

Request for Proposals (RFP)

The provision of services in managing technical aspects of Lighting retrofit implementation projects on behalf of the NCPC-SA for CSIR

RFP No. 1001.1/01/08/2022

Date of Issue	Monday, 18 July 2022	
Closing Date	Monday, 01 August 2022 at 16:30	
Place of tender submission	tender@csir.co.za Mailsize is 25MB, send multiple emails when exceeded	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional	

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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 Centre of South Africa (NCPC-SA) is a key industrial sustainability programme of the Department of Trade and Industry, hosted at the CSIR. The work of the NCPC-SA promotes the implementation of Resource Efficiency and Cleaner Production (RECP) methodologies – identifying and advising on cost saving options through reduced energy, water and materials usage, as well as more efficient waste management and use.

The NCPC-SA supports the transition to green economy through the implementation of the Resource Efficient and Cleaner Production (RECP) projects. Through the Gauteng Industrial Symbiosis Programme (GISP in collaboration with the Gauteng Department of Agriculture and Rural Development with the drive to reduce GHG, the NCPC-SA is funding some RECP project implementation in selected Gauteng-based manufacturing sites within the energy-intensive sectors.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited to assist with managing the technical aspects of Lighting retrofit implementation projects.

4 PROPOSAL SPECIFICATION

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

The NCP-ISA requires the services of an Expert in lighting retrofit projects to assist with implementation of selected projects as part of the Gauteng Industrial Symbiosis project.

These projects include the following:

- a. Replacement of 28 high-bay lights with equivalent LED lights at a company in Meyerton
- b. Replacement of the high-bay lights with equivalent LED lights at a company in Boksburg

The body of work was divided into tasks for ease of reference:

Task 1

- a. Conduct site visit and confirm number and type of light to be replaced
- b. Confirm whether new fittings will be required and other technical aspects
- c. Develop TOR for implementation and conduct tender briefing
- d. Develop list of service providers that can be contacted (at least 6) for implementation

Task 2

- a. Perform spot-checks on electricity consumption of lights prior to retrofit
- b. Develop list of service providers that can be contacted (at least 6) for implementation

Task 3

- a. Write the pre-implementation report per site. A template will be provided for this report, contents will include but not be limited to:
 - Scope and boundaries of projects
 - Project description and design intent
 - Estimation of savings
 - Proposed actions by the implementing company
 - Expected results

- Measurement plan and metering period (include pre- and post-implementation measurement for all the projects on each site)
- Baseline for each project on each site
 - i. Routine baseline adjustment variables
 - ii. Typical non-routine baseline adjustment variables
 - iii. Show and describe baseline (data and calculations file should be included)
 - iv. Define impact on GHG emissions and carbon impacts
- Conclusions and recommendations

Task 4

- a. Manage implementation of all projects by appointed service provider(s) on each site in terms of timeline and budget

Task 5

- a. Perform spot-checks on electricity consumption of lights post-implementation

Task 6

Write the post-implementation/case study report that includes the implementation of all of the projects on a specific site. It is also important to be able to distinguish savings from each project implemented. A template will be provided for this report, contents will include but not be limited to:

- Scope and boundaries of project
- Project description and design intent
- Project implementation and any discrepancies with the design intent
- Baseline and performance assessment
- Impact on GHG emissions and carbon tax
- Conclusions and recommendations

Task 7

Ensure that replaced lamps and fittings are removed from site and disposed of in the most environmentally friendly manner.

NOTE: The following qualifications, experience and areas of specialization are required to be part of the collective competencies of prospective team members

To be eligible for being awarded this contract, the following requirements must be met:

- Proven proficiency in lighting retrofits (provide case studies of projects implemented)
- Energy Performance Measurement Indicators (EnPMI) successfully completed

4.1 Summary of deliverables

Task	Deliverable
Task 1	Develop lighting project material
Task 2	Pre-implementation electricity consumption spot-checks and listing of providers
Task 3	Pre-implementation report
Task 4	Managing implementation
Task 5	Post-implementation spot-checks
Task 6	Post-implementation reports
Task 7	Disposal of old lighting equipment

5 FUNCTIONAL EVALUATION CRITERIA

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

Criteria	Criteria Description	Weight
Qualification and experience of team members	Provide a list of team members and their NCPC-SA certifications and case studies of previously implemented lighting projects.	50
Timeframe	Projected timeframe to complete all tasks described in proposal for the RFP	30

Project Plan	Provided a project plan reflecting the start and completion dates of all required tasks	10
Additional elements that add value	Proposal includes additional elements that adds value to the potential impact of the proposed projects	10
	Total	100

5.2 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.

