



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

TENDER 224C/2023/24

**Professional Services to Develop and Disseminate the Cape Town
State of Energy and Carbon (SOEC) 2025 Report**

DATE & TIME: 30 April 2024- 10H00

ONLINE: SKYPE MEETING via the tender document

Meeting content	
No	Meeting notes
1.	Welcome and Attendance
	<p><u>Team introductions</u></p> <p>Priscilla de Comarmond: Head: Resource Data Programs and Project Development Data Management and Integration Platforms branch, Sustainable Energy Markets Department, Energy Directorate</p> <p>Adrian Stone: Manager Data Management and Integration Platforms Sustainable Energy Markets Energy Directorate</p> <p>Lynne du Preez: Professional Officer: Tenders Specialist, Supply Chain Management</p>
2.	Agenda and Overview of the Session by Priscilla de Comarmond
	<p>This session is a non-compulsory session and will not share any new or additional information of the tender. Participants will be allowed to ask questions at the end of the session. The PowerPoint will be circulated to all bidders and will contain information on the SCM process and the Supplier Development Program.</p> <p>Everyone to provide their contact details in the online Skype chat IM (instant message).</p>
3.	SCM Process by Priscilla de Comarmond
	<p>1. <u>Summary of tender process outlined – see presentation for flow diagram</u></p> <ol style="list-style-type: none"> Tender advertised on 12 April 2024 Tender officially closes on the 16 May 2024 @10h00 am. All physical tenders must be submitted in tender box 163, second floor Cape Town Civic Centre. Post submission all bids will be evaluated by the Bid Evaluation Committee (BEC) to evaluate responsiveness after which a report will be submitted to the Bid Adjudication Committee (BAC) to make a decision on the award. All bidders will be informed of the selected bidder this will be followed by a 21 day appeal period. The aim is to award the project to a service provider by the end of 2024 (time frames cannot be guaranteed). <p>2. <u>Supplier Development Programs</u></p> <p>This platform is geared towards supporting bidders and those who wish to do business with the City. All bidders should contact them should they need any assistance especially with regards to understanding the CCT bidding process, tender documents and pricing. Please make contact with the The Business Hub via their email address or phone call.</p> <p>Visit: https://www.investcapetown.com/news-events/business-events/ Contact details: Business.Support@capetown.gov.za or call 021 417 4043</p>
4.	Volume 3 (Specification- Page 80) by Adrian Stone

The Cape Town State of Energy and Carbon (SOEC) report had 4 prior iterations which can be accessed via the provided links within the tender document. The SOEC 2021 is the latest publication. This iteration had moved many of the processes and data collection methods forward. The publication has a strong narrative component as well as a host of statistical annexures and the inception of an energy and carbon tool (outputs database) which is annually updated by the City.

The next iteration, SOEC 2025, publication should still keep a scientific and technical focus. This iteration will trim down on the narrative (qualitative component) and focus on city operations and resource consumption. The City's operations consumes a vast amount of energy and outputs a significant amount of emissions. This project will build up a picture of how the City systems work and exist. Additionally, the narrative must feed into the energy strategy and assess the City's progress towards achieving the objects of the energy strategy.

3. Open data portal and data products

- a. Current iteration of the SOEC Outputs MS Excel database (linked in tender document) is difficult to validate.
- b. The next iteration must have improved methods to process and validate data
- c. The new tool (MS Excel) must be quicker and easier to update annually. This information is important because development banks want to see better Environmental, social, and governance (ESG) reporting in addition to the City's Carbon Disclosure Project (CDP) reporting.
- d. Data quality is on a decline. For example: liquid fuel has become increasingly difficult to estimate due to changes in the supply chain of liquid fuels. Previously liquid fuels was surveyed by the DMRE via the 5 oil majors but now several wholesalers contribute significantly to liquid fuel sales and are not surveyed.
- e. Therefore it has become more difficult to attribute energy to economic sectors or geographic areas.
- f. These data gaps need to be identified and imputed. The processes that follow must be verifiable, transparent and easy to update annually.

4. Infographics

- a. Data infographics help to understand the systems that make the City work much easier.
- b. These infographics assist in building a picture of the balance between supply and demand.

5. 1.3.2 Objectives-Page 85

- a. There are data collection gaps that can be addressed from partial databases and imputation methods. Example: DFFE SAGERS database (2019-2021) sheds light on the industrial sector and its scheduled emitters. This database allows a partial picture to be built of the largest emitters in the industrial sector at a City and provincial level. Currently the database is not available due to DFFE SAGERS system issues. Other data gaps include heating fuels such as coal and gas, which has very little research done

since 2015.

