



To all Bidders.

PROCUREMENT

RFQ0422: REQUEST FOR PROPOSALS FOR THE DEVELOPMENT AND DEPLOYMENT OF A NATIONAL BUILDING ENERGY PERFORMANCE CERTIFICATE REGISTER DATABASE AND WEB PLATFORM IN A PERIOD OF FOUR (4) MONTHS

ERRATA 1

Please note an update to the following sections within the Terms of Reference:

4. EVALUATION CRITERIA

Table 1: Outline of Evaluation Criteria

No	Criteria	Scoring criteria <u>1 to 5 points</u>	Weighting
1.	<p>Company Experience</p> <p>Service providers should demonstrate at least 5 years of experience and track-record in developing and implementing web-based databases.</p>	<p>5 = 9 years and more company experience</p> <p>4 = 8 years' but less than 9 years company experience</p> <p>3 = 7 years' but less than 8 years company experience</p> <p>2 = 6 years' but less than 7 years company experience</p> <p>1 = 5 years' but less than 6 years company experience</p>	<u>15%</u>

No	Criteria	Scoring criteria <u>1 to 5 points</u>	Weighting
2.	<p>Company Reference Letters</p> <p>The experience or track record in the development and implementation of web-based databases and/systems must be supported by signed letters of relevant projects as proof of the projects executed. These reference letters must be on the letterhead of the client, contain the contact details of the clients, state the nature of the project, value of the project and be duly signed by an individually authorised to sign such letters.</p> <p>Note: <i>If more than one of the referenced projects were undertaken for the same client, one letter from the client listing all the projects will suffice. For example, if one client provides on reference letter with 5 relevant projects listed within, then the letter will be scored as 5 reference letters.</i></p>	<p>5 = 5 reference and more letters</p> <p>4 = 4 reference letters</p> <p>3 = 3 reference letters</p> <p>2 = 2 reference letters</p> <p>1 = 1 reference letter</p>	<u>15%</u>
3.	<p>Team Leader Experience</p> <p>Team leader must have at least 10 years' experience in system development for energy or environmental database and be familiar with South African energy policies including the energy efficiency and carbon emissions reporting, monitoring & evaluations processes.</p> <p>Note: Proof required here includes:</p> <ul style="list-style-type: none"> ▪ CV of the team leader ▪ Signed cover letter with brief scope, duration, date executed and value detailing 3 successful energy or environmental database projects led, developed and implemented by the team leader . 	<p>5 = 14 years and more experience</p> <p>4 = 13 years' but less than 14 years' experience</p> <p>3 = 12 years' but less than 13 years' experience</p> <p>2 = 11 years' but less than 12 years' experience</p> <p>1 = 10 years' but less than 11 years' experience</p>	<u>20%</u>

No	Criteria	Scoring criteria <u>1 to 5 points</u>	Weighting
	<p>Note: The cover letter must contain the contact details of either the employer / project lead or a person authorised to validate the 3 projects for reference checks must be provided.</p>		
4.	<p>Project Approach and Methodology</p> <p>A clear project approach and methodology showing an understanding of the scope with detailed drawings and flow charts showing the major areas of development of the NBEPR. In addition, the methodology must outline how the planned work will be carried out clearly indicating how each aspect of development, stakeholder/user engagement of the methodology will logically lead to specific deliverables.</p>	<p>5 = Clear methodology addressing all aspects of the development with detailed drawings and flow charts showed in the development of the NBEPR.</p> <p>4 = Clear methodology with major aspect addressed in drawings and flow chart showing the major areas of development of the NBEPR.</p> <p>3 = Methodology addressing at least 3 required aspects with some missing drawings and flow charts showing the major areas of development of the NBEPR.</p> <p>2 = Basic methodology without drawings and flow charts but articulated in words detailing some areas of development the NBEPR.</p> <p>1 = Basic methodology without drawings and flow charts showing the major areas of development of the NBEPR.</p>	<u>20%</u>
5.	<p>Project Plan:</p> <p>Effective project leadership, project management and allocation of tasks that demonstrate the ability of the team to deliver quality work timeously is crucial. Milestones and timelines must be indicated in the proposal.</p> <p>Note: Focus items within the project plan must include the following <u>focal areas</u>:</p>	<p>5 = Project plan with all 4 focal areas planned for.</p> <p>4 = Project plan with only 3 focal areas planned for.</p> <p>3 = Project plan with only 2 focal areas planned for.</p> <p>2 = Basic project plan with only 1 focal area planned for.</p>	<u>15%</u>

No	Criteria	Scoring criteria <u>1 to 5 points</u>	Weighting
	<ul style="list-style-type: none"> ▪ Detailed workplans where major areas are listed and connected to the project approach and methodology. ▪ Detailed timelines for each deliverable on the workplan covered. ▪ Roles and responsibilities of team members with clear link to project approach and methodology. <p>Risk identification with proposed mitigation strategy.</p>	<p>1 = Basic project plan without the 4 focal areas planned for.</p>	
6.	<p>NBEPR Delivery Time</p> <p><u>Required:</u></p> <p>Letter signed by company duly authorised individual stating and committing to delivery time in addition to accepting the penalty clause.</p>	<p>5 = Delivery within 8 weeks</p> <p>4 = Delivery within 10 weeks</p> <p>3 = Delivery within 12 weeks</p> <p>2 = Delivery within 14 weeks</p> <p>1 = Delivery within 16 weeks</p>	<u>15%</u>
Threshold			75%
Total			100%

Penalty Clause: Late delivery and penalty except in the case of delayed caused by Force Majeure cases, the bidder shall forfeit to SANEDI for every 2 weeks of delay penalty amounting to 10% of the total value of the **Contract**. Any fractional part of a week is to be considered a full week. The total amount of penalty shall not however, exceed 50% of the total value of the Contract in late delivery. ***See scoring criteria for various delivery time score.***

Please note that the National Treasury General Conditions of Contract will apply when drafting the contract with the successful bidder.

Regards

SANEDI Procurement

12 September 2022