

KHULA BUSINESS PREMISES (PTY) LTD

Wholly owned subsidiary of Small Enterprise Finance Agency (SOF) Limited
Company Registration Number 2003/002883/07
VAT Registration Number 4270218482

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SUBMISSION

To: Supply Chain Department
From: Properties Department
Date: Thursday, 21 September 2023
Subject: **Terms of Reference:** To appoint a Service Provider for the provision of electricity meter reading and management services

TERMS OF REFERENCE

1. PURPOSE OF THE SPECIFICATION

1.1. The purpose of this Request for Quotations (RFQ) is to invite Service Providers to submit Quotations for the provision of electricity meter reading and management services for a period of (1) one year.

2. BACKGROUND

2.1. Small Enterprise Finance Agency (SOF) Ltd, commonly known as **sefa**, was established on 1 April 2012 due to the merger of South African Micro Apex Fund, Khula Enterprise Finance Ltd, and the small business activities of Industrial Development Corporation (IDC).

2.2. **sefa's** mandate is to foster the establishment, survival, and growth of SMMEs and contribute towards poverty alleviation and job creation.

2.3. Khula Business Premises (Pty) Ltd (KBP) a wholly owned subsidiary of the Small Enterprise Finance Agency (**sefa**). KBP manages a portfolio of industrial and retail properties.

**Note for SCU only*

RFQ No.	
Issue Date	
Closing Date and Time	
Compulsory Briefing session	
Closing date for questions and answers	
Method of submission.	

3. SCOPE OF WORK

- 3.1. The services required are for properties situated in the following places: Johannesburg, Pretoria, Ekurhuleni, and Vereeniging, Gqeberha, Bloemfontein, Kimberley, Upington, and Cape Town.
- 3.2. The electricity in the properties is supplied by Eskom and respective municipalities in which the properties are located.
- 3.3. Manage electricity consumption and ensure optimum recoveries.
- 3.4. Audit the existing sub-meters and determine their compatibility to smart prepaid meters.
- 3.5. The required services are to provide comprehensive meter reading services.
- 3.6. The SP will be required to capture all electricity consumption readings (per tenant & common areas) on site (e.g., Handheld computer-based units or other preferred method etc.).
- 3.7. Provide billing consisting of usage/consumption directly to the tenants on behalf of the landlord.
- 3.8. The SP should produce meter reading reports (Monthly statements reflecting all consumption and charges).
- 3.9. Produce and provide statements/reports showing the actual usage readings, appropriate tariffs and charges for each tenant and common areas.
- 3.10. Ensure that there is no tampering and bypassing of the electricity system and consumption.
- 3.11. Read the municipal or bulk electricity meters to reflect on the meter reading return to the landlord, perform comparisons between municipal bulk consumption and charges against total sub-metered consumption and charges to the tenants.
- 3.12. The SP will liaise with the respective municipality and Eskom on behalf of **sefa/** KBP to conduct historical audits, resolve queries on the accounts, usage and ensuring that correct tariffs are charged.
- 3.13. Provide relevant reports to **sefa/** KBP on a monthly basis or as and when required.

4. LIST OF PROPERTIES

No:	Property Name	Physical Address	Municipality	Units
GAUTENG				
1	Eldorado Park Industrial	20 Industrial Crescent, Eldorado Park, Jhb	Johannesburg	9
2	Geluksdal - Brakpan	725 Uittog Avenue Geluksdal, Brakpan	Ekurhuleni	8
3	Klipspruit West	70 St Helena Street, Klipspruit West Klipspruit	Johannesburg	4
4	Lenasia Industrial	38 Tugela Street, Lenasia Ext10, Lenasia	Johannesburg	12

5	Pennyville Hive	114 New Canada Road, Pennyville, Jhb	Johannesburg	131
6	Emndeni - Soweto	Cnr. Tshangisa (16) & Masango Roads, Emndeni	Johannesburg	11
7	Vuka Tsoga - Vosloorus	Tshipi Road, Vosloorus Ext1, Vosloorus, Boksburg	Ekurhuleni	34
8	Garankuwa Industrial Park	Zone 15, South Street, Garankuwa, Pretoria	Tshwane	8
9	Hennospark Industrial Park	167 Edison Crescent, Hennospark Ext 7, Centurion	Tshwane	8
10	Rosslyn 20	6630 (7) Piet Pretorius Street, Rosslyn, Pretoria	Tshwane	1
11	Rosslyn 21, 22 & 23	6618 Piet Pretorius Street, Rosslyn, Pretoria	Tshwane	3
12	Atteridgeville Industrial Park 1	49 Malebye Street, Saulsville, Pretoria	Tshwane	22
13	Atteridgeville Industrial Park 2	23 Mammogale Street, Saulsville, Pretoria	Tshwane	19
14	Mamelodi Industrial Park	19159 Tsamaya Road, Mamelodi, Pretoria	Tshwane	30
FREE STATE/ NORTHERN CAPE				
1	Bohlokong Shopping Centre	Cnr. Maseko & Mlangeni Street, Bohlokong, Bethlehem	Dihlabeng	10
2	Harvey Korf	62 & 64 Harvey Road, Oranjesig Bloemfontein	Centlec	20
WESTERN CAPE				
1	Beacon Valley	Cnr. Trampolin & Metropolitan Roads, Beacon Valley	Cape Town	10
2	Lentegeur SC	Merrydale Avenue, Mitchells Plein	Cape Town	20
3	Westridge SC	Cnr. Westpoort & Simonsig Avenue	Cape Town	31
4	Neil Hare 1	60-66 Neil Hare Road, Atlantis Industrial	Cape Town	2
5	Atlantis Westfleur Trading Centre	Westfleur Circle, Atlantis	Cape Town	37
6	Khayelitsha Village (Village 1)	Cnr. Monza & Makabeni Road	Cape Town	9

