

Request for Proposals (RFP)

The development of a roadmap for the diffusion of photovoltaic solar systems in Malawi as part of the Incubator Programme of the Climate Technology Centre and Network (CTCN) for the CSIR

RFP No. 844/12/09/2018

Date of Issue	Tuesday, 28 August 2018	
Closing Date	Wednesday, 12 September 2018	
Place	Tender box, CSIR Main Reception, Gate 3 (North Gate)	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

TABLE OF CONTENTS

SECTION A – TECHNICAL INFORMATION	3
1 INTRODUCTION	3
2 BACKGROUND	3
3 INVITATION FOR PROPOSAL	4
4 PROPOSAL SPECIFICATION	5
5 SPECIFIC TASKS AND RESPONSIBILITIES	6
6 REQUIRED SKILLS AND EXPERIENCE	7
7 DESIRABLE QUALIFICATIONS	7
8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION	7
9 FUNCTIONAL EVALUATION CRITERIA	7
10 ELIMINATION CRITERIA	8
SECTION B – TERMS AND CONDITIONS	9
11 VENUE FOR PROPOSAL SUBMISSION	9
12 TENDER PROGRAMME	9
13 SUBMISSION OF PROPOSALS	9
14 DEADLINE FOR SUBMISSION	10
15 AWARDING OF TENDERS	10
16 EVALUATION PROCESS	10
17 PRICING PROPOSAL	10
18 VALIDITY PERIOD OF PROPOSAL	11
19 APPOINTMENT OF SERVICE PROVIDER	11
20 ENQUIRIES AND CONTACT WITH THE CSIR	12
21 MEDIUM OF COMMUNICATION	12
22 COST OF PROPOSAL	12
23 CORRECTNESS OF RESPONSES	12
24 VERIFICATION OF DOCUMENTS	13
25 SUB-CONTRACTING	13
26 ENGAGEMENT OF CONSULTANTS	13
27 TRAVEL EXPENSES	14
28 ADDITIONAL TERMS AND CONDITIONS	14
29 CSIR RESERVES THE RIGHT TO	15
30 DISCLAIMER	16
31 DECLARATION BY TENDERER	17
32 ANNEXURE A FUNCTIONALITY EVALUATION SCORE SHEET	18

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 Climate Technology Centre and Network (CTCN) provides technology solutions, capacity building and advice on policy, legal and regulatory framework tailored to the needs of individual developing countries. The CSIR is one of three CTCN consortium partners in Africa. The CTCN is the operational arm of the UNFCCC Technology Mechanism and is hosted by the United Nations Environment Programme (UNEP) together with the United Nations Industrial Development Organization (UNIDO).

The Intergovernmental Panel on Climate Change (IPCC, 2000) defines climate technologies as any piece of hardware, equipment, methodology or technique, practical know-how for performing a practical task to mitigate the emission of greenhouse gases or reduce vulnerability to climate change. The transfer of these environmentally sound technologies is defined as the broad set of processes covering the flows of know-how, experience and equipment and is the result of many day-to-day decisions of the different stakeholders involved (IPCC, 2000). Most of the technologies have been developed by industrialised countries as well as some economies, which develop them to render their own economies innovation driven. However, the technologies can also benefit those countries that do not possess the technical know-how for technology development through horizontal technology transfer. For developing countries, as recipients of climate technologies, to benefit from them, proper and robust technology transfer mechanisms have to be put in place.

The CTCN is mandated to facilitate the transfer of technologies in developing countries through three core services:

- Providing technical assistance at the request of developing countries to accelerate the transfer of climate technologies;
- Creating access to information and knowledge on climate technologies; and
- Fostering collaboration among climate technology stakeholders from academia, the private and public sector and also research institutions.

The Incubator Programme of the CTCN provides support to Least Developed Countries (LDCs) to increase and strengthen institutional capacities for NDC¹ implementation. The Programme helps LDCs bring together key national stakeholders around the NDE to identify and prioritise specific technology actions for NDC implementation through the development of a technology roadmap.

In this context, the CTCN, in collaboration with the National Designated Entity (NDE) from Malawi, CTCN's Consortium Partner (i.e. the Council for Scientific and Industrial Research CSIR), and the consultancy company New Generation Limited organised a national workshop in Malawi to select priority technologies for the implementation of Malawi's NDC. During the workshop, stakeholders identified solar PV as an important mitigation technology to bring energy security while reducing GHG emissions.

3 INVITATION FOR PROPOSAL

On behalf of the CTCN, the CSIR is seeking a consultant to develop a Technology Roadmap (TRM) on solar photovoltaic technology. Malawi has great potential for using solar PV technologies as most places receive as much as 3,000 hours of sunlight per year (UNEP RISO, 2013). As a result, the mitigation potential for solar PV in the country is as much as 522, 000 tCO₂ per annum (UNEP RISO, 2013).

