

Request for Proposals (RFP)

The provision of services to develop a business and financial risk evaluation guideline for Energy Management System and Energy System Optimisation projects to CSIR

RFP No. 970/29/10/2021

Date of Issue	Friday, 15 October 2021	
Compulsory briefing session	N/A	
Closing Date	Friday, 29 October 2021	
Electronic Submission	Email: tender@csir.co.za If the size of the documents exceed 25mb, send multiple emails. Use the tender number and description as the subject on the email	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Energy Efficiency	

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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 2010-2015 and focused primarily 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 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 IEE 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.

There are five key components that comprise the IEE project:

Component 1.0: Data Quality Improvement to Facilitate Data Rich Industrial Energy Efficiency and Energy Management Policy Implementation

Component 2.0: Strengthening Policy Implementation and Support Frameworks for EnMS, ESO and Energy Management Standards

Component 3.0: Mainstreaming EnMS and ESO Training and Skills Development Programmes

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

Component 5.0: EnMS and ESO Awareness, Promotion, Service Demand Generation and Lessons Sharing

The project/assignment that is discussed within the context of this request for proposal (RFP) relates directly to Component 4, which aims to facilitate the active and progressive pursuit of enhanced IEE (specifically through the implementation of EnMS and ESO), through increased access to financial mechanisms.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply of a guideline for business and financial risk evaluation of EnMS and ESO projects to the CSIR's National Cleaner Production Centre South Africa (NCPC-SA).

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.

4.1 OBJECTIVES OF THE PROJECT

The primary objective of the project is to develop a guideline which must cover 3 key areas:

- i. A simple financial risk evaluation for organizations that seeks to implement (EnMS) and (ESO) projects associated with ISO 50001.

- ii. A simple guide on possible common pitfalls that result in failure of EnMS and ESO implementation project and recommendations on how to avoid these.
- iii. Outline benefits of a successful implementation of EnMS and ESO projects in terms of sustainability reporting, emissions reporting, the carbon tax, building Energy Performance Certificates and the Income Tax amendments relating to 12i, 12k and 12L and other incentives (Where relevant)

4.2 SCOPE OF WORK

The scope of work will involve the development of a guide document showcasing the benefits and opportunities of embarking on Energy Management Systems or Energy Systems Optimisation implementation and the impact of aligning organisations with local or international standards such as SANS/ISO 50001. The guide will include the following elements and aspects as part of presenting a sound business case:

- i. Identification of the general risks of implementing, managing and sustaining EnMS and ESO projects.
- ii. Evaluation of the business and financial risks to implementing an EnMS and ESO.
- iii. Identification and ranking of risks and common pitfalls that result in failure of EnMS and ESO implementation and interventions with recommendation on how to avoid these.
- iv. Identification of the risks associated with not implementing the system properly and its failure including highlighting the lost opportunity.
- v. Analysis of the resource allocation, time and cost associated with implementation of an EnMS in a company inform the energy champions with budgeting, planning and logistics.
- vi. Analysis of sites where EnMS and ESO implementation failed and development of a risk grading table, matrix, decision-flowchart or tool to allow for the project implementation and project sustainability risk, to be classified prior to project implementation.
- vii. Analyse the need for and benefit of ISO50001 certification in sites that have been successful in implementing an energy management system. Include whether the additional costs and resources are justifiable and worthwhile?
- viii. Develop appetite analysis for an EnMS implementation per sector within the South African industry and commercial sector.
- ix. Outline in detail the benefits, advantages and disadvantages of implementing an EnMS, especially as it relates to sustainability reporting, emissions reporting, the carbon tax, building EPCs and the Income Tax amendments relating to 12i, 12k and 12L.

