

Request for Proposals (RFP)

The provision of services to undertake an Energy Management System Implementation Project at a company in the Aluminum Sector based in Pietermaritzburg, KZN, on behalf of the National Cleaner Production Centre of South Africa (NCPC-SA)

RFP No. 1058/15/12/2022

Date of Issue	Thursday, 01 December 2022	
Closing Date	Thursday, 15 December 2022 @ 16:30	
Enquiries	Strategic Procurement Unit	E-mail: 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 organizations 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 National Cleaner Production Centre South Africa (NCPC-SA) is a national support programme that drives the transition of South African industry towards a green economy through appropriate resource efficient and cleaner production (RECP) interventions.

The NCPC-SA is hosted at the Council for Scientific and Industrial Research (CSIR) within the SMART Places Cluster. The key services and major projects of the NCPC-SA aim and focus on facilitating industry efficiency and competitiveness improvements support at both company and sector level.

ISO 50001 is an international standard which provides organizations a framework for developing an Energy Management System that is used to improve the energy performance of the business by increasing energy efficiency and reducing energy costs. It is a systematic approach that integrates energy performance into an enterprises management culture and daily operations. This is achieved by structuring energy management processes around a continual improvement framework that ensures actions are planned, implemented, checked, and the results used to continually improve both energy performance and the EnMS.

The primary objective is to conduct an Energy Management System Implementation Project that can be used to develop South African knowledge in the same and help build national capacity and understand of the benefits of energy to South African industry (both from the financial and environmental perspectives).

The company to undergo implementation is Hulamin which is the only major producer of rolled and extruded Aluminium products in Sub-Saharan Africa, currently situated in Pietermaritzburg, in Kwa Zulu Natal.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of services to undertake an Energy Management System Implementation Project at a company in the Aluminum Sector based in Pietermaritzburg, KZN, on behalf of the National Cleaner Production Centre of South Africa (NCPC-SA). The service provider to develop and implement an Energy Management System at the company and develop a case study on the implemented savings. Consideration will only be given to Service Providers who have successfully completed the UNIDO/NCPC-SA Energy Management System Expert Level Training and been certified as UNIDO EnMS Experts.

4 PROPOSAL SPECIFICATION

- All proposals are to be submitted in a format specified in this enquiry. However, tenderers are welcome to submit additional proposals over and above the originally specified format. Background, summary of company, details of company
- List of previous projects (include brief summary, client, budget, duration, reference).
Projects to be categorized as follows:
 - List of energy management system implementation projects conducted (include brief summary, client, sector, budget, duration of project, reference).
 - List of implemented(actual) savings derived from each project undertaken (include information on interventions and actual savings)
 - List of projects with organs of state
 - List of other energy efficiency related projects with details of client company
- Company resources (please include qualifications and years of experience, CV's to be provided)
 - Technical lead
 - Training undertaken in field of Energy Management Systems
- Project plan / Approach and Methodology (Please provide a project plan, to show how the project will be executed including but not limited to the following):
 - Activities and Deliverables (this should include all phases and activities of EnMS implementation)
 - Milestones
 - Project timeframe (incl. Excel, MS Project Gantt Charts etc)
 - Budget and Payment Schedule
 - Risk management – Identification of risk areas and associated mitigation responses

Project Outcome: The overall expected outcome of the Service Providers/Expert's engagement with the organization shall be an implementation of an Energy Management System compatible with the certification criteria of SANS/ISO 50001.

Project Deliverables:

The expected deliverables of the project are:

- An EnMS that is fully aligned to SANS/ISO 50001, for understanding significant energy uses at the said facilities, including action plans that talk to the energy targets and objectives of the business to enable continuous improvement of energy performance.
- EnMS Spreadsheet tool, tailored and updated for the organization. An energy manual, in line with the EnMS, for the organization that can be used to sustain and demonstrate energy performance improvements over time.
- Submission of four interim progress reports (electronic) during the course of the implementation.
- A Final EnMS implementation project report (hard copy and electronic copy).
- A written case study documenting the verified savings of the implementation project

Project Specifications:

The project activities and tasks should comprise of the following:

Task List	Expected Results
<p><u>Project Planning</u> Project briefing with CSIR to discuss approach and methodology as well as expected deliverables and timelines of project.</p>	<p>Inception note and project schedule</p>
<p><u>Part One: EnMS Management Responsibility & Policy</u> Actions to be undertaken in this section of the EnMS Implementation include:</p> <ul style="list-style-type: none"> • Complete nondisclosure agreements with company. • Establish scope and boundaries for EnMS implementation. • Draft/review energy strategy/policy for the organization, <i>if none is currently in place</i> or integrate with existing strategy/policy. • Obtain Energy Policy approval/confirmation, signature. 	<p>i. Report on agreed and defined boundary and scope of EnMS Implementation.</p> <p>ii. Signed Energy Policy</p>