Therefore, Malawi has committed to implement 20, 000 solar PV systems and increase this number to 50, 000 by 2030 (Malawi's Nationally Determined Contributions – NDC under the United Nations Convention Framework on Climate Change). The TRM will enable Malawi to implement these climate change objectives.

¹ Nationally Determined Contribution

The TRM will constitute the basis for the deployment of the technology through identifying precise objectives, concrete activities to undertake, time-specific milestones and targets. The roadmap will be developed by the consultant, with support from national stakeholders. The TRM is expected to serve as a tool to assess feasibility, develop business and financial models for the wide scale development and user of solar PV in the country, and prepare for investment. The TRM should take into consideration all other efforts implemented in Malawi on solar PV.

Proposals are hereby invited from suitably qualified consultants for the development of a technology roadmap on solar PV in Malawi.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this RFP (if applicable). However, service providers are welcome to submit additional / alternative proposals over and above the originally specified format. A full proposal with CVs of principal researcher/s is required.

The main objective of the consultant is to create a well-defined time-bound TRM on solar PV in Malawi. The TRM must recommend a set of measures to be implemented by different stakeholders. Objectively measurable benefits, estimated costs, potential sources of funding and key implementing actors should be defined for each recommended measure.

The recommendations can be organized as indicated in the table below:

Stakeholder	Barrier / Driver	Description of recommended measure	Objectively measurable benefit	Est. cost	Potential source of funding	Implementing actors	International support requirement (financial, technological, institutional, capacity building)

5 SPECIFIC TASKS AND RESPONSIBILITIES

- 5.1 The consultant must develop the roadmap in close consultation with the National Designated Entity, the CTCN Secretariat and relevant consortium partners.
- 5.2 The draft roadmap will be shared with key stakeholders for their review and inputs and will be finalized based on their feedback.
- 5.3 A description of the methodological approach for developing the TRM should include, but not limited to, stakeholder consultation, review of literature, policy and market conditions, approach for developing baseline, identification of drivers and/or barriers of technology diffusion, assessment of potential, etc.
- 5.4 The technology roadmap developed by the consultant must consist of the following information (the structure of the outline is indicative):
 - 5.4.1 Executive summary for policy-makers
 - 5.4.2 Introduction
 - 5.4.3 TRM development process
 - 5.4.4 Technology baseline for the country, which includes
 - 5.4.4.1 Status of technology deployment
 - 5.4.4.2 Cost of Technology
 - 5.4.4.3 Current practices for assessing viability of technology
 - 5.4.4.4 Current policies
 - 5.4.4.5 Current market status
 - 5.4.5 Technology forecast in country context
 - 5.4.6 Barriers to large scale deployment
 - 5.4.7 Recommendations for achieving TRM objectives
 - 5.4.8 Implementation plan
 - 5.4.9 Mechanism for review and revision
 - 5.4.10 Risk analysis
- 5.5 Performance indicators:

All deliverables to be submitted by deadline and to the satisfaction of UNEP. All deliverables shall be submitted electronically.

6 REQUIRED SKILLS AND EXPERIENCE

- Service providers/consultant with resources of a Master's degree in engineering, economics, public policy, or related disciplines. Ph.D. is preferred.
- Service providers/consultant with 10 to 15 years' experience focused on regulatory incentives, subsidies, tariffs, and licensing focused on solar PV (both grid scale and distributed PV); installation and interconnection standards, as well as conducting variable renewable energy grid integration studies, and other technical issues related to solar PV.
- Experience conducting research / training in the proposed topics.
- Strong writing and drafting skills.
- Service providers/consultant resources with excellent spoken and written English language skills required.

7 DESIRABLE QUALIFICATIONS

- Preference will be given to service providers with working experience in large scale and institutional solar PV related development works in Malawi;
- Service Providers should have relevant experiences of working with government agencies and financial institutions;
- Proficiency/familiarity with local language.

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE 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.

[\(NB: The above is only applicable to RSA suppliers\)](#)

9 FUNCTIONAL EVALUATION CRITERIA

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

Description	Weighting in Functional Evaluation
<p>1. Service provider previous experience and track record</p> <ul style="list-style-type: none"> • At least 10 years of experience in the environment, public policy, climate change sphere; • Must have resources with advanced university degree (Master's degree or equivalent), preferably in climate change, environmental sciences, environmental engineering, or related studies and demonstrate proven track record in related research. • Service providers must have proven experience working on technologies that can be used to mitigate or adapt to climate change. • Service providers must have proven experience working in Malawi • Service providers must have expertise and experience working with national stakeholders 	50%
<p>2. Previous successfully implemented projects</p> <ul style="list-style-type: none"> • Proven track record in research and analysis related to the environmental sector, in particular strong climate change expertise; Service providers to submit list of previous successfully implemented projects • Knowledge of climate change policy and planning issues at national and international levels 	30%
<p>3. Detailed project plan</p> <ul style="list-style-type: none"> • A detailed project implementation plan outlined together with time-lines to undertake the project to completion including or linked to the proposed budget 	20%
Total	100%

9.2 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.

