



Request for Quotation

Request for Quotation (RFQ) for Appointment of a Consultant to Assess Energy Performance of selected buildings at the CSIR Pretoria Campus

RFQ NO. 5821/12/05/2022

| | | |
|---------------------------------|---|--|
| Date of Issue | Tuesday, 26 April 2022 | |
| Enquiries pertaining to the RFQ | Strategic Procurement Unit | E-mail: tender@csir.co.za |
| Submission of proposals | tender@csir.co.za | |
| Closing Date and Time | Date: Thursday, 12 May 2022 Time: 16H30 (Late bids will not be accepted) | |
| CSIR business hours | 08h00 – 16h30 | |

1 BACKGROUND

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, the 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.

The Facilities Management department is responsible for the provision of fit for purpose infrastructure for the CSIR sites. To prepare for the alignment with the regulations for the mandatory display and submission of energy performance certificates as outlined in section 19 (1) of the National Energy Act (Act No.34, of 2008), the department has identified 22 buildings that have a net floor area which is greater than 1000 square meter in Pretoria campus.

All buildings at CSIR have their own architectural floor plans and the building energy consumption is monitored via an online platform from the dedicated 3-phase electricity meters.

2 INVITATION FOR QUOTATION

Proposals are invited from SANAS Accredited Inspection Bodies to assist CSIR with applications for Energy Performance Certificates.

The selected buildings already have extensive pre-requisite data that have been collected by Facilities Management Department, but it needs to be reviewed and enhanced by the Inspection Body (IB) before application is lodged to SANEDI.

The intent is to support the Facilities Management Department with the application process and the Inspection Body should backstop (i.e. support) the department by building on top of the extent of work that has already been undertaken in a drive to be a sustainable institution and duplication of work should be avoided.

3 SCOPE OF WORK

The Council for Scientific and Industrial Research (CSIR) intends to implement an energy performance rating system to its selected buildings in Pretoria. The identified buildings are depicted in Table 1. To facilitate this intervention, CSIR intend to appoint SANAS accredited inspection body to:

1. Evaluate the energy data collected by Facilities Management department
2. Assess gaps and specify additional data (if any) that may be required for energy performance certificate (EPC)-rating of the buildings
3. Submit application forms for the energy performance certificates of all 22 buildings alongside with a copy of all specified data used to determine the EPC-ratings to SANEDI

Table 1: Identified Building for EPC application

| Building Numbers | Climatic Zone | Net Floor Area [m2] | Current Energy Intensity [kWh/m2/year] |
|------------------|---------------------|---------------------|--|
| Building 2 | 2Temperate interior | 12 548 | 54.0 |
| Building 3 | 2Temperate interior | 5 780 | 66.0 |
| Building 4 | 2Temperate interior | 10 213 | 99.4 |
| Building 5 | 2Temperate interior | 5 102 | 213.7 |
| Building 6 | 2Temperate interior | 2 344 | 390.4 |
| Building 7 | 2Temperate interior | 3 163 | 71.3 |
| Building 9 | 2Temperate interior | 3 575 | 613.9 |
| Building 10 | 2Temperate interior | 10 032 | 89.2 |
| Building 11 | 2Temperate interior | 3 108 | 2.0 |
| Building 17 | 2Temperate interior | 3 870 | 61.9 |
| Building 19 | 2Temperate interior | 4 872 | 235.2 |
| Building 20 | 2Temperate interior | 7 262 | 210.3 |
| Building 21 | 2Temperate interior | 3 949 | 42.7 |
| Building 22 | 2Temperate interior | 4 114 | 68.8 |
| Building 23 | 2Temperate interior | 2 648 | 195.8 |
| Building 24 | 2Temperate interior | 2 411 | 80.4 |
| Building 24GYM | 2Temperate interior | 2 411 | 71.8 |
| Building 33 | 2Temperate interior | 8 322 | 43.1 |
| Building 39 | 2Temperate interior | 9 803 | 130.9 |
| Building 41 | 2Temperate interior | 2 381 | 122.0 |
| Building 43 | 2Temperate interior | 15 095 | 162.3 |
| Building 46 | 2Temperate interior | 10 538 | 88.3 |

