

Expression of Interest (EOI)

EOI 8063/18/11/2022

The provision or supply of professional services relating to sectoral and company carbon emission calculation, baselining, analysis, and trends to the CSIR

Date of Issue	Thursday, 03 November 2022	
Closing Date	Friday, 18 November 2022 @ 16:30	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate)	
Enquiries	Strategic Procurement Unit	tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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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

National Cleaner Production South Africa (NCPC-SA) recruits and responds to request for proposals from clients for various forms of services. The services offered by the NCPC-SA through its various project require that external specialist expertise be used to conduct professional services and apply methodology relating to Carbon Footprint determination and calculation, Carbon Sectoral Targets analysis and quantification, Carbon Budget calculation and determination as well as sectoral baseline emission determination offered by NCPC-SA. Frequently, this narrowly specified expertise needs to be sourced at short-notice and as part of a competitive tender process based on industry needs. Consequently, the purpose of this process is to establish a pool of suitably pre-qualified expert specialists from which their availability to perform the task is established and their acceptance of a fixed service fee is confirmed, within a limited time period, to provide specified services as part of future proposals.

The National Cleaner Production South Africa NCPC-SA is part of the CSIR Smart Places.

The NCPC-SA group intends to pre-qualify service providers in each of the following areas of expertise (i.e. categories), based on the criteria listed below.

- Calculation of Carbon Footprint for both individual companies and different sectors
- Developing Sectoral Carbon Emissions Baselines and Trend Analysis including Emissions targets, Carbon Foot printing and Carbon Budgets.

- Assist in determining carbon budgets and compliance to all carbon tax policy for individual companies and different sectors
- Conducting a study to determine formulate multipliers that can be used in estimating the possible quantify of emissions that can be emitted from a specific sector or subsector

3 INVITATION FOR EXPRESSION OF INTEREST

Expression of interest are hereby invited from suitably qualified service providers to be registered on the CSIR supplier database for delivering work as set out in section 4 (EOI specifications).

All service providers approved and registered on the CSIR supplier database, following the CSIR approved evaluation process based on the evaluation criteria set in section 5 (evaluation process and criteria), will be given a fair opportunity to bid for future work following the CSIR procurement policy.

4 EOI SPECIFICATIONS (OVERVIEW OF REQUIREMENTS)

All expressions of interest are to be submitted in a format specified in this enquiry (as applicable). However, service providers are welcome to submit additional or alternative expression of interest over and above the originally specified format (e.g. other capabilities that you may be deem to be relevant).

Project Name	Type of Project Delivery	Consultant Criteria
Developing Sectoral Carbon Emissions Baselines and Analysis	Gathering relevant data and information by identifying and gathering the sources of your greenhouse gas emissions data to develop baselines as well as analysing current baselines and report and produce latest updated work	<ul style="list-style-type: none"> • Company profile clearly indicating the number of years the bidder has in delivering outputs relating to carbon emissions • >5 Environmental footprint management and GHG calculation experience • Professional Climate change and mitigation specialist
Calculation of Carbon Footprint for both individual companies and different sectors	<p>Development and assessment covering:</p> <ul style="list-style-type: none"> • The development of a methodology and subsequent analysis to identify appropriate (technically feasible) levels of reduction (emission reduction targets) in Scope 1, Scope 2 and Scope 3 greenhouse gas (GHG) emissions (as defined in the GHG Protocol Corporate Standard) 	<ul style="list-style-type: none"> • >5 Experience in assisting companies with carbon emissions reporting obligations • Relevant Qualification in calculating carbon foot printing for companies • Understanding of the United Nations Sustainable Development Goals (SDGs), and align them to specific measurable goals for companies or sectors
Assist in determining carbon budgets and compliance to all carbon tax	Assist companies and sector by linking of their carbon budgets and mitigation plans with the view that, by the time	<ul style="list-style-type: none"> • Relevant university degree, ideally in Environmental Sciences, Environmental Engineering, Energy

policy for individual companies and different sectors	<p>the carbon budgets become mandatory on 1 January 2023, they would be accustomed to the new regulations. This to be done by creating:</p> <ul style="list-style-type: none"> • Tools and guidelines to assist with the understanding and implementation of the carbon budgets 	<p>Engineering, Economics or sustainability-related disciplines</p> <ul style="list-style-type: none"> • Practitioner, Strategic engager in climate change mitigation solutions to the corporate sector (in particular GHG accounting) • Sound understanding of environmental sustainability challenges in different sectors • Practical experience in sustainability strategy, GHG management, adaptation, climate change management • Experience and expertise in budgeting project activities, climate mitigation and adaptation measures
Conducting a study to determine formulate multipliers that can be used in estimating the possible quantify of emissions that can be emitted from a specific sector or subsector	<p>Using data collected by the NCP-C-SA as well as other possible sources or data or available categories that can be used to formulate multipliers or percentiles that can be used in quantifying emissions for a specific sector or company within a specific sector.</p>	<ul style="list-style-type: none"> • Practical experience in developing statistical estimators that can be used to quantify emissions for the use of reporting and formulating budget estimates • Practical experience in applying statistics to large data sets and calculating uncertainties. • Experience in establishing sector baselines with statistical relevance.