5.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

6 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location; and
- The proposed project team does not include members that collectively meet **all** of the criteria listed below:
 - Proven proficiency in lighting retrofits (provide case studies of projects implemented)
 - Energy Performance Measurement Indicators (EnPMI) successfully completed

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;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified 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

8 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted using the following email address: tender@csir.co.za

9 TENDER PROGRAMME

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

- Issue of tender documents: Monday, 18 July 2022
- Closing / submission Date: Monday, 01 August 2022
- Estimated contract duration (in months/years) 12 Months

10 SUBMISSION OF PROPOSALS

10.1 Proposals must consist of two parts, each of which clearly marked:

PART 1: Technical Proposal: RFP No.:

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:

RFP No.:

10.2 Proposals submitted by companies must be signed by a person or persons duly authorised.

10.3 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.

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the email address mentioned above no later than the closing date of ----- 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.

12 AWARDING OF TENDERS

12.1 Awarding of tenders will be published on the CSIR tender website. No regret letters will be sent out.

13 EVALUATION PROCESS

13.1 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.

13.2 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.

14 PRICING PROPOSAL

14.1 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.

- 14.2** 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.
- 14.3** Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 14.4** 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.

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

15 VALIDITY PERIOD OF PROPOSAL

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

16 APPOINTMENT OF SERVICE PROVIDER

- 16.1** 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.
- 16.2** 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.

17 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 1001.1/01/08/2022 - The provision of services in managing technical aspects of Lighting retrofit implementation projects on behalf of the NCPC-SA for 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.

18 MEDIUM OF COMMUNICATION

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

19 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.

20 CORRECTNESS OF RESPONSES

20.1 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.

20.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

21 VERIFICATION OF DOCUMENTS

- 21.1** 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.
- 21.2** 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.

22 SUB-CONTRACTING

- 22.1** 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.
- 22.2** 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.

23 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

24 TRAVEL EXPENSES

24.1 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:

24.1.1 Only economy class tickets will be used.

24.1.2 A maximum of R1400 per night for accommodation, dinner, breakfast and parking will be allowed.

24.1.3 No car rentals of more than a Group B will be accommodated.

25 ADDITIONAL TERMS AND CONDITIONS

25.1 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.

25.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

25.3 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 Pin of each joint venture member;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

25.4 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.

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

26 CSIR RESERVES THE RIGHT TO

- 26.1** Extend the closing date;
- 26.2** Verify any information contained in a proposal;
- 26.3** Request documentary proof regarding any tendering issue;
- 26.4** Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 26.5** Award this RFP as a whole or in part;
- 26.6** Cancel or withdraw this RFP as a whole or in part.

27 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

WITNESSES	
1
2

DATE

28 ANNEXURE A – Technical scorecard

Criteria	Criteria Description	Weight	3	5	7	10
Qualification and experience of team members	Provide a list of team members and their NCPC-SA certifications and case studies of implemented lighting projects	50	Provided a list without EnPMI graduate	Provided a list with EnPMI graduate and one case study of implemented lighting project	Provided a list with EnPMI graduate and two case studies of implemented lighting projects	Provided a list with EnPMI graduate(s) and two case studies of implemented lighting projects with relevant savings demonstrated with EnPMI methodologies
Timeframe	Projected timeframe to complete all tasks described in proposal for the RFP	30	The projected timeframe to complete all tasks described in the proposal is more than 6	The projected timeframe to complete all tasks described in the proposal is more than 4 months	The projected timeframe to complete all tasks described in the proposal is no more than 3 months	The projected timeframe to complete all tasks described in the proposal is 2 months or less
Project Plan	Provided a project plan reflecting the start and completion	10	Provided did not meet any expectations	Provided a project plan that does not reflect the start and completion	Provided a project plan reflecting the start and completion dates	Provided a project plan with Gant chart, reflecting the start and

	dates of all required tasks			dates of all required tasks	of all required tasks, as well as the resource allocation for each	completion dates of all required tasks, as well as the resource allocation for each
Additional elements that add value	Proposal includes additional elements that adds value to the potential impact of the proposed projects	10	Proposal does not include additional elements that adds value to the potential impact of the proposed projects	Proposal includes additional elements that adds value but does not include additional savings for the companies	Proposal includes additional elements that adds value and does include additional savings for the companies	Proposal includes additional elements that adds value and include additional savings for the companies which can be measured and verified and reported in the post-implementation report
	Total	100				