

Request for Registration in the South African EScO Register

RFR Number	112
Date of RFR	25th October 2019
Closing date	20th December 2019 at 11:00
SANEDI Contact	All enquiries and RFR submissions must be directed to : Name: Ms. Wendy Jali Tel: 011 038 4300 e-mail address: wendyj@senedi.org.za
Submission methods	The submissions should be made to the following email www.sanediesco.org.za NB: failure to follow the correct submission process as provided on the website will render your submission non-responsive. No Briefing session scheduled

4. Project Background

The South African National Energy Development Institute (SANEDI) in collaboration with the Department of Energy and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) have established a national register for Energy Service Companies (ESCO register). The ESCo register is an important tool to facilitate the market development and growth of ESCo's in South Africa and will be utilized by both the public and private sector organisations to identify, plan, develop, finance or implement energy efficiency projects, including energy efficiency demand side management (EEDSM) and small-scale renewable energy embedded generation. The register will regularly be reviewed and updated, ensuring the relevance thereof, but also providing ESCo's with the opportunity to achieve a higher classification level as they mature.

The register makes provision for the inclusion of ESCo's across the value chain of energy services offered, e.g. Auditing, Measurement & Verification, Technology Installers, Consulting Engineers as well as full ESCo's that provide energy services and financing, and as such this RfR is open to all energy service companies.

5. Objectives of the ESCo register

The objective of the ESCo register is to contribute to the development of the ESCo market in South Africa. The ESCo's selected are classified into various categories (from partial to full classification) in terms of their competencies, size and experience. In addition, incubation and capacity building measures will be designed and offered to the various ESCo categories. Overall, the aim is to improve the quality of ESCo's operating in the market in order to improve the quantity and quality of projects implemented. To build a resilient energy services sector, capable of supporting transition and capacity building for smaller companies in the market.

6. ESCo registration background/process

The first initial request for the registration of energy service companies (ESCO's) was issued by SANEDI in 2017. The ESCo register is designed to classify ESCo's into classification, either fully or partially. The classifications are in the form of Tiers, namely Tier 1 and Tier 2, where Tier 1 are the fully qualified ESCo's and Tier 2 are partially and younger qualified ESCo's. The classification of ESCo's in the two Tiers are not permeant, as the idea is for ESCo's to move up in the Tier as they gain more experience, receive further training and implement more projects.

Through the first round of ESCo registration, after evaluation SANEDI has 38 ESCo's in the register, 14 are classified as Tier 1; 24 as Tier 2; and 13 companies which were not considered due to insufficient information provided.

7. Field of Qualification

The following issues are relevant for ESCo qualification as part of the register. **Only ESCo's s with experience and expertise in one or more of the areas highlighted below should respond to this RfR:**

- Experience with any of the following energy management services:
 - Energy Planning
 - Energy Audits

- Feasibility Studies
- Project Design and Implementation
- Financing and modeling of energy projects
- Measurement & Verification of energy savings
- Issuing of Energy Performance Certificates
- Energy performance contracts

- Supply and installation of small-scale Renewable Energy and Energy Efficiency Technologies:
 - Light-emitting Diode (LED) for public lighting and buildings
 - High-efficient Heating, Ventilation and Air-conditioning (HVAC) systems
 - High-efficient motors and pumps for fresh and waste water
 - Cogeneration with biogas
 - High efficient steam boilers / systems
 - High efficient water heating systems
 - Energy management systems
 - Smart Metering
 - Small-Scale Solar PV systems
 - Other (to be specified)

8. ESCo Classification Levels

It should be noted that ESCo's will be classified into the following categories:

- Classification of the enterprise/ESCo: Either full or partial classification
- Classification per EE/ RE or Energy Services technology: Either full or partial classification

PLEASE NOTE: Full expertise with all the technologies and areas highlighted above is not required to be included on the ESCo register.

9. Evaluation Criteria

Responding ESCo's will be awarded either full or partial classification. To achieve full classification, respondents will have to achieve a total of **at least 80%** of the criteria evaluated. For partial classification, respondents will have to achieve a total of **at least 60%** of the criteria evaluated.