5 FUNCTIONAL EVALUATION CRITERIA

5.1 The evaluation of the functional / technical detail of the expression of interest will be based on the following criteria:

5.2 **Please note that each project will be evaluated separately, suppliers are therefore at liberty to bid for any one or more projects**

5.3 Please clearly indicate all projects you are bidding for as per column three of the table below

<i>Project Name</i>	<i>Total Weight per project</i>	<i>Mark with X all Projects you have submitted bids for</i>
Developing Sectoral Carbon Emissions Baselines and Trend Analysis including Emissions targets, Carbon Foot printing and Carbon Budgets.	<i>100%</i>	
Calculation of Carbon Footprint for both individual companies and different sectors	<i>100%</i>	
Assist in determining carbon budgets and compliance to all carbon tax policy for individual companies and different sectors	<i>100%</i>	
Conducting a study to determine formulate multipliers that can be used in estimating the possible quantify of emissions that can be emitted from a specific sector or subsector	<i>100%</i>	

- 5.3 Expression of interest 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 per project will not be considered to be registered on the CSIR's supplier database.
- 5.4 The service provider shall prepare for a possible presentation should CSIR require such and the service provider shall be notified timeously.

6 ELIMINATION CRITERIA

Expression of interest will be eliminated under the following conditions:

- Submission after the deadline;
- Responses submitted at incorrect location; and
- Bidders that are listed on the NT database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.
- Bidders that do not submit a fully completed and signed SBD 1 and SBD 4 forms.

7 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; and
- Provide the CSIR with their CSD registration number.
- Provide a valid copy of B-BBEE certificate issued by an accredited verification agency and bearing a SANAS logo; or
 - Valid sworn affidavits made on DTIC designed templates; or
 - DTIC issued affidavit; or
 - CIPC issued 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

7 PROCEDURE FOR SUBMISSION OF PROPOSALS

- All expression of interests must be submitted electronically to: tender@csir.co.za
- Respondents must use the EOI number as the subject reference number when submitting the bids
- The email and file sizes should not exceed a total of 25mb on one email. If more than 25mb, more than one (1) email must be sent.
- All documents submitted electronically via email must be clearly visible.
- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated

8 EOI PROGRAMME

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

- Issue of EOI documents: 03 November 2022
- Last date for enquiries: 11 November 2022
- Closing / submission Date: 18 November 2022

The CSIR will inform all successful suppliers qualifying to be registered on the CSIR supplier database in due course.

9 SUBMISSION OF RESPONSES

- 9.1 All EOI proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.
- 9.2 All expressions of interest are to be clearly marked with the EOI number and the name of the service provider.
- 9.3 Responses submitted by companies must be signed by a person or persons duly authorised.

10 DEADLINE FOR SUBMISSION

Expression of interest shall be submitted at the address mentioned above no later than the closing date of 18 November 2022 16h30

Where an EOI is not received by the CSIR by the due date and stipulated place, it will be regarded as a late EOI. Late EOI's will not be considered.

11 EVALUATION PROCESS

The EOI evaluation process will only include functionality/technical evaluation. No price and B-BBEE evaluation will be done at this stage. To be appointed as part of the panel, the service provider must meet the minimum threshold for functionality.

12 VALIDITY PERIOD OF RESPONSES

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

13 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this EOI shall be submitted in writing to CSIR at tender@csir.co.za with ***“EOI No 8063/18/11/2022 - The provision or supply of professional services relating to sectoral and company carbon emission calculation, baselining, analysis, and trends to the CSIR”*** as the subject.

14 MEDIUM OF COMMUNICATION

All documentation submitted in response to this Expression of Interest must be in English.

15 COST OF EXPRESSION OF INTEREST

Service providers are expected to fully acquaint themselves with the conditions, requirements and specifications of this EOI before submitting responses. Each service provider assumes all risks for resource commitment and expenses, direct or indirect, of EOI preparation and participation throughout the EOI process. The CSIR is not responsible directly or indirectly for any costs incurred by service providers.

16 CORRECTNESS OF RESPONSES

- 16.1 The service provider must confirm satisfaction regarding the correctness and validity of their EOI.

17 VERIFICATION OF DOCUMENTS

- 17.1 Service providers 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.

18 ENGAGEMENT OF CONSULTANTS

All potential service providers need to note that consultants will only be remunerated at the rates:

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

19 TRAVEL EXPENSES

All potential service providers need to note that travel expenses will be managed as followed should they need to travel on behalf of the CSIR in future:

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

20 ADDITIONAL TERMS AND CONDITIONS

- 20.1 Service providers 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.
- 20.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the response.
- 20.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a response, or cancellation of any subsequent contract.

