



sanedi

South African National Energy
Development Institute.

Request for quotation

Sustainable Energy Monitoring Consultant

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	0722a
Date of RFQ	25th July 2022
SANEDI Contact	All enquiries and RFQ submissions must be directed to : Name: Ms. Nondumiso Buthelezi e-mail address: enquiries.procurement@sanedi.org.za Website address: www.sanedi.org.za
Required response date and time for quotation	01st August 2022 at 16:00 pm
Submission e-mail	quotes.procurement@sanedi.org.za . Only electronic submissions sent on this email will be considered. No manual submission will be accepted.
Work specification (and Technical specifications)	<p>Scope of works for Sustainable Energy Monitoring Consultant</p> <ul style="list-style-type: none"> • A consultant is required to calculate the following impact of passive-energy thermal control implemented solutions: <ul style="list-style-type: none"> Confirm methodology to be employed. Including reference to calculation of: <ol style="list-style-type: none"> a. Energy (electricity and other) savings per typical household in a given community after implementation. b. Quantified savings (financial and social) by a typical household in a given community. c. GHG emissions reduction per deployment metric. d. The average temperature reduction indoors (monitoring/measurement protocol use and modelling assumptions) e. The potential average reduction in ambient temperature possible to achieve. • Prepare data submission template as per for SANEDI recommendations <ul style="list-style-type: none"> Confirm effect indicators Determine use in methodology for calculation and validation of effect indicators including. <ul style="list-style-type: none"> ▪ Area of cool surface deployed ▪ Building type classification ▪ Modelled thermal impacts <p>GHG emissions reduced through cool surfaces project (tCO₂e)</p>

Requirements for participation

The consultant shall:

- a. Be available to physically travel to project sites for the duration of monitoring. If consultant or their representative is unable to travel, the application will be disqualified.
- b. Have an appropriate higher degree, Masters or PhD in sustainable energy.
- c. 10 years or more experience in energy efficiency and renewable energy
- d. Be familiar with or have experience in the implementation of Greenhouse gas emissions reduction methodology development, implementation and calculation in the energy and building sectors.
- e. Familiarity with emission factor applications and offset modalities

Scope of Works and Tasks

The following scope of work and tasks will have to be completed by the consultant:

- a. Visit 3 sites (Limpopo, Gauteng and Cape Town) which form part of the study area. GPS locations, addresses and stakeholders' contact details will be provided.
- b. Manually collect and analyse data from the sites (data will be recorded on data loggers at project location)
- c. Conduct interviews with beneficiaries and other key personnel involved with the projects (final list of names to be provided at Inception meeting with SANEDI)
- d. Write a report with recommendations on how the project may be translated in a form of a scientific paper, including graphic visualization of data

Deliverables

The consultant is required to produce and submit a report in form of a scientific paper; including annexures in MS Word, Excel and Power Point. Record of interviews with people involved with the projects in the form of signed attendance register + notes from the meetings will have to be submitted as part of final reporting. Audio visual evidences are also requested.

- a. Three (3) monthly reports. One for each month of the project
 - i. Initial report on status quo including raw data.
 - ii. Projected efficacy and results include all calculations
 - iii. Actual efficacy and analysis, including all assumptions, reasoning and lessons learned.

Proposal

The consultant must submit a Proposal outlining the methodology and approach for the assignment.

Cost Calculation

The total costing for the project should include professional fees (time) and travel costs.

Timelines and Duration

The project is expected to be three (3) months from date of signing the service level agreement with the SANEDI. An indicative split of the three months is envisaged to be –

- Month 1 for data collection and conducting interviews
- Month 2 for analysis and report writing
- Month 3, for submitting first draft and final reporting to include comparison of projections with actual performance.

Reporting

A Project Steering Committee to guide and approve the deliverables of the project shall consist of:

1. SANEDI representative familiar with the project
2. The energy manger working on the project
3. Relevant third parties that may be necessary from time to time.

Record keeping shall consist of Minutes of the PSC meetings with attendance registers, Records of Decisions and I lessons Learned.