5. EVALUATION CRITERIA

5.1. This RFQ will be evaluated in three (3) phases as follows:

- **Phase 1**- Administrative Compliance Requirements (Initial Screening Process)
- **Phase 2** – Mandatory Requirements

- **Phase 3** - Price and Preference (Specific Goals).

5.2. Phase 1 - Administrative Compliance

- a) The Standard Bid Document (SBD 4 & 6.1) forms must be fully completed and signed by the authorized company representative.
The bidder must submit proof of registration on CSD (Central Supplier Database) in the form of CSD Report.
- b) Submission of valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in the order must be submitted at the closing date and time of the RFQ.
- (d) The bidder must submit a certified valid B-BBEE certificate; in the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the ownership percentages and or specific goals of the Bidding entity;
- (e) The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies for directors/shareholders/members/partners.
- (f) GCC: General Conditions of Contract (Initial each page).

Note:

- If the bidder is listed on the National Treasury List of Restricted Suppliers shall result in disqualification of the bid
- If any of its Directors are Listed on the Register of Defaulters shall result in disqualification of the bid.
- If the status of the bidder is reflecting deregistered on CIPC and or CSD shall result in disqualification of the bid.

Note: All bidders who do not comply with the items listed above may be disqualified and not be evaluated further.

5.3. Phase 2: Mandatory Requirements Evaluation

No	Mandatory requirements	Comply / Not Comply
1.	<p>The bidder must provide at least three (3) contactable reference letters demonstrating their experience in reading electricity meters and related services in the past three (3) years.</p> <p>(sefa reserves the right to contact any of the references).</p> <p><i>Note: The reference/s letter must be on the company letterhead, have a description, be signed, and have contact details for the referrer.</i></p>	

No	Mandatory requirements	Comply / Not Comply
2.	The bidders must be registered with the Association Municipal Electricity Utilities (Ameu). The bidder must submit as part of this proposal proof of registration or membership with Ameu.	
3.	STS Association Licence Number (Certified within 3 months).	
4.	The bidder must be an Electrical Engineer registered with the Engineering Council of South Africa (ECSA) proof of registration must be provided.	
5.	STS Association Certificate of Conformance (Certified within 3 months).	

Bidders who fail to meet all the requirements will be automatically disqualified from evaluation.

5.4. STAGE 3 - EVALUATION OF PROPOSAL ON APPLICABLE POINTS SYSTEM

5.4.1 In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system.

5.4.2 The applicable preference point system for this tender is the 80/20 preference point system. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

Specific Goals for this tender and points that may be claimed are indicated per table below:

Criteria	POINTS
	(80/20 system)
Black ownership	10
30% Black Women Ownership	5
Any % of ownership by Black Designated Groups >0	3
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2
Total Points	20

Black ownership: 100% Black owned entities will score the full 10 points and between 51% - 99% black owned entities will score 4 points.

Supporting Document for Claiming of Specific Goals: The bidder must submit proof of either a BBBEE Certificate accredited by SANAS or a BBBEE Certificate issued by the Department of Trade and Industry (DTI) or a Sworn Affidavit and Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders.

Pricing Schedule

Description	Units	Price per unit	Price excl VAT
Monthly utility management fee.			
Percentage of historical audit commission			
Technical assessment fee			

NB: Indicate if utility management fee includes technical assessment or separate.

REQUESTED BY:

_____ **DATE:** September 21, 2023

Mr. Tsepo Sindane
Manager: Inland Properties

RECOMMENDED BY

_____ **DATE:** September 21, 2023

Ms. Wendy Rakitla
Head: Supply Chain Management

APPROVED BY

_____ **DATE:** September 21, 2023

Mr. Sikhumbuzo Ndlovu
Head: Properties

