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TERMS OF REFERENCE FOR THE NON-GRID SERVICE PROVIDER FOR THE SUPPLY AND INSTALLATION OF 600W AC SOLAR HOME SYSTEMS FOR THE PERIOD OF THREE MONTHS ON BEHALF OF THE DEPARTMENT OF ELECTRICITY AND ENERGY

1. BACKGROUND

- 1.1. On 10 June 2025, severe flooding affected several communities within the King Sabata Dalindyebo Municipality (KSDM) in the Eastern Cape, displacing hundreds of households. In response, the Department of Human Settlements constructed temporary residential structures at Maydene Farm, where urgent access to basic services—including electricity—became a priority.
- 1.2. The Department of Electricity and Energy (DEE) received a request from KSDM to electrify 193 temporary households at Maydene Farm. This undertaking was formally endorsed by the Office of the Deputy President, with a commitment to complete the electrification by 31 January 2026, supporting the government's coordinated disaster responses.
- 1.3. This project aligns with the strategic vision of the DEE and its flagship Integrated National Electrification Programme (INEP), which is mandated to deliver universal access to electricity by 2029. Historically, INEP focused predominantly on grid-based electrification. However, the evolving energy landscape, coupled with the need to reach remote and low-density communities, has driven a strategic shift in the programme's implementation model.
- 1.4. In line with the updated INEP Action Plan, the programme is being repurposed to adopt a multi-technology deployment approach, incorporating solutions such as standalone Solar Home Systems (SHS), AC microgrids and hybrid systems as well as Battery-based distributed energy solutions
- 1.5. This approach supports energy access where traditional grid extension is impractical or not economically viable, making it more suited for rural and post-disaster contexts such as Maydene Farm
- 1.6. Accordingly, the procurement of AC Solar Home Systems (SHS) for this project embodies the Department's revised strategy to lead innovation, accelerate electrification, and create local jobs and industrial participation through South African-based manufacturing and installation.

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2. CONTRACT PERIOD

- 2.1. The duration of the contract is three (3) months after the signing of the service level agreement.

3. OBJECTIVE

The objective of the Non-Grid Electrification program is to complement grid electrification with an additional Solar Home System to achieve universal access to energy. Specifically for the Maydene Farm temporary housing structure, the programme will provide the following:

- 3.1 safe, sustainable energy access to displaced households
- 3.2 Support INEP repurposing strategy towards universal access
- 3.3 Promote local content and create jobs in energy sector

4. SCOPE OF WORK

- 4.1. The bidder will supply and deliver 193 complete AC SHS units including the following
- a) PV panel +600W total
 - b) Battery storage (+24-hour autonomy)
 - c) Charge controller and inverter (230AC)
 - d) Cabling, frames, fuses, switches
 - e) 3 plate gas stove and filled 9kg LPG cylinder
 - f) User Manual
 - g) Install, test and commission the installed systems
 - h) Train beneficiary on safe use and maintenance
 - i) Provide warranties and after sales support for 3 years

5. DELIVERABLES OR PROJECT OUTPUT AND OR OUTCOME

The successful service providers should deliver and commence with the installation eight (8) weeks after an official order has been issued. Failure to adhere to this time frame will be regarded as non-performance.

The following must be delivered:

- a) 193 fully commissioned AC SHS
- b) Training records and manuals

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- c) Warranty certificates and installation CoC
- d) Completion report including beneficiaries, location, system IDs and photos

6. EVALUATION CRITERIA: This bid will be evaluated in four stages, i.e. functionality, mandatory requirements, administrative compliance and point scoring system.

6.1. Gate 01 – Functionality

Bidders will be scored in terms of the functional requirements indicated in the table below. The corresponding points and weightings will be used to calculate the overall score a bidder has achieved. The minimum threshold for this bid is **70%**. Bidders who score less than **70%** will be disqualified. Only bidders that score **70%** and more will be considered further.