Required qualifications and experience (Technical Evaluation Criteria)

The bids received will be evaluated in two stages. The first stage will be the pre-condition compliance and technical evaluation, the second the financial/BEE evaluation. The following are the evaluation criteria that all bids will be assessed against:

Criteria	Scoring Guidelines (0-10)	Weighting
6.1. Evidence of Qualification of the Sustainable Energy Monitoring Consultant. Copies of actual qualifications.	(a) Masters and PHD in sustainable energy 10 or more related years of experience = 5	40%
	(b) Masters in sustainable energy with 10 or more years of experience = 4	
	(c) Degree in Sustainable energy with 10 years of experience = 3	

		(d) No academic qualification regardless of experience = 0	
	<p>6.2. Evidence of Quality of previous experience.</p> <p>Copies of actual studies completed successfully.</p> <p>Studies must be signed and dated</p> <p>Must illustrate calculations that include:</p> <p>a. GHG emissions potentially released/saved,</p> <p>b. electricity demand increased/reduced or not used,</p> <p>c. cost of electricity used/saved and</p> <p>d. the interrelationship amongst these factors.</p>	<p>(a) Four (4) or more studies including all 4 criteria calculations = 5</p> <p>(b) Three (3) studies including all 4 criteria = 4</p> <p>(c) Three (3) studies including at least 3 criteria calculations = 3</p> <p>(d) One (1) successful study or studies that do not cover at least 3 criteria calculations requested. = 1</p> <p>(e) No studies or just a list of studies with no evidence attached = 0</p>	40%
	<p>6.3. Submit Methodology Proposal</p> <p>a. Indicate resources</p> <p>Must demonstrate methodologies for calculations of:</p> <p>b. GHG emissions potentially released/saved,</p> <p>c. electricity demand increased/reduced or not used,</p> <p>d. cost of electricity used/saved and</p> <p>e. the interrelationship amongst these factors</p>	<p>(a) Clear, logical and detailed methodology for all 4 calculations = 5</p> <p>(b) Clear, logical but lacking details for all 4 calculations = 4</p> <p>(c) Unclear and lacking detail = 2</p> <p>(d) Not all 4 calculations reflected in methodology = 1</p>	10%

6.4. Submit Project Plan	(a) Clear and detailed plan covering all requirements = 5	10%
a. Indicate resources	(b) Clear but not very detailed plan covering all requirements = 4	
Must include:	(c) Plan not clear or detailed. = 2	
b. Clear detailed tasks	(d) Plan does not cover all requirements = 1	
c. Clear timelines indicating deliverables		
d. Identified risks and mitigation/ contingencies		
Threshold		70
Total		100

Total points available 100 = **Minimum threshold 70 points**

Terms and Conditions

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

New suppliers are requested to apply for registration as suppliers on the database as no RFQs will be considered without suppliers firstly being registered on the supplier database.

Preferential procurement 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

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

Rs

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 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

Quoted Price excluding Disbursements VAT inclusive	(Attach a formal quotation on company official letterhead to this RFQ) R
Discounted amounts	R
Disbursements VAT inclusive	R
Total Amount VAT inclusive	R
Other Requirements	<p>The supplier must submit the following returnable schedules:</p> <ul style="list-style-type: none"> Pricing schedule Attach SBD9, SBD 4 and BBBEE Bid Declaration Attach valid tax clearance Certified BBBEE certificate Forms are available on www.sanedi.org.za CSD report

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?		

	<p>If so, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder/ member</p>		
	<p>Name of state institution at which you or the person connected to the bidder is employed :</p>		
	<p>Position occupied in the state institution</p>		
	<p>Any other particulars:</p>		
	<p>If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?</p>		
	<p>If yes, did you attach proof of such authority to the bid document?</p> <p><u>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.</u></p>		
	<p>If no, furnish reasons for non-submission of such proof:</p>		
	<p>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?</p>		
	<p>If so, furnish particulars:</p>		
	<p>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?</p>		

“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

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