

Department of Energy

Energy Efficiency

EE 0104 / 105 /106 & 130
Tender Briefing Session
31 October 2013

Dr. Wilfred Fritz
Chief Technical Advisor
Department of Energy




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The Department of Energy in partnership with the German Agency for Technical Cooperation (GIZ), the Swiss Agency for Development and Cooperation (SDC), and the Danish Embassy through the South African National Energy Development Institute (SANEDI) issued the following **4 parallel tenders**, namely:

- ❖ **EE 0104 CONDUCTING ENERGY AUDITS AND/OR THE SUPPLY AND INSTALLATION OF SMART METERS IN GOVERNMENT BUILDINGS AND FACILITIES.**
- ❖ **EE 0105 CONDUCTING CAPACITY ASSESSMENTS IN THE DEPARTMENT OF PUBLIC WORKS.**
- ❖ **EE 0106 DEVELOPMENT OF AN ENERGY EFFICIENCY INFORMATION MANAGEMENT SYSTEM.**
- ❖ **EE 0130 ASSESSMENT OF POLICIES TO ENABLE THE IMPLEMENTATION OF ENERGY EFFICIENCY IN THE BUILDING SECTOR.**

Tender documents were made available from **21 – 31 October**
Closing Date 08 November 2013



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AGENDA:

- 1. *Introduction and Welcome***
- 2. *Procurement Process by SANEDI***
- 3. *EE 0105 Conducting capacity assessments in the department of public works***
- 4. *EE 0106 Development of an energy efficiency information management system***
- 5. *EE 0130 Assessment of policies to enable the implementation of energy efficiency in the building sector***
- 6. *EE 0104 Conducting energy audits and/or the supply and installation of smart meters in government buildings and facilities***
- 7. *Closure***



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1. BACKGROUND AND INTRODUCTION



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The South African National Energy Efficiency Strategy (NEES) (2005)

□ The South African National Energy Efficiency Strategy (NEES) (2005) clearly defines the sectors that are considered a priority for the Government.

These are:

- Industrial and mining,
- Commercial,
- Public building,
- Residential, and
- Transport.



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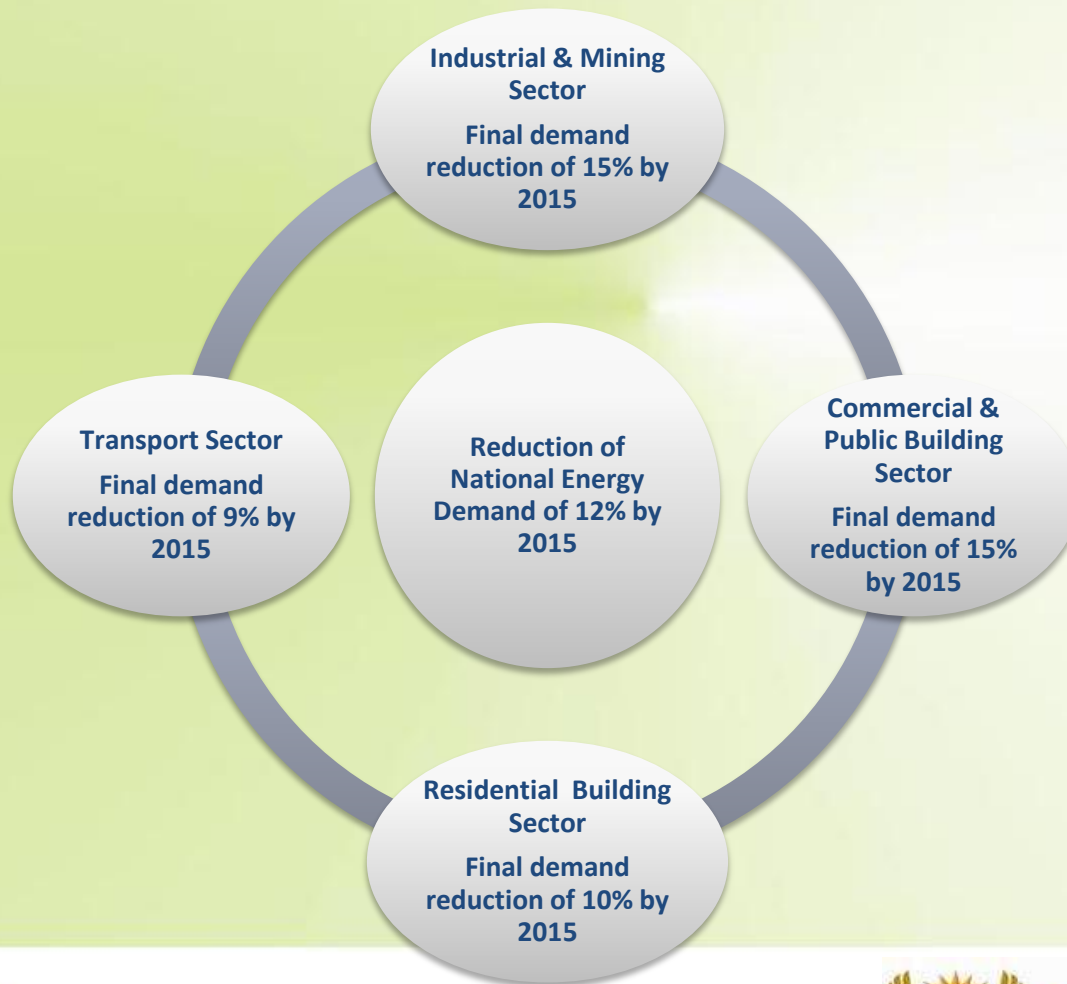
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The South African National Energy Efficiency Strategy (NEES) (2005)



