



sanedi

South African National Energy
Development Institute.

REQUEST FOR QUOTATIONS

FOR BASELINE STUDIES FOR THE ENERGY AUDIT AT SIBONILE PRIMARY SCHOOL FOR THE FOR THE VISUALLY IMPAIRED, MIDVAAL, GAUTENG

NAME OF BIDDER.....

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER Code Number

FACSIMILE NUMBER CodeNumber

E-MAIL ADDRESS

Signature of Bidder **Date**

RFQ Number	3220
Date of RFQ	16 th October 2020
Sanedi Contact	All enquiries must be directed to: Name: Ms Nondumiso Buthelezi Tel: 011 038 4369 e-mail address: enquiries.procurement@sanedi.org.za Website address: www.sanedi.org.za
Closing date	30 th October 2020 at 11:00am
Submission methods	The submissions should be made to the following email: quotes.procurement@sanedi.org.za NB: failure to submit in the correct email will render your submission non-responsive.
Work specification (and Technical specifications)	Project Background SANEDI has partnered with the Green Technology Unit component of the Gauteng Department of infrastructure Development (GDID) in order to enhance its capability and resources in the Greening Projects. This partnership has been in existence since 2014 and has involved in the Greening of the Sharpeville Schools, and seeks to replicate the success of that Greening Project. The objective of the project is to demonstrate the benefits in greening of brownfield schools i.e. to demonstrate the energy saving mechanism by utilising green technologies. Sibonile Primary School for the Visually Impaired has been selected as a pilot study. In this project several technologies namely. Solar Water Heating, Solar Pumps, Biogas, Food Security, Cool Surfaces and Rain water harvesting are contemplated as interventions. The first process in the Greening project is to do a Baseline Study, i.e. assess and measure the current energy consumption, compile a Bill of Quantities for the Internal and External Lighting and make recommendations for the Greening of the Sibonile Primary School. The key areas to be investigated are: Gas Usage, Hot water usage, Air Conditioning (Thermal Comfort), Internal and External Lighting Food Waste Management and Water Management.

1. PROJECT TERMS OF REFERENCE - SPECIFIC BACKGROUND

The Working for Energy Programme is a sub-programme of the Applied Energy Research Programme at SANEDI and it focuses on clean energy interventions that can benefit low income communities in South Africa. The notion of clean energy interventions that can benefit low income communities should not be confused with cheap, but rather simplified labour intensive (with special emphasis on empowering youth, women and people with disabilities), interventions that can be easily adapted, operated and maintained in areas that are most needy.

The programme has many partners, including the Gauteng Department of Infrastructure and Development, (GDID). The Partnership with GDID focuses on the 'greening' of public institutions, both green field and brown field facilities. As the continuation of this partnership, SANEDI has embarked on Greening of the Sibonile Primary School for the Visually Impaired in Midvaal.

2. ENERGY AUDIT IN SELECTED SIBONILE PRIMARY SCHOOL

Because of the success of the demonstration of the Greening of the Sharpeville Schools Project, the Partners agreed to do the Greening at Sibonile Primary School. A general energy assessment of consumption, Measurement of the Roof Area, bill of quantities as well as green energy recommendation is required.

The physical address of the identified schools are as follows: -

Sibonile Primary School for the Visually Impaired,

Physical Address : Plot 33, Garthview Road, Kliprivier, Meyerton, South Africa

3. PROJECT OBJECTIVES

The key objectives of this project, through utilising green technology infrastructure and skills at Sibonile Primary School for the Visually Impaired is to: -

- Decrease demand/load on energy systems and thus electricity and/or diesel generator use and cost.
- Increase roof surface lifetime expectancy.
- Improve energy security and energy access.
- Increase Human Capacity Development (HCD) and knowledge base, by training and including local community labour as part of the workforce to apply the paint, i.e. skills transfer from the appointed contractor to the local community participants.
- Improving thermal comfort for teachers and learners at these facilities.