- b. The City annually reports to the CDP and has an A-rating-highest score. In order to move with the times, and maintain an A-rating, the City would like to upgrade its reporting framework to GPC Basic+ reporting which will include Agriculture, Forestry and Other Land Use (AFOLU) and Industrial Processes and Product Use (IPPU) sectors going forward. The contractor should assess the costs and practicality of reporting on this going forward.
- c. All greenhouse gas inventories are available on the City's Open Data Portal (ODP).
- d. Building typology data is available internally but needs to be synthesized to develop energy intensities.
- e. Petrol and diesel sales needs to be better understood especially in terms of how fuel moves through other municipalities. Other data required: Vehicle population for transport emissions modeling.
- f. Eskom supply area data not available since 2017, this requirement should only be solved with a reasonable amount of time as the City is making all efforts to acquire this data currently.
- g. Lastly, to formalise bottom up models, e.g. LPG demand: the city has its own simplistic bottom up LPG model based in excel that would require layout changes, updating and verification checks. Good metadata and making each model self-understandable via clearly defined assumptions, sources.
- h. Energy and carbon accounting tool must show supply and demand balances, transparent calculations and sectoral splits of all City operations (e.g wastewater), industrial, residential sectors.
- i. Good metadata is mandatory and a framework of how to do this will need to be applied.

6. Figure 3 in tender document-page 87

- a. Downward arrows: logic and process steps.
- b. A reasonable amount of time and money should be spent on the modelling and iterations, this must be expedient while working with client.
- c. Dotted lines shows what is currently being carried out by City staff.

7. Table 2 in tender document-page 87

Phases of projects will also depend on available data at the time of inception and capacity of staff to be conducted expediently.

8. 1.3.5 Timeline-page 89

The SOEC 2021 design language will be the responsibility of the City designers. A word document will only be required from the contractors. In order for the designers to process the document in time, it should be completed by August 2025 to allow for publication in good time.

9. 1.3.6 What will the City provide-page 89

All available data namely electricity: bulk purchase, by tariff

	<p>10. <u>Miscellaneous-page 91</u></p> <ul style="list-style-type: none"> a. Third party data costing must be accounted for eg: Vehicle population: Costing needs to be accounted for in terms access to third part databases. b. Survey and spot checks looking into Diesel, LPG and Paraffin at a provincial and City scale and its distributions. <p>11. <u>Infographics-page 95</u></p> <ul style="list-style-type: none"> a. Must be scientifically correct and easy to understand. City designers will be responsible for producing the design infographic images/products. b. Table 7 shows a list of all required infographics and scope for additional to be discussed during the project execution. <p>12. <u>Statistical annexures-page 100</u></p> <p>Annexures should be representative of previous annexures derived for SOEC 2021.</p> <p>13. <u>1.5 Required skills and resources- page 104</u></p> <ul style="list-style-type: none"> a. Energy and carbon technical lead: Technical skills in energy and its relation to carbon and knowledge of local government is key. Ideally supported by two other technical energy analyst staff members b. Principal consultant analyst: communicate technical results and authoring the report for a wider audience. This part of the project should occur in parallel with the data work.
5.	Volume 1 (The Tender) by Priscilla de Comarmond
	<p>Clarification queries about the tender can be sent to the mentioned email address in the tender document.</p> <p>14. <u>2.2.1.1.4 Functionality</u></p> <ul style="list-style-type: none"> a. Complete schedule 14 and 15 (Returnable Documents) in full detail and submit staff CVs and company profile. b. Project proposal to be submitted with a max of 15 pages. c. Minimum score to achieve responsiveness is 65. <p>15. <u>Pricing schedule</u></p> <ul style="list-style-type: none"> a. Pricing schedule to be completed in full and pricing instruction to be followed accordingly. b. Price by phase, excl and incl VAT over the 24 month period. c. Price on all items to be considered responsive. d. Phase breakdown by costs and a breakdown by task and resources, itemized cost to be submitted. <p>16. <u>2.3.10.3 Price and preference</u></p> <ul style="list-style-type: none"> a. The tender is scored in the 80/20 Price and preference scoring system. b. In order to maximize on the 20 allocated points on this preference section, the document and evidence must be submitted for the required scoring.

6.	Volume 2 (Returnable documents) by Priscilla de Comarmond
	a. Complete all sections of the returnable documents for the hardcopy submission.
7	Questions and responses
	<p>[2024/04/30 11:20] Malin Govender: On p11, under Functionality (Project Proposal-item 3), a 24 month project delivery timeline is indicated. Adrian mentioned 8-9 months. Please clarify</p> <p><i>Answer (by Priscilla): This a 24 month contract and will commence on the contract date. In accordance to the timeline section of the specification, some of the deliverables are to be delivered for the online data products and report by the end of 2025. There are other deliverables that can be delivered in 2026, such as formalizing and finalizing the data models and products, carbon and accounting tool, workshop events and so forth.</i></p> <p>[2024/04/30 11:24] Cliff Chuah: For Phase 4, are we expected to implement the changes in the Accounting Tool? i.e. making software development</p> <p>[2024/04/30 11:27] Cliff Chuah: For the reports and infographics, are you expecting to be generated automatically from the Accounting Tool or BI tool?</p> <p><i>Answer (Adrian): No need for any bespoke system or software development for the scope of this project, but rather using MS Excel sheets that incorporate transparency and a tool that can be updated and validated easily by City staff going forward.</i></p> <p>[2024/04/30] Balla Sandy 11:37: please can you share the excel sheet as well or the site we can access it, thank you</p> <p><i>Answer (Adrian): Links are all top of Section 1.3 of the Specification of the tender document.</i></p>

Chairperson: Priscilla de Comarmond

Priscilla de Comarmond Digitally signed by Priscilla de Comarmond
Date: 2024.05.06 09:45:40 +02'00'

Meeting adjourned @11H40