

Request for Proposals (RFP)

The provision of services to develop an industrial enterprise guideline for the Cement sub-sector.

RFP No. 977/30/11/2021

Date of Issue	15 November 2021	
Briefing session	22 November 2021 @ 11:00 to 12:00(Link on page 9)	
Closing Date	30 November 2021	
Place	tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND

The South African Industrial Energy Efficiency (IEE) Project has been a flagship project of the National Cleaner Production Centre since 2010 and is implemented in partnership with the United Nations Industrial Development Organisation (UNIDO).

The original phase of the project was implemented between 2010 and 2015 and focused on introducing the key methodologies of Energy Management Systems (EnMS) and Energy Systems Optimization (ESO) as an effective means of improving energy efficiency within South African industry.

The second phase of the project (2016-2021) is primarily funded through the Global Environment Facility and the Department of Trade, Industry and Competition (**the dtic**) while other partners include the Department of Mineral Resources and Energy (DMRE) and the South African National Energy Development Institute (SANEDI). The key objective of the project is to promote increased investment through the wide-scale adoption and embedment of the international energy management standard ISO 50001 and ESO, as a means of improving energy efficiency within industrial and selected commercial sectors. This is achieved through:

(i) enhanced institutional frameworks and regulatory environments, (ii) technical and implementation assistance to industry and (iii) multi-level engineer, technician and operator capacity building programmes.

The international award-winning IEE Project has to date assisted more than 450 large and small industrial companies around the country to improve their energy efficiency since 2010 and save approximately R5.3 billion in the process.

The IEE Project comprises five key components and a sixth component, under which an extensive M&E programme will be carried out. The key components and their expected outcomes are:

Component 1.0: Data Quality Improvement to Facilitate Data Rich Industrial Energy Efficiency and Energy Management Policy Implementation- *Expected Outcomes: Strengthened energy management planning (and related energy and GHG emissions reduction target setting) through improved data and reporting on energy consumption and potential savings under EnMS and ESO.*

Component 2.0: Strengthening Policy Implementation and Support Frameworks for EnMS, ESO and Energy Management Standards- *Expected Outcomes: Enhanced promotion of investment in IEE through strengthened policy and regulatory frameworks and support to increase the uptake of energy management standards. The SA IEE Phase II GEF Project will work with multiple Government Departments and Agencies to assist in better implementation and coordination of policy and regulatory mechanisms.*

Component 3.0: Mainstreaming EnMS and ESO Training and Skills Development Programmes- *Expected Outcomes: Expansion of the EnMS and ESO capacity building programme with the inclusion of new ESO topics and multi-level enterprise trainee courses under parallel NQF institutionalization and market capacitation enhances the capacity of the South African industrial sector to implement EnMS and ESO and achieve energy savings.*

Component 4.0: Investment Promotion in IEE through demonstration of EnMS and ESO and support to access financial mechanisms and incentives for industry and selected commercial sectors- *Expected Outcomes: Access to finance increased with the energy and cost saving benefits of EnMS and ESO proven within the South African industrial context with industry actively and progressively pursuing enhanced IEE.*

Component 5.0: EnMS and ESO Awareness, Promotion, Service Demand Generation and Lessons Sharing- *Expected Outcomes: Enterprise management (across the entire South African industrial sector and selected commercial sectors) is aware of the potential financial, economic and climate change mitigation benefits that adopting EnMS and ESO can yield.*

Component 6.0: Project Monitoring and Evaluation - *Expected Outcomes: The GEF Project is fully monitored and evaluated under periodic implementation assessment of impact, based on the 'Theory of Change' methodological approach.*

The project/assignment that is discussed within the context of this RFP relates directly to Component 2, which aims to strengthen policy implementation and support frameworks for ESO and EnMS. This is envisaged to be achieved by providing technical assistance and capacity building to enhance existing and inform future regulatory frameworks, that will support EnMS and ESO uptake and strengthen the coordination of associated activities across industry in South Africa. An industrial enterprise guideline will be developed for the Cement sub-sector with the target audiences being mainly industry and government. The expected benefits to each are summarised below.