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On-going EE Initiatives:

EETMS Energy Efficiency Target Monitoring System

EEDSM Energy Efficiency Demand Side Management

EPC Energy Performance Certification

Etc.....



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2. Procurement Procedures: SANEDI



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PROCUREMENT BRIEFING SESSION

INFORMATION TO BIDDERS



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Overall objectives of the Procurement process.

To ensure efficient and a least cost, efficient, effective and uniform procurement of all services and goods, required for the proper functioning of SANEDI, whilst developing, supporting and promoting broad based black economic empowerment, small, medium and micro enterprises.

To ensure the effective and uniform management and disposal of goods and assets through the supply chain management process.



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Supply Chain Management - SANEDI

THE TRANSITION TO A SCHEDULE 3 ENTITY

SANEDI strives for a robust consultative approach to Supply Chain Management and Procurement, through processes and procedures that are compliant with the myriad of Legislation, Regulation and Instructions of the National Treasury.

Many other institutions bidders deal with have their own value systems and interpretation of these rules and many assume comparisons with ESKOM and other such Public Enterprises, but those are not Schedule 3 Public Entities and have a different rule set.

SANEDI has also lowered the Procurement THRESHOLDS due to the transaction volume and nature of goods and services procured.

SANEDI is open to suggestions and a proactive approach methodology within the legal framework to streamline procedures and clear procurement obstacles so as to allow for good business with suppliers.



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LEGISLATIVE FRAMEWORK

The Constitution - Section 217 (1)

Public Finance Management Act

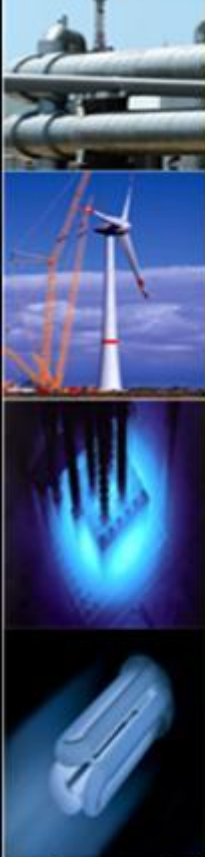
Treasury Regulations - Section 16A

National Treasury SCM Practice Notes

Preferential Procurement Policy Framework Act

Broad Based Black Economic Empowerment Act

The Prevention and Combating of Corrupt Activities Act



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PROCUREMENT STRUCTURE

Two Standard Bidding Documents

1. Request for Quotations / Proposals – Value below R 200k
2. Request for Quotations / Proposals – Value above R 200k

The Layout & Format of these documents is kept fairly constant so as to build uniformity and assist in irradiating contradiction or ambiguity



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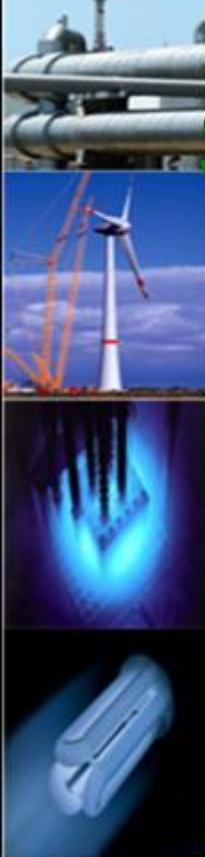
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STANDARD BID DOCUMENT

