ICLEI – Local Governments for Sustainability – Africa Secretariat

Seeks a service provider to implement a building and street lighting energy metering programme in seven local municipalities in South Africa.

Published: 19 August 2020
Compulsory briefing meeting: 1 September 2020 2020, 13:00 – 14:00

(please register using details below)

Bids due: 11 September 2020

All bids should be valid for 90 days

Planned contract start date: early October 2020
Planned length of contract: 6 months

Register in advance for this meeting:
https://us02web.zoom.us/meeting/register/tZUldOGgrz0rHdLRQW7ElMsvjldAD1ohOEfr

After registering, you will receive a confirmation email containing information about joining the meeting.

All interested bidders are required to attend a compulsory briefing to ask any relevant questions and receive the answers in the meeting. Only those who attend the briefing meeting are permitted to submit bids. Only questions asked at this briefing meeting will be responded to. No questions will be responded to if asked via email or telephone before or after this briefing meeting.
Contents

Description of the Urban-LEDs II Project .................................................................3
Terms of Reference for Energy Metering Programme ........................................3
  Deliverables ...........................................................................................................6
  Liability and Warranty .........................................................................................7
  Budget ..................................................................................................................7
Access to Data and Intellectual Property ..............................................................8
  Service provider requirements and evaluation ................................................8
Submission Requirements .......................................................................................9
  Submission process and timeline .....................................................................9
Additional Information ..........................................................................................10
Annex ....................................................................................................................10
This Terms of Reference is for a portion of work that forms part of the broader project: *Urban low Emissions Development Strategies II*. A project description is provided below to give the context in which this Terms of Reference takes place.

**Description of the Urban-LEDS II Project**

Human activities in cities contribute a significant and growing proportion of global greenhouse gas emissions, driving the demand for energy and other services in urban areas, especially those experiencing rapid population growth. Meeting the ambitious goals of the Paris Climate Agreement will require a fundamental transformation of how urban infrastructure and services, including transportation, energy, water, waste and urban space, are planned, delivered, and maintained. It will also require effective monitoring, reporting, and tracking of performance. The Urban-LEDS II project aims to contribute to this vital component of international climate action, with a focus on local needs and the role of all levels of government to enable action.

**Terms of Reference for Energy Metering Programme**

Local municipalities in South Africa own and manage a significant number of buildings in their jurisdictions. Through the work ICLEI Africa has done with local municipalities over the past 8 years, it has become evident that the municipal building portfolio and street lighting are one of the key contributors to a municipality’s own greenhouse gas emissions. It is therefore imperative that municipalities reduce the demand for energy to improve the resource efficiency of buildings and streetlights; ultimately improving reducing greenhouse gas emissions. In order to understand and identify the best-suited interventions to implement such a programme municipalities need to undertake an energy audit, as a first step. However, few buildings in these portfolios, if any, are metered and therefore little data is available to support efficiency interventions. Furthermore, this lack of energy data in buildings undermines the quality of proposals submitted to potential funders to support these efficiency programmes, such the Department of Mineral Resources and Energy’s Energy Efficiency and Demand Side Management Programme (EEDSM). It is therefore necessary to increase the use of energy meters in municipal buildings and improve the capacity of officials on how best to use the data generated.
ICLEI Africa is therefore seeking to appoint a service provider who would be able to provide the following scope of work in seven municipalities in South Africa:

- Review the list of 10 buildings and street lighting area submitted by each municipality and select up to 3 buildings and 1 street lighting area per municipality to include in the project.
- For each of the buildings selected, identify the major energy consumers in each building which will allow to prioritise actions as a baseline through engagements with relevant facilities managers and/or site visits (site visits may be limited due to Covid-19 Restrictions).
- Appoint a contractor or undertake to source and install at least one energy meter per building and/or street lighting area selected and any significant and high energy uses in the buildings, a total of 28 meters. There may be instances where a building may require an additional meter, therefore the project budget should make allowance for up to 1 extra meter per municipality, a total of 7 meters. Making the maximum number of meters to 35 meters.
- Identify, cost and manage any changes to the existing electrical infrastructure such as Distribution Boards which may have to be undertaken for installation of the meters and monitoring infrastructure.
- Establish a system for remote data collection with data being collected in a database at a maximum of 1 point per hour and accessible by municipal officials. It should be assumed that an internet connection cannot be guaranteed in the buildings to be metered and any data costs associated with digital data collection should be minimal.
- Establish the data collection system such as an automatic alert is sent to the relevant parties should a meter not register data for at least 4 hours consecutively. The data collected should be comparable across municipalities.
- Identify the benchmark monthly consumption for the whole building based on previous billing data available (where available) from each building for a typical year so that the metered data can be trended against the benchmark.
- Identify a system for the municipality to log extreme or out-of-ordinary events happening which may affect metered consumption at any one time in order to normalize the data if need be (such as load shedding, out-of-hours events, etc.).
- Identify opportunities for making the energy resource use visible on a regular basis in at least one building per municipality to inform building occupants of this data.
• Review existing building efficiency and audit training materials and programmes and add any necessary new material. Existing materials will be made available to the appointed service provider.