No.	Criteria		Weights
1.	<p>A. Company Experience</p> <p>Bidders must have undertaken and successfully completed Solar Home Systems installation projects</p> <p><i>(Attach traceable reference letters describing the nature of project, amount, duration and contact person)</i></p>	<p>Five (5) projects or more = 5 points</p> <p>Four (4) projects = 4 points</p> <p>Three (3) projects = 3 points</p> <p>Two (2) projects = 2 points</p> <p>One (1) project = 1 point</p>	25
2.	<p>B. Team Leader experience</p> <p>(i) Team Leader must have experience in the installation, testing and commissioning of electrical installations.</p> <p><i>(Attach a comprehensive CV that highlights the relevant experience, with traceable references)</i></p> <p>(ii) Team members must have experience in the installation, testing and commissioning of electrical installations</p>	<p>7 years or more = 5 points</p> <p>4 - 6 years = 4 points</p> <p>3 years = 3 points</p> <p>2 years = 2 points</p> <p>1 year = 1 point</p> <p>6 years or more = 5 points</p> <p>3 - 5 years = 4 points</p> <p>2 years = 3 points</p> <p>1 year = 2 points</p> <p>Less than one = 1 point</p>	<p>15</p> <p>10</p> <p>5</p>

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No.	Criteria		Weights
	<p><i>(Attach a comprehensive CV that highlights the relevant experience, with traceable references)</i></p>		
3.	<p>C. Methodology. Bidders must include a detailed methodology outline that demonstrates their understanding of the scope of work stated in this document.</p> <p>For this purpose, “detailed” refers to methodology that covers the following eight (8) aspects:</p> <ul style="list-style-type: none"> (i) Project execution plan with diagrams (ii) Installation steps (iii) Safety procedures (iv) Quality assurance plan (v) Risk register (vi) Logistics strategy (vii) Demonstrate innovation. (viii) Demonstrate efficiency. <p>D. Project Implementation Plan Bidders must provide a comprehensive project implementation plan.</p> <p>For this purpose, a “comprehensive” project implementation plan is one that includes a Gantt chart or timeline and covers the following four (4) aspects:</p> <ul style="list-style-type: none"> (i) Milestones (ii) Deliverables (iii) Resource allocation (iv) Contingency plan 	<p>Eight or more aspects covered = 5 points Seven (7) aspects covered = 4 points Six (6) aspects covered = 3 points Five (5) aspects covered = 2 points. Four aspects covered = 1 point Three (3) or less aspects covered = 0</p> <p>Gantt Chart or timeline AND; Four (4) or more aspects covered = 5 points Three (3) aspects covered = 4 points Two (2) aspects covered = 3 points One (1) aspect or less covered = 0 point.</p>	<p>25</p> <p>15</p> <p>10</p>



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No.	Criteria		Weights
	NB: The anticipated commissioning date must be before 31 March 2025.		
4.	E. Qualifications The team leader must have a SAQA recognised qualification in a field of Electrical or Electronics ❖ Team members must have SAQA recognised qualification in the field of electricity	NQF level 9 or above = 5 points NQF level 8 = 4 points NQF level 7 = 3 points NQF level 6 = 2 points NQF level 5 = 1 point Master Electrician = 5 points Wiremen's License = 4 points Trade test (single/three phase) = 3 points N3 certificate = 1 point	15 10 5

Formula; $\frac{A}{B} \times 100 = C\%$

Where: A = Total score for the bid under consideration; B = Maximum possible score; C = Percentage score for the bid under consideration.

6.1 Gate 02 – Mandatory requirements

The following requirements are mandatory. Bidders who do not comply with the mandatory requirements will be disqualified.

- (i) Team leader must be registered with the Engineering Council of South Africa (ECSA).
- (ii) All Electricians within the company should have a minimum of a trade test qualification or be in possession of a valid PV Green Card issued by the SAPVIA (South African Photovoltaic Industry Association).
- (iii) The bidder's key technicians must be in possession of Wireman's licence.

NB: The Department reserves the right to verify validity of registrations.