SECTIONS



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**TENDER DOCUMENT
ANNUAL SUPPLY CONTRACT
TERMS OF REFERENCE FOR
“OFFICE STATIONERY & SUPPLIES”
Procurement Reference Number ASC 0137
ELECTRONIC TENDER SUBMISSION CLOSING DATE
11h00 on 7th November 2013**

BID DETAILS

Bid Title Annual Supply Contract – Office Stationery & Supplies
Description of Goods & Services Various office supplies and stationery

Date of TENDER 21 October 2013

Date of Briefing Session 30 October 2013 at 10h00

Date of Tender CLOSING Electronic 11h00 on 7th November 2013





Document Cover Page



TENDER DOCUMENT

REQUEST FOR PROPOSALS

TERMS OF REFERENCE FOR CONDUCTING ENERGY AUDITS AND/OR THE SUPPLY AND INSTALLATION OF SMART METERS IN GOVERNMENT BUILDINGS AND FACILITIES.

Procurement Reference Number **EE 0104**

Name of Respondent:

CLOSING DATE

**FRIDAY 8TH NOVEMBER 2013
11H00**

SUBMISSIONS TO BE PLACED IN THE SANEDI TENDER BOX SITUATED AT

***Block E, 2nd floor
150 LINDEN STREET
Strathavon
Sandton
Johannesburg
South Africa***

Bidders must ensure that bids are delivered timeously to the correct address.

Late bids will not be accepted for consideration.



Document Bid Detail Page

BID DETAILS

Bid Title **ENERGY AUDITS IN PUBLIC SECTOR BUILDINGS**

Procurement Reference Number **EE 00104**

Description of Goods & Services **Energy Monitoring and Walk Through Audits**

Date of TENDER **Monday 21 October 2013**

Date of Compulsory Briefing Session **Thursday 31 October 2013 at 11h00**

Date of Tender CLOSING **Friday 8 November 2013 at 11h00**



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CONTACT INFORMATION

Project Originator

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SANEDI PROCUREMENT

Fikile Manganyi

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CONTACT INFORMATION

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

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e-Mail wilfred.fritz@energy.gov.za

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

SANEDI ENERGY EFFICIENCY Mr Barry Bredenkamp
Telephone: + 27 (0) 10 201 4704
e-Mail barryb@sanedi.org.za



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BIDDER'S DETAILS

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER

FACSIMILE NUMBER Code Number

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

Signature of Bidder Date



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BID DOCUMENT STRUCTURE



Contents

PART 1 – SUBMISSION PROCEDURES

1. Notice and Invitation to Submit
2. Submission Data
3. Evaluation Criteria
4. Evaluation Scoring Criteria
5. Preferential Procurement Regulations

PART 2 – SCOPE OF WORKS

6. Detailed Scope of Works
 - 6.1 Programme background and conditions of work
 - 6.2 OBJECTIVE OF THE PROJECT
 - 6.3 Specific Objective of the Consultancy
 - 6.4 Scope of Work
 - 6.5 EXPECTED OUTPUTS



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PART 3 - PRICING SCHEDULES

7. Priced Proposal
8. Form of Tender
9. Proposed Amendments and Qualifications

PART 4 – LIST OF RETURNABLE SCHEDULES

10. Commercial Information
11. Enterprise Questionnaire
12. Certificate of Authority for Joint Ventures
13. Tax Clearance Certificate Requirements
14. B-BBEE Bid Declaration
Declaration With Regard To Company/Firm
Certification of BBBEE Status
15. Certificate of Registration & Good Standing CIDB



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PART 5 – EVALUATION SCHEDULES

16. Evaluation Schedule: Tenderer's Experience
17. Evaluation Schedule: Proposed Organisation and staffing
18. Evaluation Schedule: Experience of Key Staff
19. Evaluation Schedule: Solution Statement and Technical Equipment
20. Evaluation Schedule: Methodology Statement
21. Evaluation Schedule: Quality Control Procedures
22. Declaration of Local Production and Content
Certification of Local Production and Content



