 Site inspections per province will be conducted with all short listed bidders.

10. EVALUATION CRITERIA

10.1 Bids will be evaluated on 90/10 point system as outlined in the PPPFA of 2011.

10.2 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 and preference points.

No.	Criteria	Weights
1.	Company Experience: At least three (3) years experience in providing similar (electrical field) services and should provide proof accompanied by correspondence from referees.	30
2.	Team Leader experience: Team Leader must have at least three (3) years in the electrical field and individual team members must have at least two (2) years in the same field. CV's of the Team leader and Team members must be attached to the technical proposal as proof.	30
3.	Proposal: A detailed business proposal must be submitted as outlined in paragraph 10.4.	40
	Total	100

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

0=	Very Poor	Will not be able to fulfil the requirements
1=	Poor	Will not be able to fulfil the requirements
2=	Average	Will partially fulfil the requirements
3=	Good	The bidder will be able to fulfil the requirements
4=	Very Good	The bidder will be able to fulfil better in terms of the requirements
5=	Excellent	Fully fulfil in terms of the requirements

Phase 2:

Price	90
B-BBEE compliance	10

11. FORMAT AND SUBMISSION OF THE PROPOSAL

- 11.1 All the official forms (SBD) that are included in the bid document must be completed in all respects by bidders. Failure to comply will invalidate a bid.
- 11.2 Bidders are requested to submit two (2) copies: 1 original plus copy of the proposal and bid documents.

12. CLOSING DATE

- 12.1 Proposals must be submitted by **26 July 2013 at 11H00** at 192 Visagie street, Pretoria, in the bid box **marked** Department of Energy. **No late bids will be accepted.**

13. ENQUIRIES

13.1 All general enquiries relating to bid documents should be directed to:

Rachel Moerane/Daisy Maraba

Tel No: (012) 406 7747/7748

E-mail: Rachel.Moerane@energy.gov.za / Daisy.Maraba@energy.gov.za

13.2 Technical enquiries can be directed to:

Serame Moeketsi

Tel No: (012) 406 7683/082 449 1674

E-mail: serame.moeketsi@energy.gov.za