Benefits to Industry	Benefits to Government
Industrial companies will have the ability to benchmark their own IEE performance against international and national data and best practices.	The guideline will draw on the decade of experience, data and research of the IEE project and assist government in understanding sector specific strengths, weaknesses, challenges and gaps.
It will allow companies to better understand how they could approach and plan for achieving the energy intensity reduction targets that will be contained in the “to be promulgated Energy Management Planning regulations.	It will highlight challenges, barriers to implementation and potential opportunities that exist within the sub-sector, which may assist and inform government with the development and formulation of new policy frameworks and/or incentive schemes etc.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply of services to develop an industrial enterprise guideline for the Cement sub-sector.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry (if applicable). However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

5 PROJECT SCOPE

The project will comprise a combination of research (qualitative, quantitative and desktop) and analysis that will ultimately result in the compilation of an industrial enterprise guideline. The appointed service provider will have the requisite experience as detailed in the RFP.

The detailed scope of the project is given below:

1. A detailed literature review of industrial guideline documents and other resources that are relevant to the cement sub-sector (both national and international).
2. Conduct a SWOT analysis to identify current strengths, weaknesses, opportunities, and threats within the cement sub-sector in South Africa. This will be informed by qualitative research (interviews, online workshops and/or surveys) using a small but representative group of companies in the cement sub-sector. The effects of the COVID-19 pandemic must be fully considered in the SWOT analysis.
3. A detailed review and analysis of historical data, assessment reports and other relevant information (from the decade of the IEE- SA project) in the cement sub-sector.
4. Energy efficiency benchmarking against international best practices and data for the cement sub-sector
5. Highlight gaps, challenges, barriers to implementation, lessons learned; and identify opportunities for improvement (including technology options) within the Cement sub-sector.
6. The following virtual workshops (relating to point number 2) are expected to be held to inform the data collection and qualitative research process:
 - Industry workshop X 2 (to include the relevant sector associations and different sized companies in the Cement sub-sector)
7. All the above will be used to guide the development of an industrial enterprise guideline that will be used to inform both industry and government of the depth of challenges and barriers

to implementation regarding EE within the cement sub-sector. The guideline will draw heavily on the 10yrs of data, research, and experience of the IEE project in South Africa (specifically in the Cement sub-sector); and share industry best practices observed.

8. Develop a snapshot summary (high level report) that is aimed at government to disseminate the key information, outcomes, and recommendations of this study; with specific focus on barriers, challenges and those opportunity areas where government could assist.
9. Provide technical support to the NCPC-SA marketing team in the development of an infographic.

6 PROJECT DELIVERABLES

- Inception report - the report shall cover the project plan with intermediate and final outputs, proposed methodology and approach and identified and approved timeframes and milestones (in conjunction with the NCPC-SA project manager).
- 2 interim progress reports
- Industrial enterprise guideline (50-60 pages)
- Snapshot summary report (high level summary report)

The anticipated start date is 1 December 2021 and the expected duration of the project is 3 months (including all reviews, amendments, finalization and feedback presentation).

7 FUNCTIONAL EVALUATION CRITERIA

The evaluation of the functional / technical detail of the proposals will be based on the following criteria:

	Criteria	Weighting
1	Company experience	25%
2	Qualifications, skills, and experience	35%
3	Approach and methodology	20%
4	Project planning detail	15%
5	Extra credit awarded for unique and out-of-the-box thinking	5%

Minimum required score is **70%**

- a. Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70 % and less than 50 % on any of the individual criteria will be eliminated from further evaluation.
- b. Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified (SANAS approved) copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

9 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted to tender@csir.co.za The title and the RFP number must be clearly stipulated on the subject.

Mail size is 25MB, send multiple emails when exceeded.

10 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: 15 November 2021
- Briefing session: 22 November 2021

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzcyYWUxOTktOGExNy00MzqxLThkMmEtZjQ4MjIINTlwYTY1%40thread.v2/0?context=%7b%22Tid%22%3a%22fd3c5d5-ddb2-4ed3-9803-f89675928df4%22%2c%22Oid%22%3a%22ea78333a-3ef9-4580-93c1-d07ab140b888%22%7d

- Last date for submission of queries: 26 November 2021
- Closing / submission Date: 30 November 2021
- Estimated contract duration (in months/years) 3 months

11 SUBMISSION OF PROPOSALS

- a. All proposals are to be submitted electronically to tender@csir.co.za
No late proposals will be accepted.
- b. All proposals are to be clearly marked with the RFP number on the subject of the email:
PART 1: Technical Proposal:
PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
- c. Proposals submitted by companies must be signed by a person or persons duly authorised.
- d. The CSIR will award the contract to qualified tenderer(s) whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.