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PART 6 – BID DECLARATIONS

23. Declaration of Interest

Certification of Declaration of Interests

24. Declaration of Bidder's Past Supply Chain Management Practices

Certification of Bidder's Past Supply Chain Management Practices

25. Certificate of Independent Bid Determination

Declaration of Independent Bid Determination

26. Certificate of Acceptance – General Conditions of Contract

Contract of Engagement – Service Provider



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Part 7 – BID REPRESENTATION

- 27. Record of Addenda to Tender Documents
- 28. Certificate of Representation at Briefing Session

Part 8 – GENERAL CONDITIONS OF CONTRACT

- 29. Schedules of Clauses – GCC

Annexures



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RESPONSIVE BIDS

SUBMITTED

- ✓ ON TIME
- ✓ IN CORRECT TENDER BOX
- ✓ ALL THE FOLLOWING DOCUMENTATION IN THE BID ENVELOPE
 - Returnable Schedules
 - Questionnaires
 - Certificates
 - Price Proposal
 - Form of Tender

All duly signed-off and completed in black ink



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BID ENVELOPES



Envelope	Schedule	RETURNABLE DOCUMENT
<u>Envelope 1</u>	11	Enterprise Questionnaire
	12	Certificate of Joint Venture / partnership – Where applicable
Company	13	SARS – Tax Clearance Certificate
Details and	14	CIDB – Registration Certificate & proof of good standing
Technical	16	Tenderer's Experience
submissions	17	Proposed organisation and Staffing Profile
	18	Experience of Key staff to be engaged on this tender.
	19	Detailed Approach Paper Material & Equipment
	20	Detailed Project Plan and Methodology Statement
	21	Detailed Risk Analysis and Quality Control procedures
	22	Schedule of Local Content
<u>Envelope 2</u>	7	Pricing Schedule
	8	Form of Tender
Financial Details	9	Addendum alternates and alterations
and BEE	15	Enterprise Preference Schedule. B-BBEE Score Card
Scorecard and	23	Declaration of Interests
Bid declarations	24	Certificate of Past SCM Practices
	25	Certificate of Bid Independence
	26	Certificate of Acceptance of Conditions of Contract
	27	Declaration of Addenda to Tender Documents
	28	Declaration of Attendance – Briefing Session



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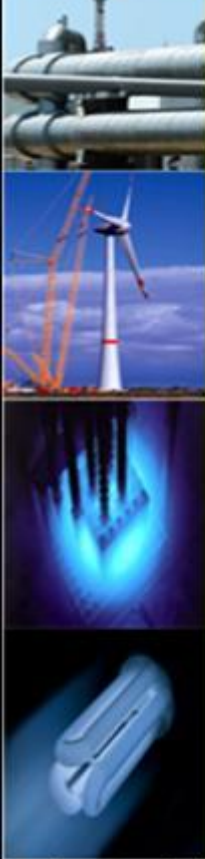


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Points of Clarification & NOTICE to BIDDERS



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7

Bid Clarification Meeting

A compulsory briefing meeting with representatives of the Employer will take place at the offices of SANEDI situated in the Greyston Office Park, 2nd Floor Block E, 150 Linden Street, Stratheavon Sandton, on **Thursday 31 October 2013**, commencing at **11h00 hrs**.

8

Respondents must sign the attendance register in the name of the responding entity. Addenda will be issued to and submissions will be received only from those responding entities appearing on the attendance list. Failure to complete the attendance register, or incorporate the certificate of attendance will disqualify the submission.

12

NO Late submissions, or submissions not deposited in the tender Box will be considered, and it is incumbent on the Bidder to ensure that their submission together with all supporting documentation is in the Tender box before the closing Time and date specified.



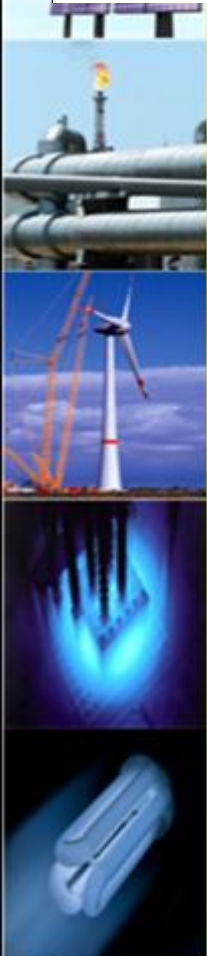
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9	<p>MANUAL SUBMISSION OF TENDERS</p> <p>ONLY MANUAL SUBMISSIONS WILL BE CONSIDERED.</p> <p>Bidders accept that the closing time for submissions is as stated in the Notice and Invitation to Submit a proposal:</p> <p>Closing date: Friday 8 November 2013 at 11h00.</p>
10	<p>Location of tender box: Physical address: FOYER – SANEDI RECEPTION - Upper Grayston Office Park, 2nd Floor Block E, 150 Linden Street, Stratheavon Sandton,</p>
11	<p>Telephonic, telegraphic, telex, facsimile or e-mailed submissions offers will not be accepted. HARD COPY for the BID must be bound and enclosed in a sealed envelope</p>



