



sanedi

South African National Energy
Development Institute.

**REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A
CONSULTANT FOR THE DESIGN AND DEVELOPMENT OF ENERGY
PERFORMANCE CERTIFICATE (EPC) USER IMPLEMENTATION
GUIDELINE AND PICTOGRAMS FOR BUILDINGS FOR A PERIOD OF
FIVE (5) MONTHS**

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 f Bidder **Date**

RFQ Number	220
Date of RFQ	27 August 2021
Sanedi Contact	All enquiries must be directed to: Name: Ms Vulani Ngoveni e-mail address: enquiries.procurement@sanedi.org.za Website address: www.sanedi.org.za
Briefing Session	03 September 2021 at 11:00 Bidders must RSVP by the 02 September at 12:00pm and further details of the bid clarification meeting will be sent to them. All RSVP's should be sent to enquiries.procurement@sanedi.org.za .
Closing date	13 September 2021 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)	1. Project Background The Minister of Mineral Resources and Energy under section 19(1) (b) of the National Energy Act issued and promulgated on 8 December 2020, the regulations for the Mandatory Display and Submission of Energy Performance Certificates for Buildings. These regulations are to support the implementation of the post-2015 National Energy Efficiency Strategy (NEES), and National Climate Change Policy White Paper since 15% of South Africa's current greenhouse gas emissions (GHG's) are generated from buildings. The regulations introduce mandatory requirements for buildings, with a net floor area of $\geq 2,000$ m ² (privately owned) and 1,000 m ² for (government owned), to display and submit an Energy Performance Certificate (EPC). The issuance of a non-residential EPC requires accurate building energy consumption and activity data, which will also be included in the Building Energy Performance Register (BEPR) developed by the South African National Energy Development Institute (SANEDI). The energy performance of a building is measured in terms of kilowatt-hours per square meter, per annum (kWh/m ² /pa) of net floor area in accordance SANS 1544:2014 for energy performance of buildings.

A building's energy performance is rated from A to G, with A being the most energy efficient and G the least efficient. To comply with the national building regulations, buildings must achieve a D-rating, and must clearly display their EPC at the building entrance.

Furthermore, the Department of Mineral Resources and Energy (DMRE) and SANEDI are embarking on an energy performance contracting initiative for the implementation of high-efficient technologies in selected government buildings with suitable Energy Service Companies (ESCOs). This activity will start by collecting energy data, as part of the technical audits, that could then be used to appoint an ESCo for the retrofitting of government buildings and issuing of EPCs.

It is against this background that SANEDI would like to request qualifying consultants to submit quotations for the design and development of energy performance certificate implementation guideline and pictograms for buildings for a period of five (5) months.

2. Application Process for the Energy Performance Certificate

2.1 The Regulation requires an accounting officer (organ of state) or the owner (private sector) of a building to submit a certified copy of the EPCs to SANEDI, and the validity of the EPC will not exceed a period of 5 years from date of issue.

2.2 The Regulation requires that the EPC and related data submitted to SANEDI is from the four building classes indicated in the table below, and that the SANAS-accredited Inspection Body issuing the EPC (on behalf of the building owner) is compliant with the requirements of SANS 1544:2014.

Building Occupancy Class	Occupancy	Description
A1	Entertainment and public assembly	Occupancy where persons gather to eat, drink, dance or participate in other recreation.
A2	Theatrical and indoor sport	Occupancy where persons gather for the viewing of theatrical, operatic, orchestral, choral, cinematographic or sport performances.
A3	Places of instruction	Occupancy where school children, students or other persons assemble for the purpose of tuition or learning.
G1	Offices	Occupancy comprising offices, banks, consulting rooms and other similar usage.

3. Project Objective

3.1 The objective of this project is to appoint a consultant to develop the EPC user implementation guideline for buildings. Key objectives include:

3.1.1 Finalisation of the draft EPC so as to include the South African Energy Efficiency Label, pictograms, and font sizes, based on the EPC in SANS:1544:2014 (Annex 1).

3.1.2 The EPCs, which must be submitted and displayed, must be printed by a SANAS Accredited EPC company. The objective of the user guidelines is to: a) provide uniformity; b) detail the data

collection requirements and processes for issuing of EPCs; and d) articulate the compliance monitoring approach.