4. SCOPE OF WORKS

The scope of work can be summarized as follows :

Focus Areas

As already mentioned the key areas to be investigated are as follows:

- Electricity usage
- LPG Usage,
- Hot water usage,
- Air Conditioning (Thermal Comfort),
- Internal and External Lighting,
- Food Waste Management and
- Water Management

Over a period of the last three years (given the erratic consumption due to various levels of the COVID-19 lock downs)

4.1.2 Baseline Period

Baseline Period: The baseline period must be for the past two years i.e. from January 2018 to December 2019. The data for the year 2020 cannot be used because of COVID-19. most of the time the kids were absent from the school.

4.1.3 Variables to be measured

Variables to be measured : Electricity Consumption, Gas Consumption and Water Consumption, Water infrastructure efficiency (borehole)

4.1.4 Service to be provided

The following services are to be provided:

- Conduct a Baseline Study of the Energy Consumption and the consumption of the associated appliances, and Install Data Loggers if possible
- Analyze energy consumption by Collecting a historical data on electricity and energy consumption
- Determine if the roof is suitable for the application of the Cool Surfaces and determine areas of the roof that need to be repaired.
- Measure the Surface Area that needs to be painted with Cool Surfaces
- Compile a Bill of Quantities for the Internal and External Lighting
- Compile an Energy Baseline Report and Make Recommendations for the Greening Study

5. PROJECT MANAGEMENT

A suitable Service Provider is sought to undertake the Project Management of this task and supply the following deliverables:

5.1 Deliverables required of the Project Manager:

- Prepare a detailed methodology and project execution plan
- Provide a detailed project timeline, (Gant chart preferred)
- Produce a detailed labour plan, outlining the time and number of labour required and aligned to the Expanded Public Works Programme (EPWP) requirements
- Provide a risk management and indemnity plan for security of product, equipment and labourers
- Ensure the health and safety of all labour, including contracted local community labour, employed in accordance with applicable legislation and consultation with community leaders
- Procure necessary Personal Protection Equipment (PPE) for all involved in the execution of the project
- Provide SANEDI with weekly progress updates that include a write up, maps and photographic evidence in an electronic format and sent via e-mail:
 - Update to include relevant challenges and progress and solutions applied, to resolve any such challenges.
 - Record with certified copies of Identity Documents, everyone involved in the execution of the project.
 - Records of labourers' attendance, conduct, disciplinary processes, etc.;
 - Detailed reports on project process, delays, contingencies.
 - Any challenges with community members to be communicated with SANEDI and local Ward Councilor/ project representatives, for resolution.
- All project meetings held must be supported by written minutes sent to SANEDI and GDID via email
- Facilitate a project close-out meeting between the contractors, SANEDI, the School Headmasters and local Ward Councilors
- Provide a detailed final Technical Report including assumptions, metrics, repairs, and any other relevant technical information.

5.2 Site inspection and briefing

A compulsory site inspection will be arranged and interested bidders must send their RSVPs to E-mail : enquiries.procurement@sanedi.org.za

6. PROJECT MANAGEMENT FROM SANEDI-GDID PARTNERSHIP

The project shall be managed through SANEDI by a Working for Energy Project Manager and shall include a Project Oversight Committee as follows:

- a) Chaired by Working for Energy General Manager.
- b) Working for Energy Project Manager.
- c) Representatives from GDID.
- d) A representative or more from the successful contractor.
- e) A representative from the community (optional and subject to availability, without remuneration for attendance at any meeting/s).
- f) A representative from each of the 3 participating schools.
- g) A quorum shall be deemed when one member from each entity is present

Any project related decisions raised by any party associated with the project compliance and physical installation of the system must be addressed through the SANEDI project manager directly, as the contracting party.

The Project Oversight Committee shall meet as follows:

- a) On-site inception meeting, to initiate the Project
- b) Thereafter, progress meetings as deemed necessary
- c) A final closure meeting after project completion
- d) Project closeout meeting.

8. PROJECT SCHEDULE

The project shall be completed within a month from the last date of signature to the contract. Any deviations from this will need a written motivation to SANEDI.