Please see Table 1 for a summary of classification criteria/ scoring and for supporting documentation required as part of the submission.

Please Note: Registrations have to be completed online (www.sanediesco.org.za)

Table 1 – ESCo Evaluation Criteria/Scoring

	Criteria	Full Classification	Partial Classification	Weighting (%)	Supporting Documentation
1	Company Ability				
	Minimum of years' experience in the EScO/energy management business	Minimum of 5 years' experience = 5 points	<ul style="list-style-type: none"> • 4 years = 4 points • 2 years of experience = 3 points 	15	Company registration document
2	Client profile (proof of current and past projects)	5 and above clients = 5 points	<ul style="list-style-type: none"> • 4 clients = 4 points • 3 clients = 3 points 	15	Complete Table 4
	Minimum of reference letters on completed energy projects using at least 5 different energy efficiency/renewable technologies	5 and above reference letters (attached) from clients = 5 points	<ul style="list-style-type: none"> • 2 reference letters (attached) = 4 points • 1 reference letter = 3 point 	15	Complete Table 7
	Minimum of reference letters on completed energy service projects	Minimum of 5 reference letters (attached) on completed energy service projects = 5 points	<ul style="list-style-type: none"> • 2 reference letters (attached) = 4 points • 1 reference letter = 3 point 	15	Completed Table 6
	Minimum of full time technical professionals (e.g. Engineer)	A minimum of 5 full time technical professionals = 5 points	<ul style="list-style-type: none"> • A minimum of 4 full time technical professionals = 4 points • A minimum of 2 full time technical professionals = 3 points 	15	Complete Table 10, include CVs of key personnel
4	A minimum of a Bachelor Degree in engineering, economics or natural science per full time	Bachelor Degree for 3 employees = 5 points	<ul style="list-style-type: none"> • Bachelor Degree for 2 employees = 4 points • Bachelor Degree for 1 employee = 3 points 	10	Complete Table 10, include CVs of key personnel

5	employee				
	Minimum of years combined experience for the full-time employees	10 years combined experience of full-time technical employees = 5 points	<ul style="list-style-type: none"> • Minimum of 7-9 years combined experience of full time technical employee = 4 points • Minimum of 5-6 years combined experience of full time technical employee = 3 points 	15	Complete Table 10, include CVs of key personnel

Overall Classification for Table 1	Full Classification in at least 80% of the criteria evaluated, with Partial Classification in all others.	Partial Classification in at least 60% of the criteria evaluated.
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TERMS OF REFERENCE

10. Technology classification and Project implementation

- Given the fact that the register will be used by both public and private sector energy efficiency projects in South Africa, ESCo's will also be evaluated based on the number of energy efficient technologies supplied and installed various energy efficiency projects. See Table 2 for a summary of classification criteria and for supporting documentation required as part of the submission.
- For a full classification an ESCo should demonstrate successful implementation of a minimum of 5 projects.

PLEASE NOTE: ESCo's have to complete the tables below online (www.sanediesco.org.za)

Table 2 – Criteria on technologies and energy services for full and partial classification (see Table 6 and 7 as example)

Criteria	Full Classification	Partial Classification	Supporting Documentation
No of completed projects on EE & RE technology	<ul style="list-style-type: none"> • A minimum of 5 completed projects for specified technology 	<ul style="list-style-type: none"> • A minimum of 2 completed projects for specified technology 	Completed Table 6 and 7
Years of experience of team on EE & RE technology or Energy Services	<ul style="list-style-type: none"> • A minimum of 5 years of combined relevant experience with the technology 	<ul style="list-style-type: none"> • A minimum of 3 years of combined relevant experience with the technology 	Completed Table 6 and 7

ALL THE TABLES BELOW ARE AN EXAMPLE OF HOW TO COMPLETE ESCO REGISTRATION ONLINE (www.sanediesco.org.za)

See Table 3 on the energy efficiency and renewable technology classification.

