



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Request for Quotations

**Training of Client Department officials on Introduction to
SANS 1544 - Energy Performance Certificates (EPCs) for
Buildings, Green Building Policy Awareness and Energy
Transitions**

16 SEPTEMBER 2021

1. Introduction

- 1.1 On 08 December 2020, the Regulations for the Mandatory Display and Submission of Energy Performance Certificates for Buildings, 2019, was gazetted by the Ministry of Mineral Resources and Energy.
- 1.2 The main objectives of these Regulations are to introduce mandatory requirements for the display of energy performance certificates (EPCs) in non - residential buildings; and to provide for the submission of energy performance certificates by organs of state and owners of buildings.
- 1.3 Issuing of the EPCs shall be in accordance with the South African National Standard SANS 1544: 2014 Energy Performance Certificates For Buildings, published by the South African Bureau of Standards.
- 1.4 As the custodian of national government's building portfolio, the Department (Department of Public Works and Infrastructure - DPWI) is the largest property owner in South Africa. The Department's building portfolio has more than 92 000 facilities which are utilised by our various User Departments across National government.
- 1.5 As part of capacity building for project delivery, the Department is preparing to rollout training programmes on Energy Efficiency and SANS 1544, Green Buildings Policy Awareness and Energy Transitions which will include design of a pilot project for EPCs on a minimum of 5 buildings. The pilot EPCs will be produced by nominated staff within the National and Provincial Departments of Public Works;
- 1.6 Service Providers accredited by any SETA, and/or institutions of higher learnings registered with the Department of Higher Education and Training and/or with clear understanding of Energy Efficiency and Energy Performance Certificates (as per SANS 1544), DPWI Green Building Policy and Energy Transitions (with strong emphasis on the 4th industrial revolution or current

transition), with capacity to have training material available are hereby invited to submit quotations for:

1.6.1. Training of 44 Client Department officials on Introduction to SANS 1544:2014 – Energy Performance Certificates for Buildings; Green Building Policy Awareness; Energy transitions

1.7 Through this initiative DPWI aims to contribute towards the realisation of other socio-economic imperatives such as Job Creation, Enterprise Development, and Skills Development throughout the value-chain of Green Building subsets, including energy, water, and waste efficiency interventions;

2. Scope of Works

The scope of this assignment is to:

- a). Provide general introductory training in terms of SANS 1544:2014 “Energy Performance Certificates For Buildings”, awareness training on DPWI Green Building Policy and an overview on current Energy transitions to 44 DPWI Client Department officials. Two sessions are required and the training duration must not exceed two working days per session and must provide:
 - i) an overview of the role of EPCs in promoting energy efficiency in buildings and the relevant regulations and standards leading to EPCs; and
 - ii) must be to a sufficient level that competent staff with the relevant background an experience may be able to produce EPCs under the supervision of relevant accredited institutions.
 - iii) sufficient awareness training on the DPWI Green Building policy and its link to the EPCs
 - iv) an overview of energy transitions (towards 4th industrial revolution) with focus on energy efficiency opportunities which may be realised within the public or commercial buildings sector

The training must be provided by any relevant SETA accredited training entity and/or institutions of higher learning registered with the Department of Higher Education and Training all with experience on Energy Efficiency and knowledge of SANS 1544:2014 –Energy Performance Certificates for buildings, DPWI Green Building Policy and others, Energy Transitions

Training will be held ONLINE on dates that are suitable to DPWI and to the service provider.

3. Bid-Responsiveness and Evaluation Criteria

3.1 Eligibility Criteria for Assessing Bids:

Accreditation with a SETA or be an institution of higher learning registered with the Department of Higher Education and Training.

3.2 Functionality Criteria for Assessing Bids:

Functionality will be evaluated in terms of assessing the course outline for each training course (awareness and detailed). The qualifying minimum evaluation criteria for functionality score is 65 points for course outlines.

Only the qualifying bids will be evaluated in terms of the 80/20 preference points systems, where the 80 points is used for price only and 20 points is used for BBBEE status level contribution score card.

3.3 EVALUATION CRITERIA

No	Criteria	Score	Weights
1	<p>COMPANY EXPERIENCE:</p> <p>The service provider must be SETA accredited or Higher Learning institution</p>	<p>SETA or HLI = 5 points</p> <p>Non SETA or Non</p>	25

No	Criteria	Score	Weights
	(HLI) registered with Dept of Higher Education.	HLI = 0 point	
	Reference letter from an independent third party on previous technical / engineering related training course presented mainly on SANS 1544 or energy efficiency or energy management should be attached as proof of work.	(i) 1 letter or more on SANS 1544 or EE or EM training = 5 points; (ii) 1 letter or more on technical/engineering training course presented = 4; (iii) 1 letter or more on non-technical/engineering training = 2; (iv) No letter = 0	15
2	<p>MODERATOR EXPERIENCE</p> <p>Course Moderator: The course moderator should have presented at least 2 courses on SANS 1544 or Energy Efficiency(EE) or Energy Management(EM).</p>	(i) 2 courses or more on SANS 1544, EE or EM = 5 (ii) 1 course on SANS 1544, EE or EM = 3 (iii) 1 course in technical/engineering field = 1 (iv) 0 courses on SANS 1544, EE, EM or technical / engineering = 0	20