10.5 Proposals submitted must be in PDF file formats

12 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of 30 November 2021 during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

13 AWARDING OF TENDERS

- a. Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

14 EVALUATION PROCESS

a. Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**,
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

b. Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

15 PRICING PROPOSAL

- a. Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- b. Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- c. Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- d. Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices.*

- e. Payment will be according to the CSIR Payment Terms and Conditions.

16 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the closing date.

17 APPOINTMENT OF SERVICE PROVIDER

- a. The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- b. Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.
- c. Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

18 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with ***“RFP No 977/30/11/2021 The provision of services to develop an industrial enterprise guideline and technical support package for the cement sub-sector, to the CSIR as the subject.***

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

19 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

20 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

21 CORRECTNESS OF RESPONSES

- a. The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- b. The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

22 VERIFICATION OF DOCUMENTS

- a. Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- b. One electronic copy (email only) of each proposal (Technical and Financial) must be submitted
- c. Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.
- d. If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

23 SUB-CONTRACTING

- a. A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.

- b. A tenderer awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

24 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

- a. Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or
- b. Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- c. Prescribed by the body - regulating the profession of the consultant.

25 TRAVEL EXPENSES

- a. All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imburements, must be in line with the CSIR's travel policy. The following will apply:
 - i. Only economy class tickets will be used.
 - ii. A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.
 - iii. No car rentals of more than a Group B will be accommodated.

26 ADDITIONAL TERMS AND CONDITIONS

- a. A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- b. Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- c. In case of proposal from a joint venture, the following must be submitted together with the proposal:
 - Joint venture Agreement including split of work signed by both parties;

- The original or certified copy of the B-BBEE certificate of the joint venture;
- The Tax Clearance Certificate of each joint venture member;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.
 - d. An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
 - e. Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

27 CSIR RESERVES THE RIGHT TO

- a. Extend the closing date;
- b. Verify any information contained in a proposal;
- c. Request documentary proof regarding any tendering issue;
- d. Give preference to locally manufactured goods;
- e. Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- f. Award this RFP as a whole or in part;
- g. Cancel or withdraw this RFP as a whole or in part.

28 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFP No:

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in RFP No..... at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1
2

29 ANNEXURE A

Criteria and Percentage Allocation	Specific Description of Criterion	Key Aspects of Criterion	Points	
Company Experience (25%)	The company must have at least five (5) years of experience in the energy industry in the following areas: energy management, energy auditing, data collection, data management, monitoring and evaluation. At least two (2) reference letters should be included as proof of completion of energy auditing, data collection, energy management and monitoring and evaluation projects.	Company possesses 8 - 10 years of experience in energy industry and in the specified areas. Five (5) reference letters with proof of energy auditing, data collection, energy management and monitoring and evaluation projects included in proposal.	10	
		Company possesses 4 - 7 years of experience in energy industry and in the specified areas. Two (2) reference letters with proof of energy auditing, data collection, energy management and monitoring and evaluation projects included in proposal.	7	
		Company possesses under 1 - 3 years of experience in energy industry and in the specified areas. No reference letters included in proposal.	3	
Qualifications, skills and experience of team leader & team 35%	<p>Qualifications: (10%)</p> <p>Team Leader:</p> <ul style="list-style-type: none"> A minimum of a Bachelors degree/ National Diploma in Engineering, Environment or Natural Science Team leader must have attended at least two (2) additional courses in Energy, Resource Efficiency, Cement courses/workshops and/or Sustainability. All relevant courses attended, and certifications obtained must be listed <p>If the project team comprises of more than one person, these requirements should be met for all team members:</p> <p>Team member/s:</p> <ul style="list-style-type: none"> A minimum of a Bachelors degree/ National Diploma in Engineering, Environment or Natural Science Team member must have attended at least one additional course in Energy, Resource Efficiency, Cement courses/workshops and/or Sustainability. All relevant courses attended, and certifications obtained must be listed <p>Copies of all certificates for degrees and courses completed must be attached to the proposal</p>	<p>Team leader: PhD degree in engineering, Environment, Natural Science, Finance, Business Administration or Economics AND; Five (5) or more courses attended in Energy, Resource Efficiency and/or Sustainability, cement courses/workshops</p> <p>Team member/s: Honours degree and/or similar qualification in engineering, Environment, Natural Science, Finance, Business Administration or Economics AND Four (4) or more courses attended in Energy, Resource Efficiency and/or Sustainability, cement courses/workshops</p>	10	
		<p>Team leader: Bachelor's degree in Engineering, Environment, Natural Science, Business Administration AND; Three (3) or more courses attended in: Energy, Resource Efficiency, cement courses/workshops and/or Sustainability</p> <p>Team member/s: Bachelors degree/National Diploma in engineering, Environment, Natural Science, Finance, Business Administration or Economics AND Two (2) or more courses attended in Energy, Resource Efficiency and/or Sustainability, cement courses/workshops</p>	5	
		No Bachelor's Degree/National Diploma with no additional qualifications or courses in energy, resource efficiency and/or sustainability for Team leader or Team Member/s	1	
		<p>Skills (10%)</p> <p>Team Leader and team member/s must possess the following skills:</p> <ul style="list-style-type: none"> Research skills Data collation and analysis skills Monitoring and evaluation skill Communication skills Stakeholder engagement Technical Report writing <p>Provide details of research projects previously undertaken</p>	<p>The project team is highly skilled at research (quantitative and/or qualitative) Highly proficient in data collation and analysis and technical report writing. Evidence of 4 or more research studies conducted with final deliverable being industry reports and/or guidelines developed</p>	10
			<p>The project team is adequately skilled at research (quantitative and/or qualitative) Sufficiently proficient in data collation and analysis, monitoring and evaluation and technical report writing. Evidence of 2 or more research studies conducted with final deliverable being industry reports and/or guidelines developed</p>	5
			<p>Little to no research previously undertaken Not enough evidence presented, or research projects undertaken. Limited or no experience in developing research-based reports. No guidelines developed</p>	1