Table 3 – ESCo registration example per technology

Name	Enterprise Classification	EE & RE Technology Classification						
		Light-emitting Diode (LED) for public lighting and building	High efficient heating, ventilation and air-conditioning (HVAC) systems	High efficient motors and pumps for fresh and waste water	Co-generation with biogas	High-efficient water heating system	Energy management systems and smart metering	Small-scale Solar PV systems
ESCO A	FC	FC	PC	n/a	n/a	FC	PC	FC
ESCO B	PC	n/a	FC	FC	PC	n/a	FC	n/a

Note: FC = Full Classification, PC = Partial Classification

11. Returnable Schedules

The following information will be captured as part of the online application process. The tables below are indicative of those required when completing the online submission.

PLEASE NOTE: The tables to be completed via online registration

11.1 Enterprise Questionnaire

Respondents must return application data for all sections under item 11.2 – 11.8 on separate sheets where applicable (**refer to online application**).

Detailed documentation must be attached to this section under sub clauses 11.2-11.8 to provide substantive returns.

11.2 Company Profile

The following particulars must be supplied.

Section 1: Name of enterprise:
Section 2: VAT registration number:
Section 3: Optional CIDB registration number:
Section 4: Particulars of companies and close corporations Company registration number _____ Close corporation number _____ Tax reference number _____

11.3 Overall Capability

Describe the overall capability of the company as an ESCo (Maximum 100 words).

Table 4 – Historic Project Experience

Client	Client Contact	Contact information	Description of project	Project Start date	Project Duration	Project Value
<u>Historic</u>						
Example: XY Supermarket	Mr. J. Blog	021 - 914 5000	Retrofit of store, with focus on lighting and HVAC	Feb ' 14	6 months	R2m

11.4. Sector experience

Please complete the tables below to give an indication of the industries served by your enterprise:

Table 5 – Sector experience

Sector	Brief description of completed projects	Number of completed projects
Residential		
Commercial		
Light Industry		
Heavy Industry/Mining		
Public Infrastructure (e.g. Street lighting, water services, etc)		
Other (specify)		

11.5. Energy Services provided

Please complete the table below to give an indication of the services provided by your enterprise:

Table 6 – Services Provided

Services provided	Brief description of the energy service provided	Number of completed projects
Energy Auditing		
Measurement of Verification (M&V) of energy savings		
Engineering design of energy projects		
Implementation of energy projects		
Energy management		
Financial modelling		
Financing of energy projects		
Full ESCo offering (ESCo that provides energy services and financing)		

11.6. Energy efficiency & Renewable technologies experience

The ESCo register will be used to classify service providers for energy efficiency and renewable projects. As a result, ESCo's will also be classified based on their experience and expertise on the supply and installation of the technologies (As listed in section 7).

Table 7 – Example on EE & RE Technology Experience and Energy Services Experience

	Light-emitting Diode (LED) for public lighting and buildings	High efficient heating, ventilation and air-conditioning (HVAC) systems	High-efficient motors and pumps for fresh and waste water	Co-generation with biogas	Other (Specify)
No of completed projects in EE/RE or Energy Services	2	4	1	0	
Years of experience of team/engineer in EE/RE and energy services	5	5	3	0	

11.7 Company References

The experience of the respondents will be evaluated. SANEDI will contact references to confirm information provided.

Table 8 – Client References (more points on attached references)

Client	Name of contact	Phone No.	Project Description	Energy Efficient (EE) & Renewable Energy (RE) Technologies	Value of project (ZAR)	Date completed

11.8. Employees

Respondents are requested to provide a summary of the enterprise's staff compliment in Table 9 and provide detailed information for key employees in Table 10.

Table 9 – Employee Summary

Total number of employees	
Combined years of relevant experience	
Number of employees with engineering/academic degrees	

For the key staff Table 10 shall be completed.

Table 10 – Key Employees

Name	ID #	No. of years with firm	Highest level of education	Additional training/certification	No. of years in energy services	No. of EE/RE Projects	Attach CV of key employees