3.1.3 Consultation with accredited bodies, SANAS, SANEDI, DMRE and other relevant institutions that will be required to use the guidelines to comply with the regulations.

4. Scope of Work

4.1 The scope of work for the design and development of energy performance certificate implementation guideline and pictograms for buildings. The regulations for EPCs energy data verification, quality assurance and issuing of EPCs for buildings will include the following:

4.1.1 Development of EPC user implementation guidelines highlighting data collection and analysis process, official colours, logos to be included, certificate typography, print formats (size ranges), type of paper to be used for the certificate, different obligations of relevant players, and illegal use of the EPCs.

4.1.2 Design of pictograms specifying the sizes, font, vector, and pixel graphics of the EPC in line with the SANS 1544:2014 and building classifications.

5. Project Outputs/Deliverables

5.1 Inception report with project activities, milestones, timeframe, and list of stakeholders that will be consulted for the implementation of the project.

5.2 Conduct between five (5) focus groups (public; developers / architects; government officials; property companies) discussions to finalise the design of the energy label.

5.3 Draft and final designs of pictograms specifying the sizes, font, vector, and pixel graphics of the EPC in line with the SANS 1544:2014 and building classifications.

5.4 Developed guidelines highlighting EPC data collection and analysis process, official colours of the certificate, logos to be included, certificate typography, print formats (size ranges), type of paper to be used for the certificate, different obligations of relevant players, and illegal use of the EPCs.

5.5 Conduct a minimum of three (3) workshops/meetings with building owners, SANAS, DMRE, and SANEDI, and other relevant institutions to introduce the EPC guidelines and approved pictograms of the certificates.

6. Duration of Project

6.1 The duration of the project will be five (5) months from the date of signing the Service Level Agreement with the successful Service Provider(s).

7. Payment

7.1 Payment will be based on the achievement of the deliverables and in line with the approved payment schedule. SANEDI will not make an upfront payment to a successful Service Provider(s).

7.2 Payment will only be made within 30 days in accordance to the delivery of services that will be agreed upon by both parties and upon receipt of an original invoice.

8. Reporting

8.1 The appointed Service Provider(s) will submit the achieved deliverables to the Project Manager on a monthly basis.

8.2 All resulting reports and data shall be delivered in two copies, (i) in electronic format, and (ii) in hard copies. All draft and final reports shall be printed in full colour. The reporting language is English. All documents and copyrights, including data and databases developed during the process, will remain the intellectual property of SANEDI.

8.3 All drafts and final reports shall be submitted in full to the Project Manager, and should be edited, complete and presented in their final versions.

9. Tax Clearance Certificate

9.1 The Service Provider(s). must ensure compliance with their tax obligations.

9.2 The Service Provider(s) are required to re-submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.

9.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.

9.4 The Service Provider(s).may also submit a printed TCS together with the proposal.

9.5 In proposals where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.

9.6 Where no TCS is available but the Service Provider(s) is registered on the central supplier database (CSD), a CSD number must be provided

10. Evaluation Criteria

10.1 The Service Provider(s) should also take note that proposals will be evaluated using Price and B-BBEE using an 80/20 point system as outlined in the Preferential Procurement Policy Framework Act (PPPFA).

10.2 The proposals will be evaluated in two phases:

Phase 1:

10.2.1 Bidders will be evaluated based on functionality. The minimum threshold for functionality is 70 out of 100 points.

10.2.2 Bidders who fail to meet the minimum threshold will be disqualified and will not be evaluated on price and B-BBEE (Phase 2).

10.3 Cost

10.3.1 The Service Provider(s) is also requested to give a cost regarding the work to be undertaken for this project. A summary of the overall proposed charges for the services should be provided. The cost must be VAT inclusive and should be quoted in South African rand.

10.3.2 Detailed costing should be aligned with the project scope and deliverables.

10.3.3 A breakdown of the charges to be applied to each of the task described including any reimbursable and miscellaneous expenses should be provided in the pricing schedule.