Criteria and Percentage Allocation	Specific Description of Criterion	Key Aspects of Criterion	Points
	<p><i>Experience (15%)</i></p> <ul style="list-style-type: none"> Team leader must have a minimum of at least 5 years relevant and practical work experience in the areas of energy management, energy auditing, data collection & management, monitoring and evaluation and technical report writing. Team leader must have at least 3 years related experience in the Cement sector. Team member/s must have a minimum of two (2) years relevant work experience in the areas of energy management, energy auditing, data collection & management, monitoring and evaluation and technical report writing. <p>Brief CV's of the Team Leader and Team Member/s must be attached to the technical proposal and should reflect the number of projects executed by the individual.</p>	<p>Team leader possesses 10 or more years of practical work experience in the energy industry (as listed in description) and 6 or more years of related experience in the Cement Sector</p> <p>Team member/s possess 4 or more years of practical work experience in the energy industry (as listed in description)</p>	10
		<p>Team leader possesses at least 5 years of practical work experience in the energy industry (as listed in description) and 3 or more years of related experience in the Cement Sector</p> <p>Team member/s possess 2 or more years of practical work experience in the energy industry (as listed in description)</p>	5
		<p>Team leader possesses 4 year or less of practical work experience in the energy industry (as listed in description) and 1 year or less of related experience in the Cement Sector</p> <p>Team member/s possess 0-1 years of practical work experience in the energy industry (as listed in description)</p>	1
Approach & Methodology 20%	Proposed Methodology detailing the approach on the provision of the required service	<p>Methodology and sequencing of all phases and activities (why, when, where, what and how the objectives will be achieved) is clearly shown.</p> <p>Detailed description of approach to ensure that interim and final deliverables are met.</p>	10
		Adequate explanation of methodology that shows all phases and activities, sufficient detail is given on approach, with activities properly mapped out, as well explanation of how interim and final deliverables will be met	5
		Little to no details on approach or methodology. No clear explanation of activities or description of how deliverables will be met	1
Project Planning 15%	<p>Clear project plan with accurate scoping and key milestones (explaining how the project will be conducted)</p> <p>Project Plan should have the following:</p> <ul style="list-style-type: none"> Project implementation timeline with all activities to be implemented, milestones and hard-stop dates for interim and final deliverables. Risk mitigation plan 	<p>Project Plan provided and scope includes all activities in detail (Gant chart with clear project milestones, realistic timeframes aligned with budgeted man-days)</p> <p>Detailed risk mitigation plan included</p>	10
		<p>Project Plan provided with sufficient detail on scope and activities (Gant chart with project milestones, timeframes given)</p> <p>Risk mitigation plan is shown/described - with not much detail</p>	5
		<p>Minimal detail on activities, no project plan provided</p> <p>No risk mitigation plan</p>	1
Extra credit awarded for unique ideas 5%	Extra credit for unique idea/s that meet and exceed the stipulated deliverables	Detailed account of uniquely packaged ideas that offer additional value to the target audiences whilst remaining firmly within the project scoping framework.	10
		Additional ideas provided but lacks in detail and/or uniqueness	5
		No additional ideas presented as part of proposal	1