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6.2 Gate 03 - Administrative compliance

- (i) Compliance to the specification / Terms of Reference.
- (ii) Fully completed SBDs (Duly signed and dated) listed hereunder.
 - SBD 1
 - SBD 4
 - SBD 6.1
- (iii) The following will be regarded as noncompliance.
 - Price amendments / other amendments without signature/initials.
 - Use of correctional fluid
 - Completion of the bid document in coloured ink other than black ink

6.3 Gate 04 – Point Scoring System

Bids will be evaluated on the 80/20 preference point system as outlined in the Preferential Procurement Regulation of 2022.

- Price points = 80
- Preferential points = 20

7 Award determination

- 7.1 The bidder that scores the highest points in this phase will be awarded the tender.
- 7.2 Should more than one bidder score the same number of points, the award will be made to the bidder who scores more points on specific goals.
- 7.3 Should there be more than one bidder who score the same number of points overall and same points on specific goals, the award will be made to the bidder who scored the highest points on functionality.
- 7.4 Should there be more than one bidder who score the same number of points in all aspects, the bid will be determined by the drawing of the lot.
- 7.5 The preferential points will be allocated in terms of the Departmental objectives on specific goals.
- 7.6 Points allocation on specific goals are tabulated hereunder.
- 7.7 Bidders who do not submit proof (means of verification) of specific goals claimed will not qualify for preference points for specific goals.



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Specific Goal	Number of points (80/20 Preference System)	Means of Verification
Enterprise owned by Black people	4	Identity documents and CIPC document
Enterprise owned by Women	4	Identity documents and CIPC document
Enterprise owned by Youth	4	Identity documents and CIPC document
Enterprise owned by disabled persons	4	Medical certification
Enterprise owned by SMMEs (QSE or EME)	4	B-BBEE certificate issued by a SANAS accredited Agency or DTIC, or Sworn affidavit

NB: "Ownership = 51% of the company share. Designated group/person that are part of the entity directorship but have less than 51% share = points will be calculated on a pro-rata basis in relations to the share/s held by the designated group/persons.

E.g. Number of women directors = 01
 Shares owned by women = 20%
 Specific goal for women = 4 points
 Points claimable for women ownership = $\frac{20}{100} \times 4 = 0.8$ points

8. REPORTING REQUIREMENTS

The project will be implemented in line with the scope of work and will be managed based on the following:

- 8.1. The appointed service providers will provide the progress report to the Department of Electricity and Energy monthly from the commencement of the contract.
- 8.2. The Department of Electricity and Energy will conduct technical audits to verify the quality and performance of installed SHS before payment is done.
- 8.3. The Service provider will be expected to provide various reports monthly (e.g., service utilization report) in a form of Portable Document Format (PDF) or Microsoft standard format, as well as provide any other project-related report/s as requested by the Department.



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- 8.4. The Service provider will be expected to provide all the project management documents in line with the DEE methodology.

9. ROLE AND RESPONSIBILITY

- 9.1. Service Level Agreement will be entered into with the successful service provider which will include, *inter alia*, obligations of the DEE and the successful service provider.
- 9.2. The DEE reserves the right to appoint more than one service provider for the project.
- 9.3. The successful service provider must develop detailed project schedule/ plan.
- 9.4. The successful service provider will be required to submit payment schedule providing projections for the period of 6 months on work performed.
- 9.5. The service provider shall disclose all information in its proposal regarding any interests that may result in an actual or perceived conflict of interest.

10. CONFIDENTIALITY OF INFORMATION

- 10.1. The names of all the members of the service provider team must be disclosed for the prior approval of DEE. Any changes, replacements and additions should be submitted for prior approval of DEE.
- 10.2. All members will have to sign a Non-Disclosure Agreement before project commencement and may be required to undergo security screening and tests as the DEE deems necessary.

11. PAYMENT

- 11.1. The Department will not make an upfront payment to a successful service provider. Payment will only be made in accordance with the delivery of service that will be agreed upon by both parties and upon receipt of an original invoice.