11. Broad-Based Black Economic Empowerment

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

11.2 Service Provider(s) are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.

11.3 Service Provider(s) 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.

11.4 In the case of Exempted Micro Enterprises, the following documents MUST be submitted:

11.5 Verification agencies accredited by SANAS; and

11.6 Registered auditors approved by IRBA

12. Service Providers Who Qualify as EME's

12.1 Accounting officers as contemplated in the CCA; or

12.2 Verification agencies accredited by SANAS; or
12.3 Registered auditors (Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates).

13. General Conditions
13.1 Acceptance Criteria:
13.1.1 SANEDI reserves the right to appoint more than one service provider.
13.1.2 SANEDI reserves the right to accept any bid, in accordance with the SANEDI’s Procurement Policy and Procedures; including the right to accept any bid if it is deemed that no proposal meets the requirements.
13.1.3 The Service Provider(s) shall only provide pricing for the required scope of work in these Terms of Reference.

Evaluation Criteria

The technical evaluation criteria for this bid is stated in the table below:

No	Criteria	Score Guidelines (1-5)	Weight
1	<p>Company Experience</p> <p>The service provider should have years’ of experience in the creative print and publishing, stakeholder consultation, designing and development of guidelines with pictograms.</p>	<p>7 years or more = 5 points</p> <p>6 years = 4 points</p> <p>5 years = 3 points</p> <p>4 years = 2 points</p> <p>3 years or less = 1 point</p>	30%
2	<p>Reference Letters</p> <p>Reference letters indicating that similar projects were executed</p> <p>These letters must also be in the client letterhead and include the following;</p> <ul style="list-style-type: none"> • email address • Work phone numbers • Duly signed by person in authority 	<p>7 letters or more + 3 completed examples = 5 points</p> <p>6 letters + 3 completed examples = 4 points</p> <p>5 letters + 3 completed examples = 3 points</p> <p>4 letters + 2 completed examples = 2 points</p> <p>3 letters or less = 1 point</p>	30%
3	<p>Combined Team</p> <p>Combined Team of (team leader, graphic designer, proof reader and communications expert) years’ of experience in the development of guidelines, creative printing, design work and pictograms.</p>	<p>More than 5 years’ experience = 5 points</p> <p>5 years’ experience = 3 points</p> <p>4 years’ experience = 2 points</p> <p>3 years’ experience = 1 point</p>	20%
4	<p>Sample of previous work</p>	<p>4 sample or more = 5</p> <p>3 Samples = 3 points</p>	20%

	<p>Bidders should provide soft copies of guideline and pictogram samples of previous work done that related to same of similar scope.</p>	<p>2 samples = 2 points 1 Sample = 1 points</p>									
	Threshold		70%								
	Total		100%								
Preferential Point system	<p>The Bid will be evaluated on 80/20 Preferential Point System according to the Preferential Procurement Policy Framework Act,2000</p> <p>The points scored out of 80 should be calculated according to the following formula:</p> <p>(i) The 80/20 preference point system</p> $Ps = 80 \left(1 - \frac{Hs - Rs}{Rs} \right)$ <p>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</p>										
The maximum score	<p>The maximum score for this bid shall be awarded as follows:</p> <table border="1"> <thead> <tr> <th>POINTS</th> <th>PRICE</th> </tr> </thead> <tbody> <tr> <td>BBBEE Status level of Contribution</td> <td>20</td> </tr> <tr> <td>Points for price</td> <td>80</td> </tr> <tr> <td>Total points for price and BBBEE do not exceed</td> <td>100</td> </tr> </tbody> </table>			POINTS	PRICE	BBBEE Status level of Contribution	20	Points for price	80	Total points for price and BBBEE do not exceed	100
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	<p>The RFQ shall be subjected to the SANEDI procurement terms and conditions which can be found on www.sanedi.org.za .</p>										
Quoted Price excluding Disbursements VAT inclusive	<p>(Attach a formal quotation on company official letterhead to this RFQ)</p> <p>R</p>										
Discounted amounts Disbursements VAT inclusive	<p>R</p>										
Total Amount VAT inclusive	<p>R</p>										
	<p>The supplier must submit the following returnable schedules:</p>										

Other Requirements	<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 / Persal 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