4.3 PROGRAMME OUTPUTS/PROJECT DELIVERABLES

A guideline/ toolkit/ infographic product that is easy to read and easy to understand by organisations covering the following topics:

- i. A guide that organisations can use to ensure that they mitigate all financial risks when implementing EnMS and ESO projects.
- ii. A step-by-step guide on how organisations can take advantage of the carbon tax and 12i, 12k and 12L incentives when implementing EnMS and ESO projects
- iii. A risk evaluation guide for EnMS and ESO projects

4.4 DURATION OF PROGRAMME

- i. The duration of the project is three (3) months

5 FUNCTIONAL EVALUATION CRITERIA

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

Series	Criteria	Weight
1	Experienced in Energy System Optimisation (ESO) and Energy Management System (EnMS) implementation	30
2	Experienced in developing guidelines and risk evaluation for projects in the Green Economy area	30
3	Experienced in the development of quick self-help guidelines and tools for industry	25
4	Experienced in facilitating funding support for energy efficiency implementation projects	15
	Total	100

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70 % and less than stipulated minimum percentage as per above table 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

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 at tender@csir.co.za

9 TENDER PROGRAMME

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

- Issue of tender documents: 15 October 2021
- Last date for submission of queries: 22 October 2021
- Closing / submission Date: 29 October 2021
- Estimated contract duration (in months/years) 4 Months

10 SUBMISSION OF PROPOSALS

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

10.2 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.: 970/29/10/2021

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No.: 970/29/10/2021

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

10.4 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.

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Friday, 29 October 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.

12 AWARDING OF TENDERS

- 12.1** 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.

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. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

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.

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

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 **“The provision of services to develop a business and financial risk evaluation guideline for Energy Management System and Energy System Optimisation projects to 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.

- 21.3** 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.

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-imbursments, 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.

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 Certificate 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** Give preference to locally manufactured goods;
- 26.5** Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 26.6** Award this RFP as a whole or in part;
- 26.7** 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: 970/29/10/2021

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. 970/29/10/2021 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:

28 ANNEXURE A FUNCTIONALITY EVALUATION SCORE SHEET

CRITERIA DESCRIPTION		SCORING RATING					
	%	0	2	5	7	8	10
	Weight	No information	Poor	Average	Good	Very good	Excellent
Experienced in Energy System Optimisation (ESO) and Energy Management System (EnMS) implementation	30	No information	Qualified EnMS and ESO expert with no practical industry experience	Qualified EnMS and ESO expert with less than 3 years practical industry experience	Qualified EnMS and ESO expert with less than 5 years practical industry experience	Qualified EnMS and ESO expert with minimum 5 years practical industry experience	Qualified EnMS and ESO expert with more than 5 years practical industry experience
Experienced in developing guidelines and risk evaluation for projects in the Green Economy area	30	No information	Green economy project evaluation specialist with no practical industrial project risk evaluation experience. No energy management project evaluations.	Green economy project evaluation specialist with less than 3 years practical industrial project risk evaluation experience. Less than 3 energy management projects evaluated.	Green economy project evaluation specialist with less than 5 years practical industrial project risk evaluation experience. Less than 5 energy management projects evaluated.	Green economy project evaluation specialist with minimum 5 years practical industrial project risk evaluation experience. Minimum 5 energy management projects evaluated.	Green economy project evaluation specialist with more than 5 years practical industrial project risk evaluation experience. More than 5 energy management projects evaluated.
Experienced in the development of quick self-help guidelines and tools for industry	25	No information	0	Proof that the service provider has developed 2 or less quick self-help guidelines and tools for industry	Proof that the service provider has developed at least 3 quick self-help guidelines and tools for industry	Proof that the service provider has developed at least 5 quick self-help guidelines and tools for industry	Proof that the service provider has developed at least 6 quick self-help guidelines and tools for industry
Experienced in facilitating funding support for energy efficiency implementation projects	15	No proof of having developed or facilitated a funding proposal for a client.			Facilitated and developed a funding proposal for at least 1 client		Linked at least 1 client with a financial institution having initiated a process for funding for ENMS projects