12. TAX CLEARANCE CERTIFICATE

- 12.1. Bidders must ensure compliance with their tax obligations.
- 12.2. Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the state organ to view the taxpayer's profile and tax status.

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- 12.3. Application for tax compliance status (TCS) or pin may also be made via e-filing. To use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za
- 12.4. A bidder may also submit a printed TCS together with the proposal.
- 12.5. In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit separate proof of TCS / pin / CSD number.
- 12.6. Where no TCS is available, but the bidders are registered on the central supplier database (CSD), a CSD number must be provided.

13. DOCUMENTATION

None

14. COST / PRICING

- 14.1. The bidders are requested to provide a quoted proposal regarding the work to be undertaken.
- 14.2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. The total cost must be VAT inclusive and should be quoted in South African Rands (i.e. ZAR).
- 14.3. Bidders should provide hourly rates as prescribed by Department of Public Service and Administration (DPSA), Auditor- General (AG) or the body regulating the profession of the consultant.
- 14.4. Bidders should provide (Subsistence & Travel (S&T)) rates that are aligned to the National Treasury instruction note as follows:
 - i) Hotel Accommodation – R1550 per night per person, including breakfast, dinner and parking.
 - ii) Air travel must be restricted to economy class.
 - iii) Claims for kilometres may not exceed the rates approved by the Automobile Association of South Africa.

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15. CONDITIONS OF THE CONTRACT

- 15.1. The General Conditions of Contract must be accepted as these are issued by National Treasury and are non-negotiable.
- 15.2. The successful service provider will sign a confidentiality agreement regarding the protection of DEE information that is not in the public domain.
- 15.3. No state information may be furnished/ communicated to the public or news media by the security service provider or any of their employees.
- 15.4. The successful service provider shall ensure that the contract is executed in line with the scope of work.
- 15.5. The successful service provider may be subjected to security screening by the State Security Agency.
- 15.6. The DEE reserves the right to verify the authenticity of the information submitted, any falsified information may result in the disqualification or cancellation of the contract.
- 15.7. The successful service provider is required to submit Unemployment Insurance Fund (UIF) and Compensation Fund reports on quarterly basis.

16. FORMAT OF SUBMISSION OF PROPOSAL

- 16.1. Bidders are requested to submit one original hard copy of the technical proposal AND one electronic copy on a virus free USB. NB – Should the information on the USB differ from the original hard copy, the DEE will deem the hard copy as the intended information, therefore the information on the USB will be disregarded.
- 16.2. Bidders are requested to index their proposals for easy reference.

17. PRE-BID MEETING / BRIEFING SESSION DETAILS

- 17.1. A compulsory briefing session will be held on **28 January 2026, 10H00**, at the Department of Electricity and Energy, situated at the corner of Visagie and Paul Kruger Street (192 Visagie Street), Matimba House - Pretoria.
- 17.2. Bidders must ensure that they sign a register during a compulsory briefing session to confirm attendance. Failure to sign the register to confirm attendance will invalidate your bid.



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18. CLOSING DATE

Proposals must be submitted on or before **04 FEBRUARY 2026, 11H00** at the Department of Electricity and Energy, at 192 Matimba Building, Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked in the bid box marked Tender Box. **No late bids will be accepted.**

19. ENQUIRIES

All general enquiries relating to bid documents should be directed to:

Ms. Rachel Moerane/ Mr Samuel Msiza

Tel No: (012) 406 7747 / 7910

E-mail: Rachel.Moerane@dmre.gov.za/Samuel.Msiza@dmre.gov.za

Technical enquiries can be directed to:

Mr Bongani Nhlabathi/Mr Serame Moeketsi

Tel No: (012) 406 7682/(012) 406 7683

E-mail: Bongani.Nhlabathi@dmre.gov.za/Serame.Moeketsi@dmre.gov.za

ANNEXURE A

QUALITY OF SERVICE

1. The Rural Energy Service Provider shall, to the extent not provided for in this Schedule, comply with the Quality-of-Service Standard (NRS070:2004) and or its amendments.
2. Compliance with SATS 1286 for locally manufactured goods is critical.
3. Components of PV systems offered, must have a minimum total local content threshold value of 70% by price.
4. All components must be accompanied by test reports conducted by independent test houses. e.g. light output and power consumption.
5. Solar panels are subject to independent, output flash testing.
6. Charge controllers are subject to testing in accordance with NRS 052.