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BID PRESENTATIONS

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After the initial Evaluation of responsive bids has been concluded by the SANEDI Bid Evaluation Committee the short-listed bidders will be required to make presentations to the Adjudication Panel at a time and date to be determined by SANEDI.

Such presentations shall be incorporated into the Bid Adjudication process and the respective Bidders will be required to attend such meeting at their own cost.

SANEDI will issue notice to attend, giving at least 4 working days' notice of the scheduled meeting. Such notice of meeting will be issued electronically to the Bidder, and be deemed to be received on electronic verification of delivery regardless of the time and date such notice is read by the bidder.



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EVALUATION & SCORING

Technical Criteria		
Main Category	Sub Category / Criteria	Maximum Score
Competency	Company Profile	5
	Profile of project team, qualifications, experience etc.	10
Experience	Detail of project history, value of works	15
Methodology	Detailed installation and energy audit methodology and questionnaire.	60
Local Content	Detail of local product, materials and labour	10
		100

PRICE & BBBEE is on an 80/20 basis



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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-compliant contributor	0



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Questionnaire scoring matrix

Score	Adjudication / judgement
0 - 19	Failed to address the question / issue
20 -39	A detrimental response / answer / solution – limited or poor evidence of skill / experience sought or high risk that relevant skills will not be available
40- 59	Less than acceptable – response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.
60-79	Acceptable response / answer / solution to the particular aspect of the requirements and evidence given of skill / experience sought
80-100	Excellent – response / answer / solution gives real confidence that the tenderer will add real value.



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EVALUATION PROCESS



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BID EVALUATION

1. BEC to begin Bid Adjudication – Responsiveness & Bid Compliance
2. Technical Evaluation
 - a) Presentation by Bidders
 - b) Technical Scoring
3. Commercial Evaluation
4. BEC makes recommendation of award
5. SANEDI Procurement determination
6. DoE Sign-off on Determination
7. ROD issued by SANEDI Procurement Oversight.

CONTRACT NEGOTIATIONS & AWARD

1. SANEDI issue notice and T's and C's to Preferred Bidders
2. Bidder sign notice of Acceptance
3. SANEDI and Bidders conclude contract negotiations and Sign Contracts
4. SANEDI issue to the Contractors a NOTICE TO PROCEED.



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**Thank you for your interest
in these contracts**

ALL THE BEST



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3. EE 0105 CONDUCTING CAPACITY ASSESSMENT IN THE DEPARTMENT OF PUBLIC WORKS

1. The scope of works
2. Pricing Schedule
3. Adjudication Criteria and Scoring
4. Questions



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1. THE SCOPE OF WORKS

The aim of the institutional capacity assessment is to determine whether there is enough capacity and appropriate energy efficiency structure within the National Department of Public Works and regional offices (DPW) to accelerate and sustain the implementation of energy efficiency measures in public buildings.

EXPECTED OUTPUTS (6.5)

- Work plan and methodology to conduct the capacity assessment
- Report on the suitability of DPW in implementing and monitoring energy efficiency.
- A matrix indicating the capacity levels of understanding of energy efficiency.
- Report on the findings and recommendations of the capacity assessment together with a set of Indicators to be achieved during the capacity building process.



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Company Profile and Track Record (6.8)

..... Proposals should also indicate available or allocated human resources per region (not municipality).

Timeframe (6.10)

The duration of the project should not run beyond six (6) months after commencement date. A time-schedule showing all scheduled project milestones must be included in the proposal.

Budget (6.11)

The total costs of undertaking the project must be clearly presented in the proposal. A complete price breakdown of all deliverables per region (not municipality) must be provided.