9.3 Refer to **Annexure “A”** for the scoring sheet that will be used to evaluate functionality.

10 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location.

SECTION B – TERMS AND CONDITIONS

11 VENUE FOR PROPOSAL SUBMISSION

All proposals must be submitted at:

- **CSIR GATE 03 - Main Reception Area** (in the **Tender box**) at the following address
Council for Scientific and Industrial Research (CSIR)
Meiring Naudé Road
Brummeria
Pretoria
- Alternatively, soft copies (proposals) may be submitted via e-mail to: tender@csir.co.za with RFP No: **844/12/09/2018** as the subject

12 TENDER PROGRAMME

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

- Issue of tender documents: Tuesday, 28 August 2018
- Closing / submission Date: Wednesday, 12 September 2018
- Estimated contract duration (in months) Six (6) Months

13 SUBMISSION OF PROPOSALS

13.1 All proposals are to be sealed. No open proposals will be accepted.

13.2 All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must consist of two parts, each of which is placed in a separate sealed package clearly marked:

PART 1: Technical Proposal: RFP No.: 844/12/09/2018.

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No.: 844/12/09/2018.

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

13.4 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.

14 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 12 September 2018** 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.

15 AWARDING OF TENDERS

15.1 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.

16 EVALUATION PROCESS

16.1 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.

16.2 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.

17 PRICING PROPOSAL

- 17.1 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.
- 17.2 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.
- 17.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 17.4 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.*

- 17.5 Payment will be according to the CSIR Payment Terms and Conditions

18 VALIDITY PERIOD OF PROPOSAL

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

19 APPOINTMENT OF SERVICE PROVIDER

- 19.1 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.
- 19.2 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.

19.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

20 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 844/12/09/2018 – The development of a technology roadmap for the diffusion of photovoltaic solar systems in Malawi for 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.

21 MEDIUM OF COMMUNICATION

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

22 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.

23 CORRECTNESS OF RESPONSES

23.1 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.

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

24 VERIFICATION OF DOCUMENTS

- 24.1 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.
- 24.2 Either one hard copy or an electronic copy of each proposal must be submitted.
- 24.3 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.
- 24.4 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.

25 SUB-CONTRACTING

- 25.1 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.
- 25.2 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.

26 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

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

27 TRAVEL EXPENSES

27.1 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:

27.1.1 Only economy class tickets will be used.

27.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.

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

28 ADDITIONAL TERMS AND CONDITIONS

28.1 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.

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

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

28.4 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.

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

29 CSIR RESERVES THE RIGHT TO

- 29.1 Extend the closing date;
- 29.2 Verify any information contained in a proposal;
- 29.3 Request documentary proof regarding any tendering issue;
- 29.4 Give preference to locally manufactured goods;
- 29.5 Cancel or withdraw this RFP as a whole or in part.

30 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.

31 DECLARATION BY TENDERER

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

RFP No: 844/12/09/2018.

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. **844/12/09/2018** 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
DATE:	

32 ANNEXURE A FUNCTIONALITY EVALUATION SCORE SHEET

No	Description	Weight	3	7	8	10
1	Previous experience/track record	(50%)	The service provider has at least 2-3 years of experience in the environment, public policy, climate change sphere.	The service provider has at least 4-5 years of experience in the environment, public policy, climate change sphere and also on working on technologies that can be used to mitigate climate change.	The service provider has at least 6-7 years of experience in the environment, public policy, climate change sphere and also on working on technologies that can be used to mitigate or adapt to climate change. Experience working in Malawi and has expertise working with national stakeholders	The service provider has at least 8-10 years of experience in the environment, public policy, climate change sphere and also on working on technologies that can be used to mitigate or adapt to climate change. Experience working in Malawi and has expertise working with national stakeholders
2	Previous successfully implemented projects	(30%)	The service provider has less than 3 years track record in research and analysis related to the environmental sector The service provider submitted only 2 lists of previous successfully implemented related projects	The service provider has less than 5 years proven track record in research and analysis related to the environmental sector Has less than 5 years climate change expertise; The service provider submitted 3 lists of previous successfully implemented related projects	The service provider has 6-7 years proven track record in research and analysis related to the environmental sector and has climate change expertise. The service provider submitted 5 lists of previous successfully implemented related projects	The service provider has more than 8 years proven track record in research and analysis related to the environmental sector, in particular strong climate change expertise. The service provider submitted more than 5 lists of previous successfully implemented related projects The service provider has Knowledge of climate change policy and planning issues at national and international levels
4	Detailed project plan	(20%)	A brief summary project implementation plan outlined	A summary project implementation plan outlined together with time-lines	A detailed project implementation plan outlined and submitted together with time-lines to undertake the project to completion.	A detailed project implementation plan outlined together with time-lines to undertake the project to completion including the proposed budget