No	Criteria	Score	Weights
	CV of the Course Moderator must be attached to the technical proposal as proof, and should reflect the number of courses presented and years' experience by the course moderator.		
3.	<p>QUALIFICATIONS</p> <p>Qualifications: Course Moderator</p> <ul style="list-style-type: none"> ❖ Masters Degree in engineering or Built Environment or Energy Management (EM) studies or equivalent qualification (MTech). 	<p>(i) MTech/Masters Degree or higher in Engineering or Built Environment or EM studies = 5</p> <p>(ii) BTech/Bachelor's Degree or higher in Engineering or Built Environment or EM studies; or Certificated Eng; or (CMVP); or (CEMP); or AEE professional = 3</p> <p>(iii) Other qualification or none = 0</p>	15
	CV of the Course Moderator must be attached to the technical proposal as proof, and should reflect the number of courses executed and years' experience by the moderator. Certified copies of certificates must be attached to the proposal as proof, failure to attach, bidders will forfeit points		

No	Criteria	Score	Weights
4	<p>TRAINING MATERIAL:</p> <p>A copy of training material or list of relevant topics to be covered in training manual.</p> <p>NB: Training material to be made available within 14 days after appointment of service provider.</p>	<p>Copy of training manual = 5</p> <p>List of topics =3</p> <p>No manual or topics = 0</p>	25
Total			100

4. Bid Conditions

- 4.1 Unless otherwise required by law, the prices, which have been quoted in the proposal, have not knowingly been disclosed by the bidder, directly or indirectly to any other Bidders or competitors nor will they be so disclosed.
- 4.2 No attempt has been made or will be made by the Bidder to induce any other person or entity to submit or not to submit a bid for the purpose of restricting competition.
- 4.3 The Bidder has adhered to the highest standard of business ethics and successful bidder will be expected to go through security clearance.
- 4.4 Bidders may sub-contract for advancement of empowerment.

- 4.5 This Request for Quotation (RFQ) issued by the Department of Public Works and Infrastructure, and the bid submitted by the Bidder shall be treated as strictly confidential and no aspect thereof shall be disclosed to any third parties, except as necessary for the purpose thereof.
- 4.6 For the purpose of bid evaluation, bidders should note that bid documents will be opened, evaluated and scored according to the point system contained in item 3 above.
- 4.7 The Department reserves the right to withdraw or not award the bid at its own discretion and not compensate bidders for any losses or expectation that the commencement of the tender process might create.
- 4.8 Bids that do not score a minimum of 65% for functionality, will be disqualified and not be considered further.
- 4.9 The Proposal must contain the following minimum information in respect of each Person, including the Bidder:
- Names and contact details (including the name of the authorized representative of the Lead Member, telephone, facsimile, mobile number and email address);
 - Proof of registration (Certificate of Incorporation), including but not limited to, country of incorporation, nature of legal formation and corporate documentation, or to the extent that any Enterprise is not yet incorporated, copies of resolutions by proposed Equity Member authorizing their individual representatives to represent and bind them in the consortium;
 - Full disclosure of the details of any current or anticipated legal proceedings;
 - In respect of the Bidder, the Equity Members and Subcontractors, whether:
 - any order of a court of proceedings for the Person's winding up has been granted. If so, please advise whether same has been for the purposes of bona fide reconstruction or amalgamation or not;

- the Person has been subject to judicial management, liquidation or insolvency proceedings, and if so, please provide details thereof, including the current status and the outcome of such proceedings;
- the Person, or any officer or employee thereof has been convicted of a criminal offence related to the conduct of its business or profession and if so, details thereof as well as the outcome or current status thereof;
- the Person has suffered a deduction for liquidated or ascertained damages in respect of any contract within the last three years and if so, please furnish details of the reasons for such deductions;
- the Person has had any contract cancelled or not renewed, failure to perform in accordance with the terms thereof;

5. Penalties

The Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 states that an organ of State must, upon detecting that a preference in terms of the Act and the said regulations has been obtained on a fraudulent basis, or any specified goals attained in the performance of the contract, act against the person (or firm, consortium or joint venture) awarded the contract. Such organ of State may (in addition to any other remedy it may have, against such natural person, firm consortium or joint venture);

- Recover all costs, losses or damages it has incurred or suffered as a result of such natural person's (or firm, consortium or joint venture) conduct,
- Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation,
- Restrict such natural person (or firm, consortium or joint venture) from obtaining business from any organ of state for a period not exceeding 10 years.

6. PRICING

The successful bidder will enter into a General Conditions of Contract (GCC) for the duration of training.

The following template must be used for pricing purposes. Note: the budget must be based on the total cost of **two** training interventions/sessions.

Work Component	Deliverable	Rate (R) per trainee	Number of trainees	Cost (excluding VAT)
1: Awareness training to SANS 1544	<u>Introduction</u> training course on SANS 1544 of up to <u>two days</u> in duration per session, for est 22 persons per session (Total =44 persons for two sessions)		44	
2: Green Building Policy Awareness Training	Awareness training course on DPWI Green Building Policy		44	
3. Energy Transitions training	Energy transitions overview with emphasis on energy efficiency		44	
Sub-total (excluding VAT)				
Vat at 15%				
Total (including VAT)				

7. All technical enquiries must be directed to the Project Management Team:

Head Office: Department of Public Works and Infrastructure
 Central Government Offices
 Cnr Bosman & Madiba (Formerly Vermulen) Street
 P/Bag X65, Pretoria, 0001

Raymond Masemola 012 406 1318 Raymond.masemola@dpw.gov.za	Mr Tieho Motloun Tieho.motloun@dpw.gov.za
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8. Submission of Quotations

Quotations to be submitted by email