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2. Pricing Schedule

ITEM	Quantity	Price per unit	TOTAL LINE ITEM PRICE (Excl. VAT)
Part 1 - Equipment			
1.			
2.			
3.			
4.			
5.			
6.			
Sub-Total – PART 1			
Part ii – Labour			
7.			
8.			
9.			
Sub-Total – PART II			
Shipping & Cartage + P's & G's			
SUB TOTAL PARTS I, II & P's & G			
VAT @ 14%			
TOTAL TENDER PRICE (Inclusive of VAT @ 14%)			
Amount in WORDS			



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3. Adjudication Criteria and Scoring

The experience of assigned staff member in relation to the scope of work will be evaluated from three different points of view:

- 1) General experience (total duration of professional activity), level of education and training and positions held of each discipline specific team leader.
- 2) The education, training, skills and experience of the Assigned Staff in the specific sector, field, subject, etc which is directly linked to the scope of work.
- 3) The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to the project e.g. local conditions, affected communities, legislation, techniques etc.



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The scoring of the experience of key staff will be as follows:

	General experience and qualifications	Adequacy for the assignment	Knowledge of issues pertinent to the project
Poor (score 0- 40)	Key staff have limited levels of general experience	Key staff have limited levels of project specific education, skills, training and experience	Key staff have limited experience of issues pertinent to the project
Satisfactory (score 41-59)	Key staff have reasonable levels of general experience	Key staff have reasonable levels of project specific education, skills, training and experience	Key staff have reasonable experience of issues pertinent to the project
Good (score 60 - 80)	Key staff have extensive levels of general experience	Key staff have extensive levels of project specific education, skills, training and experience	Key staff have extensive experience of issues pertinent to the project
Very good (score 81 - 100)	Key staff have outstanding levels of general experience	Key staff have outstanding levels of project specific education, skills, training and experience	Key staff have outstanding experience of issues pertinent to the project



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4. Questions



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4. EE 0106 DEVELOPMENT OF AN ENERGY EFFICIENCY INFORMATION MANAGEMENT SYSTEM

1. The scope of works
2. Pricing Schedule
3. Adjudication Criteria and Scoring
4. Questions



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1. The scope of works

SPECIFIC OBJECTIVE (6.3)

The objectives of the assignment is to develop an information system and website that will coordinate and be the national source of information on dissemination of Energy Efficiency developments (particularly in the building sector); projects, monitoring and reporting system development, campaigns, research and management of Energy Efficiency Database. The information system will cover information at national, provincial, municipal and consumer levels across the building sector spectrum (residential, commercial, public buildings).



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PROJECT SCOPE, COSTS ESTIMATION & METHODOLOGY (6.4)

- The service provider will work with Department of Energy (DoE) internal and external stakeholders to deliver the Energy Efficiency Information Management System (Website):
- the latest and most effective information and communication system (IT library and website).
- Provide, for a fixed 12-month period, maintenance/upgrades/aftercare.
- Provide data migration from existing sites
- Training of appointed SANEDI/DoE staff to conduct daily uploads, postings & maintenance
- A user-friendly administrator interface.
- The service provider shall work closely with the DoE Communications and IT section.



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EXPECTED OUTPUTS (6.5)

- A fully-fledged Energy Efficiency Information Management System (interactive website)
- A well-developed information management system to build-on the developments driven by:
 - National Energy Efficiency Campaign;
 - Energy Efficiency Target Monitoring
 - A process or methodology for feeding information and data into the system
- A sustainability plan for the management and maintenance of the Energy Efficiency Information Management System.



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TIMEFRAME & STANDARDS (6.6)

- Eight (8) calendar weeks. The Energy Efficiency Information Management System (website) shall be hosted for a maximum period of four (4) months, including development stage.
- The installation and materials / components shall comply with the applicable STANDARD.



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2. Pricing Schedule

ITEM	Quantity	Price per unit	TOTAL LINE ITEM PRICE (Excl. VAT)
Part 1 - Equipment			
1.			
2.			
3.			
4.			
5.			
6.			
Sub-Total – PART 1			
Part ii – Labour			
7.			
8.			
9.			
Sub-Total – PART II			
Shipping & Cartage + P's & G's			
SUB TOTAL PARTS I, II & P's & G			
VAT @ 14%			
TOTAL TENDER PRICE (Inclusive of VAT @ 14%)			
Amount in WORDS			



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3. Adjudication Criteria and Scoring [EE 0106](#) IT Web Portal