20.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the response.

21 CSIR RESERVES THE RIGHT TO

- 21.1 Extend the closing date;
- 21.2 Verify any information contained in a response;
- 21.3 Request documentary proof regarding any tendering issue;
- 21.4 Cancel or withdraw this EOI as a whole or in part; and
- 21.5 Not to include any supplier on the list of suppliers on the approved database based on functional criteria not met.

22 DISCLAIMER

This EOI is an expression of interest only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its EOI, service providers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this EOI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to service provider concerning the EOI, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the service provider or any other party in connection therewith.

Annexure A

Project Name	Consultant Criteria	Weight
Developing Sectoral Carbon Emissions Baselines and Trend Analysis including Emissions targets, Carbon Foot printing and Carbon Budgets.	<ul style="list-style-type: none"> • Company profile clearly indicating the number of years the bidder has in delivering outputs relating to carbon emissions, Carbon footprint and GHG calculation experience 40% <ul style="list-style-type: none"> ○ No experience – 0 ○ 1 - 5 years' experience – 5 ○ 6 - 7 years' experience – 7 ○ ≥ 10 years' experience – 10 • Proof of track record on supplying such services 45% <ul style="list-style-type: none"> ○ No references - 0 ○ 1 – 2 references – 5 ○ 3 – 4 references – 7 ○ ≥5 references – 10 • Professional Climate change and mitigation specialist 15% <ul style="list-style-type: none"> ○ No experience – 0 ○ 1 - 5 years' experience – 5 ○ 6 - 7 years' experience – 7 ○ ≥ 10 years' experience – 10 	100%

Calculation of Carbon Footprint for both individual companies and different sectors	<ul style="list-style-type: none"> • Experience in assisting companies with carbon emissions reporting obligations 45% <ul style="list-style-type: none"> ○ No experience – 0 ○ 1 - 5 years' experience – 5 ○ 6 - 7 years' experience – 7 ○ ≥ 10 years' experience – 10 • Relevant track record in calculating carbon foot printing for companies 30% <ul style="list-style-type: none"> ○ No references - 0 ○ 1 – 2 references – 5 ○ 3 – 4 references – 7 ○ ≥5 references – 10 • Understanding of the United Nations Sustainable Development Goals (SDGs), and align them to specific measurable goals for companies or sectors (provide past experience 2 projects 25% <ul style="list-style-type: none"> ○ No Project or less than 2 projects – 5 ○ 2 Projects - 10 	100%
Assist in determining carbon budgets and compliance to all carbon tax policy for individual companies and different sectors	<ul style="list-style-type: none"> • Strategic Practitioner in climate change mitigation solutions to the corporate sector (in particular GHG accounting) proof of involvement in such projects 35% <ul style="list-style-type: none"> ○ No experience – 0 ○ 1 - 5 years' experience – 5 ○ 6 - 7 years' experience – 7 ○ ≥ 10 years' experience – 10 	100%

	<ul style="list-style-type: none"> • Sound understanding of environmental sustainability challenges in different sectors proof of involvement in such projects 10% <ul style="list-style-type: none"> ○ No references - 0 ○ 1 – 2 references – 5 ○ 3 – 4 references – 7 ○ ≥5 references – 10 • Practical experience in sustainability strategy, GHG management, adaptation, climate change management 35% <ul style="list-style-type: none"> ○ No experience – 0 ○ 1 - 5 years' experience – 5 ○ 6 - 7 years' experience – 7 ○ ≥ 10 years' experience – 10 • Experience and expertise in C budgeting project activities, climate mitigation and adaptation measures 20% <ul style="list-style-type: none"> ○ No references - 0 ○ 1 – 2 references – 5 ○ 3 – 4 references – 7 ○ ≥5 references – 10 	
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<p>Conducting a study to determine formulate multipliers that can be used in estimating the possible quantify of emissions that can be emitted from a specific sector or subsector</p>	<ul style="list-style-type: none"> • Understanding of the United Nations Sustainable Development Goals (SDGs), and align them to specific measurable goals for companies or sectors proof of involvement in such projects 20% <ul style="list-style-type: none"> ○ No experience – 0 ○ 1 - 5 years' experience – 5 ○ 6 - 7 years' experience – 7 ○ ≥ 10 years' experience – 10 • Practical experience in formulating multipliers or estimating factors relating to sectoral reports and analysis 35% <ul style="list-style-type: none"> ○ No experience – 0 ○ 1 - 5 years' experience – 5 ○ 6 - 7 years' experience – 7 ○ ≥ 10 years' experience – 10 • Proof of track record on supplying such services 45% <ul style="list-style-type: none"> ○ No references - 0 ○ 1 – 2 references – 5 ○ 3 – 4 references – 7 ○ ≥5 references – 10 	<p>100%</p>
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DECLARATION BY TENDERER

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

EOI

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 EOI 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