Part Two: EnMS Energy Planning

- Research and review legal and other requirements, pertaining to energy use.
- Acquire and analyze energy usage data.
- Develop list of energy using equipment and systems for the facility.
- Construct an energy balance for the facility
- Identify Significant Energy Users (SEU's)
- Identify significant people that influence energy usage
- Analyze energy drivers.
- Develop energy performance indicators (EnPI's)
- Develop baseline and baseload
- Analyze future energy use.
- Make decision on the need for technical assessment.

Objectives, Targets and Action Plans

- Develop objectives
- Develop targets using baseline and regression analysis
- Develop action plan to meet targeted reduction of energy usage

- i. Report on SEUs identified, EnPIs developed and Energy Drivers.
- ii. Signed and agreed baseline and projected future energy usage.
- iii. Database of EPO and potential for renewable and alternatives.
- iv. Signed and approved 'Action Plan' indicating objectives and targets.
- v. Documented process for energy planning and review.

<ul style="list-style-type: none"> • Get approval for action plan 	
<p><u>Part Three: EnMS Implementation & Operation</u></p> <p><i>Operational Control</i></p> <ul style="list-style-type: none"> • Determine critical operating parameters for SEUs • Determine critical maintenance criteria for SEUs • Determine and develop monitoring & measurement plan for the above criteria • Develop communication/training plan for Operations & Maintenance staff <p><i>Training And Awareness</i></p> <ul style="list-style-type: none"> • Define competency requirements for persons working with SEUs • Identify training needs for energy schedule training of SEU personnel. • Conduct basic end-user energy management training of selected personnel, including internal energy team • Facilitate basic energy awareness training of all other personnel <p><i>Communication</i></p> <ul style="list-style-type: none"> • Develop a range of communication tools and processes for the EnMS • Determine and record if the organization will communicate externally about the EnMS <p><i>Design and Procurement</i></p> <ul style="list-style-type: none"> • Identify any changes necessary (with respect to energy efficiency/management) for design and procurement processes • Develop procurement criteria for assessing energy efficiency of new and existing services, products and equipment • Develop procurement specifications for energy supply • Implement any identified changes to the design and procurement processes and policies/strategies <p><i>Documentation And Records</i></p> <ul style="list-style-type: none"> • Develop document control procedures for energy management and investigate integration with existing energy management systems • Develop a mechanism for controlling records and for archiving old records 	<p>i. Report on critical operating and maintenance control criteria for SEUs.</p> <p>ii. Monitoring and measuring plan.</p> <p>iii. Agreed training plan for O&M Staff.</p> <p>iv. Report on competency and training requirement</p> <p>v. Awareness training register and report.</p> <p>vi. Report on communications related agreements pertaining to EnMS.</p> <p>viii. Report on proposed and implemented changes to design and procurement process including energy supply and energy end-use equipment and products.</p> <p>viii. Report on process and mechanism on documentation and records control and archiving.</p>
<p><u>Part Four: EnMS Checking</u></p> <p><i>Monitor, Measure And Analyse</i></p> <ul style="list-style-type: none"> • Identify key characteristics of the EnMS that indicates successful energy performance improvement (these include relation between SEU and energy drivers, EnPI's, effectiveness of operational control, etc.) • Evaluate current monitoring, measurement, and analysis for key characteristics • Determine measurement and calibration needs for key characteristics • Implement identified changes to monitoring, measurement, and analysis • Determine significant deviation criteria 	<p>i. Report on monitoring, measurement and analysis which evaluates current monitoring, measurement and analysis for key characteristics and highlights identified and implemented changes to monitoring, measurement, and analysis.</p> <p>ii. Enterprise energy team prepared for an internal audit of a selected SEU with developed</p>

<ul style="list-style-type: none"> • Define investigation process for significant deviations • Develop Internal EnMS Audit plan 	<p>Internal EnMS Audit plan – in order to check whether the EnMS being established is compatible with ISO 50001 certification requirements.</p>
<p><u>Part Five: EnMS Management Review</u></p> <p>Develop typical standard reporting template, ensuring EnMS features on agenda of annual business review meeting and provide chairperson with concise summary of progress</p>	<p>i. A developed typical standard reporting template. ii. Prepare the energy team and relevant management and staff for the external Stage One certification audit. Ensure procedures and documented and the system is fully implemented, applied and understood. iii. Capture results of action plans developed and populate the NCP-CA case study template.</p>
<p>Expected man days</p>	<p>25</p>

Project Duration

The project duration is 25 days over a period of approximately 7 calendar months, of which a minimum of **15 full days (based on an 8-hour day), on-site are mandatory**. The remaining number of days will be home-based and will include Skype communication, webinars and telephonic discussions with the organization. It is anticipated that the implementation will be concluded within 8 months from date of inception.