Functionality/ Technical/ Quality		
1	Structure and Presentation <ul style="list-style-type: none"> a) Structure b) Format c) Readability d) Completeness 	10
2	Project Vision, Approach <ul style="list-style-type: none"> a) Scoping b) Project breakdown and phasing c) Understanding of project requirements and deliverables d) Incorporation of all elements of the Terms of Reference 	20
3	Methodology in terms of : <ul style="list-style-type: none"> a) Time-frames, b) Project planning c) Project activities d) Detailed outline and explanation of deliverables: planned actions, milestones, outputs and corresponding budget. e) Detailed planning of stakeholder consultations f) Proper breakdown of budget. 	35
4	Applicable Qualifications, Experience, Skills and Knowledge of Project Team in terms of: <ul style="list-style-type: none"> a) Information technology and computational skills b) Information systems architecture and web page design c) Relevant experience in similar assignment as detailed in the terms of reference d) A signed (by the consultant and team member) Curriculum Vitae of each key team member should be submitted with the bid proposal, and must include at the least but not limited to the following: Relevant education and training, length of relevant experience and positions occupied. e) Project Management f) Proven experience in setting up Institutional Vision, Capacity Assessment, Capacity Building and setting or supporting organisational networking. 	25
5	Localisation Preference will be given to South African based firms with relevant experience and exposure working with Government Institutions and Departments.	10
TOTAL		100
THRESHOLD		70

Price 80 and B-BBEE Compliance 20

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4. Questions



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5. EE 0130 ASSESSMENT OF POLICIES TO
ENABLE THE IMPLEMENTATION OF
ENERGY EFFICIENCY IN THE BUILDING
SECTOR.

1. The scope of works
2. Pricing Schedule
3. Adjudication Criteria and Scoring
4. Questions



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1. The scope of works

The objectives of the project are to assess the existing national and local government policy frameworks (legislations, standards, policy, building codes etc.) to enable the implementation of energy efficiency in the building sector, as well the National Energy Efficiency Strategy in general. Recommendations regarding shortcomings should be given.

Phase I – Assessment of policy framework

The first phase of the assignment will be the assessment of the national and local government policy framework (policies, directives, regulations, etc.).

Phase 2 – Analysis of best practices globally

Analyse and develop:

- A framework for best practices in the implementation of energy efficiency, recommending the next required steps for South Africa.
- Recommendation regarding tools for implementing and monitoring energy efficiency in the building sector.



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Timeframe (6.10)

The duration of the project should not run beyond Four (4) months after commencement date. A time-schedule showing all scheduled project milestones must be included in the proposal.

Budget (6.11)

The total costs of undertaking the project must be clearly presented in the proposal. A complete price breakdown of all deliverables (~~delete per municipality~~) must be provided.



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2. Pricing Schedule

ITEM	Quantity	Price per unit	TOTAL LINE ITEM PRICE (Excl. VAT)
Part 1 - Equipment			
1.			
2.			
3.			
4.			
5.			
6.			
Sub-Total - PART 1			
Part ii - Labour			
7.			
8.			
9.			
Sub-Total - PART II			
Shipping & Cartage + P's & G's			
SUB TOTAL PARTS I, II & P's & G			
VAT @ 14%			
TOTAL TENDER PRICE (Inclusive of VAT @ 14%)			
Amount in WORDS			



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3. Adjudication Criteria and Scoring

ENVELOP 1 – Technical Criteria		
Main Category	Sub Category / Criteria	Maximum Score
Competency	Company Profile Profile of project team, qualifications, experience etc.	30
Experience	Detail of project history, value of works previously undertaken	15
Methodology	Detailed methodology for Policy review	40
Operational Readiness	Time Frames / Report Structures / Key Deliverables	15
		100



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6. EE 0104 Conducting energy audits and/or the supply and installation of smart meters in government buildings and facilities.

1. The scope of works
2. Pricing Schedule
3. Adjudication Criteria and Scoring
4. Questions



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The objective is to obtain data relating to consumption patterns in public buildings, and to identify potential energy savings interventions within those buildings. Walk through energy audits will be undertaken and/or smart meters installed in up to 1,000 buildings, beginning with a sample of 240 buildings (the number of sample buildings to be audited is subject to the discretion of the DoE).

1. The scope of works

Installation of tele- or smart energy meters (6.4.1)

Reading of energy consumption from one central point outside the measured building. Class 1 or Class 2 and kVarh Class 2 or Class 3
Collection of historic data (annual consumption for the last three years) and establishment of an energy consumption baseline.

Smart Meter Data Storage & Reporting (6.4.2)

Data on smart meters must be readable remotely – half hourly data to the database that will be hosted by SANEDI (or elsewhere).