		Evaluation Criteria		
Evaluation Criteria	Criteria	Evidence	Scoring Guidelines [with scores judged between 1 and 10]	Weighting
		1. Capacity, capability and experience of organisation in energy audit assessments.	Description of company profile, company history including years in business, description of project team including roles, list of previous work in Cool Surfaces	<p>0= 0 years of relevant capacity, capabilities and experience in Energy Management Services or Energy Auditing</p> <p>2 = 1 year of relevant capacity, capabilities and experience in Energy Management Services or Energy Auditing</p> <p>3 = 2 years of relevant capacity, capabilities and experience in Energy Management Services or Energy Auditing</p> <p>4 = 3 years of relevant capacity, capabilities and experience in Energy Management Services or Energy Auditing</p> <p>5 = 4 years of relevant capacity, capabilities and experience in Energy Management Services or Energy Auditing</p> <p>6 = 5 years of relevant capacity, capabilities and experience Energy Management Services or Energy Auditing</p> <p>10 = 6 or more years of relevant capacity, capabilities and experience in Energy Management Services or Energy Auditing.</p>

	<p>2. Qualification, capability and experience of Project Manager</p>	<p><i>Curriculum vitae</i> of Project Manager must be provided and failure to do so will forfeit points.</p>	<p>1 = 3 years or less and does not have demonstrable experience in a-related Project.</p> <p>4 = 5 years of demonstrable experience in a-related Project .</p> <p>8 = 6 years of demonstrable experience in a-related Project</p> <p>10 = 6 or more years of demonstrable experience in a-related Project</p>	<p>15%</p>
	<p>References Letters</p>	<p>Reference letters (on the client’s letterhead, with contacts and duly signed), from end users, that the bidder has previously successfully conduction and Energy Measurement Baseline Study</p>	<p>0 = no reference letter provided</p> <p>3 = 2 reference letters provided</p> <p>6 = 4 reference letters provided</p> <p>10 = 6 or more reference letters provided</p>	<p>10%</p>
	<p>4. Methodology of Baseline Energy Study</p>	<p>Detailed methodology of the work to be undertaken.</p>	<p>1 = repetition of the “Scope of Work” with no detail</p> <p>5 = detailed methodology, but no specific application, timeframe and/or training details</p> <p>10 = detailed methodology that includes application, time frame, OHS-compliance, local community involvement and application training, as well as other factors related to specifically addressing all required project outputs</p>	<p>30%</p>

	A verifiable minimum of 50% local community labour involvement.	0 = 0% local content 1 = 10% local content 5 = 30% local content 10 = 50% local content	20%
	Total		100%
	Technical Threshold		75%

Preferential Point system

The Bid will be evaluated on 80/20 Preferential Point System according to the Preferential Procurement Policy Framework Act,2000

The points scored out of 80 should be calculated according to the following formula:

(i) The 80/20 preference point system

$$Ps = 80 \left(1 - \frac{Hs - Rs}{Rs} \right)$$

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

The maximum score

The maximum score for this bid shall be awarded as follows:

POINTS	PRICE
BBBEE Status level of Contribution	20
Points for price	80
Total points for price and BBBEE do not exceed	100

Terms and Conditions

The RFQ shall be subjected to the SANEDI procurement terms and conditions which can be found on www.sanedi.org.za .

Quoted Price excluding Disbursements VAT inclusive	(Attach a formal quotation on company official letterhead to this RFQ) R
Discounted amounts Disbursements VAT inclusive	R
Total Amount VAT inclusive	R

Other Requirements	<p>The supplier must submit the following returnable schedules:</p> <ol style="list-style-type: none"> 1. Pricing schedule 2. Attach SBD9, SBD 4 and BBBEE Bid Declaration 3. Attach valid tax clearance 4. Certified BBBEE certificate 5. CSD Report <p>Forms are available on www.sanedi.org.za</p>
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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"> - the bidder is employed by the state; and/or - 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.
	<p>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</p>

COMPANY & REPRESENTATIVE DETAILS	
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	

	DECLARATIONS	YES	NO
	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?		
	If yes, did you attach proof of such authority to the bid document? <u>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.</u>		
	If no, furnish reasons for non-submission of such proof:		
	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?		

	If so, furnish particulars:		
	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?		
	If so, furnish particulars:		
	Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies Wither or not they are bidding for this contract?		
	If so, furnish particulars:		

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.			
Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Peral Number

“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-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED (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).	Points Claimed 	
SUB-CONTRACTING	YES	NO
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