• Deliver the training online (in up to three sessions with all officials in attendance) so that relevant municipal officials know how to collect and analyse the building energy data, especially to understand trends in resource use (relevant officials will be identified by the municipality).

• Provide ongoing technical support to each of the municipalities in the programme for a period of up to 6 months to support municipal officials who are nominated to do the data collection and analysis – this can be provided remotely and by using a Whatsapp group. It is anticipated that a check-in with all relevant municipal officials will be required once every two to four weeks. This can be one online meeting for all municipalities.

• Develop a report (maximum 4 pages) and a poster that communicates the value of building metering for reducing energy use and carbon emissions.

• Using existing resources and tools, support each municipality to develop one application to the Department of Mineral Resources and Energy’s Energy Efficiency and Demand Side Management Programme for energy efficiency interventions for one or more buildings. Existing materials will be made available to the appointed service provider.

• Project Management:
  o All meetings are anticipated to be virtual. However, if needed and possible due to Covid-19, face-face meetings can also be arranged.
  o Inception meeting, where the process, method and outputs will be agreed.
  o Monthly Project meetings with ICLEI Africa
  o Bimonthly engagement with Project Steering Committee, made up of city representatives, National Government officials, and ICLEI Africa
  o Close out meeting: Meeting to discuss final report
  o The appointed service provider will provide a short progress update to the project manager every two weeks via email and compile a monthly progress report to be submitted on the 25th of each month.

A list of the municipalities is provided below, as well as the type of information that will be provided from each of the municipalities before implementation:

• Steve Tshwete Local Municipality
• KwaDukuza Local Municipality
- Nelson Mandela Bay Metropolitan Municipality
- Sol Plaatje Local Municipality
- Saldanha Bay Local Municipality
- City of uMhlathuze Local Municipality
- Mogale City Local Municipality

Each city will provide the following information for up to 10 buildings and one area of street lighting:

- Name of Building
- Size (m2)
- GPS Coordinates or address
- Current building use
- Are Building plans available?
- Electrical single line diagrams if available
- Process needed to approve installation of energy meters in buildings
- Persons responsible for installation sign offs
- Area of streetlight
- Current specifications of street lighting
- Map of area of street lights to be metered
- Process to follow for approval of installation energy meters for solar lights
- Persons responsible for approval of installation of energy meters for solar lights
- List of officials to be trained (up to 3) in each municipality, 24 officials in total
- Confirmation that meters will be added to municipal asset register after installation

**Deliverables**

- Inception Report
- Meeting minutes for each PSC meeting held
- List of buildings and areas for street lights and the number, type, and location of the meters and as built drawings for each installation.
- Specification sheet for each type of meter installed
- Report detailing the installation of the meters in each municipality and the system established for data collection
- Training manual and programme delivered on building energy data collection and analysis
- Maintenance Report indicating the requirements and costing for meters and data collection systems installed for a period of 5 years
Templates for municipal officials to use to collect and analyse data that allow officials to present this information to senior management and/or council easily

Eye-catching and illustrated report that outlines the process followed for the installation as well as the benefits of metering and analyzing energy data in buildings, especially for the public sector.

Monthly log/register of the support provided to municipalities

A minimum of 1 application per municipality written with relevant municipal officials that will be submitted to the EEDSM programme for the 2022/2023 funding window or another funder identified

Close-out report summarizing the work completed, lessons learnt and recommendations for future projects of this nature

**Liability and Warranty**

The appointed service provider will be held responsible for the installation of the meters and their proper functioning for a period of at least 3 years after installation.

The meters provided should have a warranty of at least 5 years covering any malfunction of the product.

The service provider and relevant installer of the energy meters should prove adherence to the relevant Operational Health and Safety Regulations and Procedures for the onsite installation of the meters. Furthermore, the bidder must demonstrate that there is sufficient public liability insurance to cover any onsite incidents.

The appointed service provider will be required to indemnify ICLEI Africa against all potential incidences and claims arising from the delivery of this work.

Please motivate in the bid if submitting any deviation from the above.

Any sub-contractors appointed must be held liable to this condition too.

**Budget**

The total budget available is R1,000,000.00 VAT exclusive.

The budget is to demonstrate clearly the total for professional fees, including the hourly rate and the number of hours per consultant, and a separate disbursement amount for necessary travel and the installation of the meters, including the cost of meters. A total budget, including all amounts and VAT, is then to be provided.

The monitoring system data hosting for the system for the applicable 12 months should be included in the above budget.
Logistical costs for any workshops will be paid for directly by ICLEI Africa and therefore do not need to be included in the budget.

The appointed service provider may appoint a sub-contractor or sub-contractors to install the meters and set up the necessary systems. However, the service provider remains responsible for the quality delivery of any portion of work delivered by a sub-contractor. Any portion of the budget that will be assigned to sub-contractors must be indicated in the budget provided.

**Access to Data and Intellectual Property**

For the purposes of this tender, it should be assumed that some data has been collected, but this will need to be finalised in consultation with the municipality. The data currently available will be shared only with the appointed service provider. ICLEI Africa will assist the service provider to obtain data from the municipality, as far as possible. ICLEI Africa will prepare the focal point in the municipality to start collecting the necessary data and be available to respond to queries. All data used (that is not available from a public and open source platform) and related outputs produced are confidential and not to be shared without written permission of ICLEI Africa and the relevant municipality. On completion of the contract, the intellectual property of all outputs will be transferred to ICLEI Africa. The appointed service provider will be expected to sign a confidentiality agreement to this effect.

**Service provider requirements and evaluation**

The service provider appointed is expected to have a relevant engineering degree or diploma permitting them to authorise work of this nature.

The service provider appointed must have a minimum of 10 years of demonstrated experience in completing similar projects in South Africa. Experience working with the public sector and facilitating training should be highlighted.

Only service providers with an office in South Africa will be considered.

The service provider appointed must have demonstrated skills in managing projects timeously and producing high quality outputs within short delivery periods.

The bid will be evaluated according to the following criteria:

- Price: 10 points
- BBBEE: 10 points
- Skills and/or team composition: 25 points
- Demonstrated experience and expertise: 30 points
• Work Plan: 25 points

Submission Requirements

Bids are to include a response to the Terms of Reference, both technical and financial, which must include:

a) Approach /Project plan and methodology
b) Detailed work plan and related budget, assigning number of hours/days to each task identified and to whom. Including:
   a. Description of how the work plan may be impacted by Covid-19 and how this will be mitigated
   b. A list of risks associated with project delivery and how they may be mitigated.
   c. Any assumptions made in the budget or work plan
   d. Any value-adds provided by service provider are to be highlighted

c) A summarised list or table of similar projects, including title, description, the client, the project duration, your role in the project, project value, and a minimum of one contactable reference.

d) Curriculum vita of each member identified on the team.

e) Company profile.

f) Specification sheet for each suggested type of meter installed

g) The company profile of any sub-contractors that are expected to be appointed, providing an overview of this company’s experience

h) Provide proof of status for preferential procurement:
   a. If the annual turnover is above R10 million, then a B-BBEE certificate must be provided
   b. If the service provider is based in South Africa and has an annual turnover of less than R10 million and/or does not have a B-BBEE certificate, a completed and signed sworn affidavit must be provided. The template for this is in Annex A to this Terms of Reference.

Submission process and timeline

Kindly submit your proposal to Avuyile Kewana, avuyile.kewana@iclei.org and Rebecca Cameron, rebecca.cameron@iclei.org, by 16:00 (SAST) on 11 September 2020. At all times, please use the subject line: Service Provider: Urban-LEDS II Building Metering.

Appointment of a service provider is subject to the ICLEI Africa’s contractual terms and conditions as captured in the Service Level Agreement.
Additional Information
ICLEI - Local Governments for Sustainability is the leading global network of over 1,500 cities, towns, and regions committed to building a sustainable future. Through our collective efforts, we impact more than 25 percent of the global urban population. For more information on ICLEI Africa’s work, please see http://africa.iclei.org/ and http://cbc.iclei.org/.

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER AS PER THIS TERMS OF REFERENCE

Annex
South African – preferential procurement: Sworn Affidavit for Exempt Micro Enterprise
SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

<table>
<thead>
<tr>
<th>Full name &amp; Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identity number</td>
</tr>
</tbody>
</table>

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

<table>
<thead>
<tr>
<th>Enterprise Name</th>
<th>Trading Name</th>
<th>Registration Number</th>
<th>Enterprise Address</th>
</tr>
</thead>
</table>

3. I hereby declare under oath that:
   - The enterprise is ____________% black owned;
   - The enterprise is ____________% black woman owned;
   - Based on the management accounts and other information available on the ______ financial year, the income did not exceed R10,000,000.00 (ten million rands);
   - Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

<table>
<thead>
<tr>
<th>100% black owned</th>
<th>Level One (135% B-BBEE procurement recognition)</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 51% black owned</td>
<td>Level Two (125% B-BBEE procurement recognition)</td>
</tr>
<tr>
<td>Less than 51% black owned</td>
<td>Level Four (100% B-BBEE procurement recognition)</td>
</tr>
</tbody>
</table>

4. The entity is an empowering supplier in terms of the dti Codes of Good Practice.

5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: __________________________

Date: __________________________

Commissioner of Oaths
Signature & stamp