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Walk-through Energy Audits (6.4.4)

List all potential energy saving measures found. The Walk-Through Audit usually takes up to 1-2 days, depending on the size and complexity of the building.

Reports shall be compiled for each simple Walk Through Audit. Its main purpose is to prepare for identification of specific energy efficiency interventions, more detailed analysis where necessary, and the eventual introduction of the Energy Performance Certificate programme.

Energy Audits Questionnaire (6.4.5)

An energy audit questionnaire must be provided by the Tender as part of the methodology for carrying out the energy audits.



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Skill Transfer, Training and Jobs (6.4.7)

As part of the completion report the number of jobs created will be indicated.

Work Plans (6.4.8)

The duration of the project should not run beyond 6 months after commencement date. A time-schedule showing all scheduled project milestones and shall be based on the list of 240 priority buildings. See Annexure 2 and Pricing Schedule.

Project Areas (6.4.9)

All the priority sites for project building areas are listed according to categories in Annexure 2.



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EXPECTED OUTPUTS (6.5)

The evaluation of the project will be done according to:
Data collection, capturing and analysis, including the energy audits questionnaires completed per building and installation of smart meters;

Data analysis (6.5.1)

- Identification of energy savings potential
- The output will be in the form of a final report for each building
- The final reports and all raw data will be made available



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COMPLETION REPORT (6.5.2)

The completion report will be provided per building in line with the guidelines provided

For every building\facility data will be completed for the questionnaire provided.

TIMEFRAME (6.5.3)

6 months after commencement date. A time-schedule showing all scheduled project milestones must be included in the proposal.

STANDARDS

The installation and materials / components shall comply with the applicable STANDARD.



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2. Pricing Schedule



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Priced Proposal

Part A: Walkthrough Energy Audit - Price per sq metre per building type * Building sizes: Small is up to up to 1,000m ² , medium is up to 10,000m ² & large is up to 30,000m ²	VAT INC R/m ²
School - small	
School - large	
Hospital - medium	
Hospital - large	
Health clinic - rural	
Health clinic - urban	
Prison	
Police Station	
Office - small	
Office - medium	
Office - large	
High Court	
Magistrates Court	

*This includes all costs associated with on-site work, including manpower and any ancillary equipment costs per single building. This should not include the cost of the smart meters & their installation.



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Part B: Supply and Installation of Smart Meters	VAT INC R
1. Price per supply of smart meter	
2. Price per installation of meter	
Total Price per Meter (1 & 2)	

Part C: Total Reimbursable Expenses for Walkthrough Audit of 50 buildings per Province**	VAT INC R
The Eastern Cape	
The Free State	
Gauteng	
KwaZulu-Natal	
Limpopo	
Mpumalanga	
The Northern Cape	
North West	
The Western Cape	



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3. Adjudication Criteria and Scoring



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EE 0104 Energy Audits and/or Smart Meter Supply & Installation



ENVELOP 1 – Technical Criteria		
Main Category	Sub Category / Criteria	Maximum Score
Competency	Company Profile	5
	Profile of project team, qualifications, experience etc.	10
Experience	Detail of project history, value of works	15
Methodology	Detailed installation and energy audit methodology and questionnaire.	60
Local Content	Detail of local product, materials and labour	10
		100

ENVELOP 2 – Commercial Criteria		
Main Category	Sub Category / Criteria	Maximum Score
Project Cost / pricing Schedule	Detailed project cost.	80
	Submitted in a pricing schedule reflection component parts separately, provisional sums, P&G plus VAT for each intersection – carried forward to a total project cost summary sheet.	
Participation of Historically disadvantaged South Africans	<p>Preferential treatment in terms of relevant procurement legislation can be claimed by completing the BBBEE schedules giving full detail in all applicable sections.</p> <p>A declaration indicating the proportion of work and project fees allocated to historically disadvantage South Africans will be required.</p> <p>Creative ways of achieving bona fide HDI participation will be recognised, and an indication of the level of such participation must be provided.</p>	20
		100



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EE 0104 Energy Audits and/or Smart Meter Supply & Installation

Score	Prompt for Adjudication / judgement
0 - 19	Failed to address the question / issue
20 -39	A detrimental response / answer / solution – limited or poor evidence of skill / experience sought or high risk that relevant skills will not be available
40- 59	Less than acceptable – response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.
60-79	Acceptable response / answer / solution to the particular aspect of the requirements and evidence given of skill / experience sought
80-100	Excellent – response / answer / solution gives real confidence that the tenderer will add real value.



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