3.1 Price Schedule

| No. | Task Description | Cost (ZAR) |
|----------------------------------|--|------------|
| 1 | Evaluate historical energy data for 22 buildings (i.e. building energy performance package) | |
| 2 | Gap analysis and specify additional data for EPC | |
| 3 | Compile and submit all specified data used to determine the EPC-rating to SANEDI | |
| 4 | Issue the certificates for the buildings assessed | |
| Sub - Total | | |
| 10% Contingency | | |
| 15% VAT | | |
| Grand Total Including VAT | | |

* The consultant needs to allow for a 10%contingency to cater for co-ordination inputs required by SANEDI evaluation committee and attending to queries that may arise during submission.

* *Please submit quotation on official company letterhead.*

3.2 Mandatory Documents / Returnable Documents

Additional quotation requirements (these must be submitted with and/or indicated in quote):

- The supplier must submit a list of a minimum of five (5) energy efficiency projects with measurement & verification (M&V) scope completed between 2015 and 2021, (see Appendix A for template)
- The supplier must have a valid CMVP accreditation (Certified Measurement & Verification Professional) from the Efficiency Valuation Organization (EVO) and the Association of Energy Engineers (AEE)
- The supplier must have a valid SANAS accreditation as an Inspection Body

NB: *Non-submission of the above-mentioned documents as well as any deviation from the above quotation requirements and specifications may deem your submission unresponsive and my thus result in your submission not being considered for Price and BBEE evaluation.*

4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system. Please provide the CSIR with a valid copy of a B-BBEE Certificate or valid sworn-affidavit. If no certificate or sworn is provided, no points will be scored on B-BBEE status level during the evaluation process. *B-BBEE certificate must be issued by SANAS accredited agency or a valid sworn-affidavit in line with DTI regulations (RSA suppliers only).*
- 4.2 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 4.3 No order will be issued, or no contract will be signed without a valid CSD number.

5 Elimination Criteria:

Proposals will be eliminated under the following conditions:

- Late submission of quotes
- Submission at incorrect email address
(Please submit electronically to tender@csir.co.za)
- If the supplier fails to submit a list of a minimum of five (5) energy efficiency projects with measurements and verification (M&V) scope completed between 2015 and 2021
- If the supplier fails to submit proof of a valid CMVP accreditation (Certified Measurement & Verification Professional) from the Efficiency Valuation Organisation (EVO) and the Association of Energy Engineers (AEE)
- If the supplier fails to submit proof of valid SANAS accreditation as an inspection body
- If the supplier fails to submit a completed and signed Bidder's Declaration Form (Annexure C).

6 PRICING QUOTATION

- 6.1 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.
- 6.2 Payment will be made according to the CSIR payment Terms and Conditions.
- 6.3 **Pricing should be submitted on official company letterhead.**
- 6.4 Price should be based on **gazetted tariff of fees** and will be adjusted based on project final account/ actual construction value.
- 6.5 Price must include **10% contingency.**
The price should be firm and inclusive of all services required to complete the project including disbursements

7 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- 7.1 All quotations must be submitted electronically to: tender@csir.co.za
- 7.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.
- 7.3 The email and file sizes should not exceed a total of 25mb per email.
- 7.4 The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate).
- 7.5 All documents submitted electronically via email must be clearly visible.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

8 OTHER TERMS AND CONDITIONS

- 8.1 The supplier shall under no circumstances offer, promise, or make any gift, payment, loan, reward, inducement, benefit, or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives.
- 8.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. Note: This is not a Purchase Order.

9. APPENDIX A - SCHEDULE OF BIDDER'S REFERENCE INFORMATION

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done between the years 2015 and 2021 must be provided.

| Company Name | Contact Person | Contact Details (e-mail and telephone number) | Nature Of Work (Description of service performed and extent of Bidder's responsibilities) | Value of contract (Inclusive of VAT) | Contract duration (Start and End Dates) |
|--------------|----------------|--|--|---|--|
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10. APPENDIX B – SBD 1 FORM

(The Completed SBD 1 form must be submitted with the quotation)

11. APPENDIX C – DECLARATION BY BIDDER

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

RFQ No: 5821/12/05/2022

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

RFQ No: 5821/12/05/2022 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 authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE: