



# ENERGY OFFICE

eThekweni. The green economy hub.

## Request for Quotations

Building Efficiency Programme Management Support to the Energy Office

---

### Background

The eThekweni Energy Office is responsible for promoting and implementing energy management to achieve a sustainable energy future for business and residents of eThekweni Municipality. Imagine Durban uses participatory processes to engage community members in developing a more sustainable future for the eThekweni Municipality.

The Energy Office and Imagine Durban are partnering to create an internship program for *Interim Building Energy Managers*. The goals of the project are to improve energy management in municipal buildings and to provide an opportunity for young professionals to gain skills associated with sustainable energy use.

The programme will engage with Municipal Building energy use in 3 ways:

1. Establishing monitoring systems for tracking energy use in four municipal buildings. Effective monitoring systems allow for an informed energy management strategy to be developed and measured.
2. Communication with building managers to increase their knowledge and interest of energy management. It is expected that sustained improvements in energy efficiency can be achieved through energy management becoming an operational priority for building managers. As such, the goal of the programme will be to increase awareness and understanding of energy monitoring for building management.
3. Reaching out to the users. This will be done through public outreach and information campaigns for the purposes of encouraging behavioral changes and increasing awareness for the projects interventions.

These activities will be driven by 4 interns placed in the field. The contracted service provider will be responsible for training the interns to give them the knowledge and skills to succeed and managing their progress towards these goals. The contracted service provider will also be responsible for developing communications and outreach material for interns to use.

### Services Required

The key tasks required of the appointed service provider will be to:

1. Develop and deliver training for interns on the systems approach to energy management and developing and maintaining an energy management system

2. Develop communication material for engaging building management and users on energy management
3. Manage interns to:
  - a. Productively work day-to-day
  - b. Host a workshop with building managers
  - c. Install energy monitoring system in each building
  - d. Host user engagement in each building
  - e. Develop and energy management strategy for each building
  - f. Host a workshop with building managers to discuss energy management strategies
4. Deliver a project close-out report on the measured results, qualitative analysis and lessons learned

### Deliverables

The expected deliverables from the initiative will be as follows:

1. A training schedule for interns on building energy management and energy monitoring
2. A work schedule for managing the tasks and day-to-day work of the interns
3. Building energy monitoring systems developed by interns and put in place in each of the buildings
4. Building managers workshop hosted by interns
5. User engagements hosted by interns and building manager at each building
6. Energy management strategy developed by interns for each of the buildings
7. Energy management communication strategy and materials
8. A project report on the measured results, qualitative analysis and lessons learnt

### Time Frames

The total timeframe for the project is 8 months. A Service Provider will be selected by mid-November 2011. They will be responsible for identifying and securing agreements with 4 municipal buildings to work with, and developing a training and communication strategy to be rolled out by the interns. The buildings will most likely be 2 office block in the central Durban area and 2 community residential units (CRUs) within the broader eThekweni Municipal Area (EMA)

The management of interns will be for 6 months. Interns will begin training at the beginning of January 2012 and finish their placement by the end of April 2012.

On completion of the internship programme the Service Provider will be responsible for submitting a close-out report on the project collecting the measured results of the energy management programme, qualitative analysis of the interns' progress, and lessons learnt.

## Budget

The Service Provider must present a budget proposal for the above mentioned activities. The eThekweni Energy Office and Imagine Durban do not bind themselves to accept the lowest or any quotation.

The appointment will be done through a competitive bidding process and will be adjudicated according to the 80:20 rule. The procurement will be done in terms of the Section 18 of approved Supply Chain Management Policy, "Procedures for procuring goods or services through written or verbal quotations and formal written price quotations"<sup>1</sup>

## Potential Service Providers

It is expected that the appointed service providers have the following:

1. Experience implementing energy monitoring systems
2. Experience developing energy management systems
3. Experience developing communication material and public outreach
4. Experience with project managing of interns

## Quotation Submission

Quotations must be submitted electronically (preferably) or by post and should include the following:

1. A proposal outlining:
  - a. Proposed methodology and activities to be conducted
    - i. Proposed Training Methodology
    - ii. Proposed communication tools and materials
    - iii. Proposed intern management structure
  - b. Experience
    - i. Experience implementing energy monitoring systems
    - ii. Experience developing energy management systems
    - iii. Experience developing communication material and public outreach
    - iv. Experience with project managing of interns
2. Detailed budget breakdown,
3. Time frame,
4. Copy of Valid Tax Clearance Certificate.
5. Copy of latest utility bill.
6. Focussed Procurement Lite registration details (<http://fplite.durban.gov.za/>)

## Adjudication Criteria

The quotations will be assessed according to 2 step process. The first step is a functionality assessment and bidders must score a minimum of 80 points (out of 100) in order to be assessed any further. Step 2 is adjudicated according to price and preferential procurements.

---

<sup>1</sup> <http://www.durban.gov.za/durban/government/scm/strategy/Approved%20SCM%20Policy.pdf>

**Functionality (100 points)**

- a. Proposed Methodology (60 points)
  - i. Proposed Training Methodology
  - ii. Proposed communication tools and materials
  - iii. Proposed intern management structure
- b. Professional Experience (40 points)
  - i. Experience implementing energy monitoring systems
  - ii. Experience developing energy management systems
  - iii. Experience developing communication material and public outreach
  - iv. Experience with project managing of interns

Companies/Individuals must score a minimum of 80 points for “Step 1: Functionality” in order to be evaluated for “Step 2: Price and Preferential Procurement”.

**Price and Preferential Procurement (100 points)**

- a. Price (80 Points)
- b. BEE status and location<sup>2</sup> (20 points)

**Submitting Quotation**

For technical queries on this Request for Quotations, please contact Dane Labonte E-mail: [labonted@durban.gov.za](mailto:labonted@durban.gov.za).

The deadline for submissions is 11:00am on Monday November 7<sup>th</sup> 2011. Please submit your quotation by email (preferable) or delivered to:

Derek Morgan  
Energy Office Project Manager  
1<sup>st</sup> Floor Florence Mkhize Building  
251 Anton Lembede Street, Durban  
Tel: +2731-311-1139  
E-mail: [morgand@durban.gov.za](mailto:morgand@durban.gov.za)

---

<sup>2</sup> This information will be sourced from the Focused Procurement lite system.