5 FUNCTIONAL EVALUATION CRITERIA

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

Table 2: Evaluation Criteria

Competence	Criterion	Key Aspects of Criterion	Points
Approach & Methodology [30%]	Clearly defined and detailed methodology that is aligned to UNIDO EnMS and ISO 5001 methodology.	Detailed and well-articulated ISO 50001/EnMS methodology, based on the UNIDO approach, The methodology is clear, practical, and structured. It is also in alignment with the indicated scope of work.	10
		The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project.	7
		The approach and methodology is poor and unlikely to satisfy project objectives or requirements. The service provider has misunderstood aspects of the project scope and does not deal with the critical aspects.	0
Project plan [20%]	The proposed project plan must be relevant, practical and within the required timeframe.	The project plan is clear and addresses all of the project requirements. It includes all activities and phases of the project and is in sync with project timelines.	10
		The project plan is articulated but does not address all areas adequately or include all activities and phases. The level of detail covered is inadequate.	7
		The project plan lacks severely in detail and the proposed timelines are not in line with the project's deadlines.	3
		No project plan provided, or it is completely out of sync with the project's scope and timeline.	0
Experience Project leader [30%]	The project leader is expected to have relevant technical experience in managing similar projects in the area of ISO 50001/energy management systems.	≥5 years' experience in energy efficiency + 4 examples of completed EnMS implementation projects	10
		≥3 years' experience in energy efficiency + 2 examples of completed EnMS implementation projects	7
		No experience in energy efficiency + 0 examples of completed EnMS implementation projects	0

Previous implementation successes [20%]	The company must be able to provide examples of successful EnMS implementation projects, where energy savings were realized.	Successful EnMS implementation projects >5	10
		Successful EnMS implementation projects between 3-5	7
		No successful EnMS implementation projects	0

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.

6 ELIMINATION CRITERIA

- Submission after the deadline.
- Proposals submitted at incorrect location; and
- Service provider is not a certified UNIDO/NCPC-SA Energy Management Systems Expert, having conducted at least one completed EnMS implementation project.
- 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 who did not submit fully completed and signed SDB1
- Bidders who did not submit fully completed and signed SBD4

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 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 to tender@csir.co.za
- The title and the RFP number must be clearly stipulated on the subject.
- Mail size is 25MB, send multiple emails when exceeded

9 TENDER PROGRAMME

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

- Issue of tender documents: 01 December 2022
- Last date for submission of queries: 08 December 2022
- Closing / submission Date: 15 December 2022
- Estimated contract duration (in months/years) 8 months

10 SUBMISSION OF PROPOSALS

- 10.1** All proposals are to be submitted electronically to tender@csir.co.za. No late 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.: 1058/15/12/2022
- PART 2:** Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No.: 1058/15/12/2022
- 10.3** Proposals submitted by companies must be signed by a person or persons duly authorized.
- 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.
- 10.6 Proposals submitted must be in PDF file formats

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **Thursday, 15 December 2022** 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.

Provide a valid copy of a B BBEE Certificate or valid sworn affidavit. No B BBEE status will equal to zero points. B BBEE certificate must be issued by SANAS accredited agency or a valid sworn affidavit in line with DTI regulations. (RSA suppliers only).

B BBEE Verification Agency issued the B BBEE Certificate can be verified on SANAS website on Verification Agency (B BBEE) under Accredited Facilities (Quick Access Links): <https://www.sanas.co.za/Pages/index.aspx> to check validity of the B BBEE Certificate

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, travel, disbursements, site visits etc.
- 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 **“RFP No1058/15/12/2022 -”The provision of services to undertake an Energy Management System Implementation Project at a company in the Aluminum Sector based in Pietermaritzburg, KZN, on behalf of the National Cleaner Production Centre of South Africa (NCPC-SA)”** as 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 that do not exceed:

- 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 included in the costing should apply to the following:

- 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: 1058/15/12/2022

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: **1058/15/12/2022** 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 authorized to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	