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7. Aesthetics is important. As an example, bare lamps hanging on a wire suspended from the roof, should be covered by a lamp shade.
8. Exposed wire fixed to a wall must be straight both vertically and horizontally.
9. Wall mounted switches indicating on/off positions are preferred. Pull switches are not common in modern housing, thus not acceptable as an alternate in our non- electrified traditional housing.
10. SHS size offering:
 - Indoor lighting comprising of 6 x lights for 4 hrs/day
 - Outdoor lighting of 2 x external lights for 12 hrs/day
 - Energy for 1 x AC colour TV for 5hrs/day
 - Energy for 1 x AC bar fridge TV for 8hrs/day
 - 4x AC socket outlets providing energy for cell-phone charging (4hrs/day), audio-visual appliances and TV, or other small appliances (radio for 4hrs/day)
11. Solar photo-voltaic system to supply the above service will include the following at a minimum:
 - 2x 450 W Solar photovoltaic array
 - 1x Inverter, 48V/800VA/230V
 - 1x Solar Charger, Mppt 100V/20A/48V
 - 1x Pay as you go switch
 - 6 x AC LED internal ambient lamps, 3W maximum, minimum light output of 80 lumen/watt, minimum life of 15,000hrs
 - 2 x AC LED external bulkhead lamps, 3W maximum, minimum light output of 80 lumen/watt, minimum life of 15,000hrs
 - Shatterproof Solar Lanterns- solar run time of 4hrs/day at (29-60 Lumen) light global lighting/SABS approved
 - Balance of system materials including array mounting structure, battery box, battery fuse, control cubicle, light switches, and User Manual.



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ANNEXURE B					
Item no.	Description	Quantity	Type	Amount	Local content(y/n)
1	Inverter	1	48V/800 VA/ 230V		
2	Solar charger	1	Mppt 100V/20A/48V		
3	Pay as you go switch	1	pre-paid meter		
4	PV-Models (Solar Panels)	2	450Wp Mono panel		
5	Mounting system	1	Aluminium frame		
6	PV cabling solar array	10	4 mm black & red		
7	Connectors	2	MC4 (male & female)		
8	DC-cabling	5	PV cable 10 mm black		
9	DC-cabling	5	PV cable 10 mm red		
10	Lamp holder	6	E27/AC		
11	Lamp shade	6	AC		
12	LED Bulb 3 W	6	E27/AC		
13	Switch	8	E27/AC		
14	Round connection box	7	AC		
15	Squire box	1	AC		



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ANNEXURE B					
Item no.	Description	Quantity	Type	Amount	Local content(y/n)
16	Outdoor lights	2	E27/AC		
17	Cabling	60	Rip cord 1.5 mm		
18	Lithium-Ion battery	1	5kWh wall mounted		
19	Battery Encloser & DB board & plugs	1	Own development (800VA)		
20	DC cabling batteries (PVC)	1	Welding cable 16 mm black		
21	DC cabling batteries (PVC)	2	Welding cable 16 mm red		
22	Cable lugs	2	M8		
23	AC cabling to DB (3 core)	1	3 x 6 mm (flex)		
24	Earth rod 150	1	1,5-meter copper		
25	Other installation materials	1	trunking, breakers and conduit etc		
26	3-plate gas stove	1			



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ANNEXURE B					
Item no.	Description	Quantity	Type	Amount	Local content(y/n)
27	9kg gas cylinder	1			
28	Installation cost	1	Technicians		
29	Warranty, After Sales Support and Maintenance Plan				
30	Total incl VAT			R	

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