
REQUEST FOR QUOTATION (RFQ)

11 AUGUST 2025

PLANNING AND FACILITATION OF THE 2025 MUNICIPAL ENERGY MANAGEMENT AWARDS (MEMAs) FOR MUNICIPALITIES AND MUNICIPAL OFFICIALS FOR A PERIOD OF TWO (2) MONTHS

1 Objectives of the Municipal Energy Management Awards

- 1.1 The objective of the Municipal Energy Management Awards (MEMAs) shall recognize outstanding efforts by municipalities in managing and optimizing their energy use.
- 1.2 The Awards aim to encourage municipalities to adopt and implement energy management systems and use sustainable energy practices that will improve energy efficiency and reduce environmental impact.
- 1.3 Typically, the MEMAs shall recognise achievements on the:
 - 1.3.1 Utilisation of Energy Management Systems
 - 1.3.2 Effectiveness of energy management policies and by-laws
 - 1.3.3 Integration of energy efficiency and renewable energy technologies to optimise energy usage.

2 Municipal Energy Management Awards' (MEMAs) Background and Context

- 2.1 South African municipalities continue to grapple several challenges including rapid urbanisation, aging infrastructure, constrained financial resources, and rising energy demand and electricity costs. These challenges impact on their ability to provide municipal services in a more efficient and sustainable manner.
- 2.2 Energy efficiency and energy management plays a crucial role in addressing some of these challenges, and advancing the transition to an energy security, low carbon and climate resilient urban economy.
- 2.3 The post-2015 National Energy Efficiency Strategy (post-2015 NEES) and International Energy Agency (IEA) recognise energy efficiency as the 'first fuel' and a lever for enhancing productivity, growth, competitiveness and securing affordable energy.

- 2.4 The Department of Electricity and Energy (DEE) in collaboration with the South African National Energy Development Institute (SANEDI), National Business Initiative (NBI), Industrial Development Corporation (IDC), and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH with a grant subsidy from National Treasury through the Division of Revenue Act, and technical and financial support from the Mitigation Action Facility (MAF) is coordinating the implementation of a programme to introduce Energy Performance Contracting (EnPC) Model within municipal buildings and infrastructure.
- 2.5 The programme has integrated three (3) different projects as follows:
- 2.5.1 Municipal Energy Management Systems (MEMS) that introduce a more systematic and sustained approach to managing energy usage and planning energy efficiency measures.
- 2.5.2 Energy Efficiency and Demand Side Management (EEDSM) grant that provides grant funding to municipalities for implementation energy efficiency and demand side management initiatives within municipal infrastructure.
- 2.5.3 Energy Efficiency in Public Buildings and Infrastructure Project (EEPBP) that is aimed to leverage private finance and a partial credit guarantee to catalyse large-scale efficiency with the support of Energy Services Companies (ESCOs).
- 2.6 The programme has integrated three (3) different projects as follows:
- 2.7 However, despite the notable strides realized through the implementation of energy efficiency instruments under the NEES, great potential for improved energy management and energy efficiency remains untapped in most municipalities.
- 2.8 The various challenges that impede the scale-up of energy efficiency require an integrated and solution-driven approach to unlock the untapped potential, and these include monitoring and digitisation of the energy consumption through smart metering and energy management systems.
- 2.9 As a result, the Municipal Energy Management Awards (MEMAs) are being introduced to recognise and encourage municipalities and officials that excel in energy management, and to motivate for continuously improve of energy efficiency.
- 2.10 It is against this background that the Department of Electricity and Energy would like to appoint an Academic Institutions within Gauteng to coordinate and facilitate the nominations and selections of municipalities for the Municipal Energy Management Awards (MEMAs).

3 Scope of Work

- 3.1 The scope of work for this project is to solicitate the services of an Academic Institution in Gauteng to plan, coordinate, and facilitate the nomination and selection of winners for the 2025 MEMAs for municipalities.
- 3.2 The scope of work for this assignment shall include the following activities:
 - 3.2.1 Develop a detailed project plan and timeline for the nomination and selection process.
 - 3.2.2 Establish criteria and guidelines for nominations and selection of MEMA winners.
 - 3.2.3 Design and distribute promotional materials (flyers, posters, social media content).
 - 3.2.4 Promote awareness of the MEMAs and encourage nominations of potential municipalities and individuals for the respective MEMAs categories. The appointed Academic Institution will utilize various communication platforms to reach municipal entities across South Africa.
 - 3.2.5 Develop a user-friendly nomination submission portal with clear instructions and support for potential participants.
 - 3.2.6 Receive and verify nominations to ensure compliance with criteria.
 - 3.2.7 Establish a panel for evaluation and adjudication of nominations, and organize online interviews, where necessary to support the selection.
 - 3.2.8 Compile evaluation results and determine the winners.
 - 3.2.9 Notify winners and prepare award documentation, certification, and prizes.
 - 3.2.10 Arrange award ceremony that will form part of Energy Efficiency and Energy Management Seminar to be held on 25 to 26 September 2025 (awards ceremony logistics to be arranged by DEE).

4 Project Outputs/Deliverables

- 4.1 Inception report with project activities, milestones, and timeframe for the nominations and selection of municipalities and municipal officials for the MEMAs.
- 4.2 Report indicating the categories including prizes per category and selection criteria for the nominations and selection of municipalities and municipal officials for the MEMAs. Consideration should be given to the draft Categories as per **Annexure A**.
- 4.3 Promotion materials and awareness raising of the Municipal Energy Management Awards (MEMAs)

- 4.4 Award Prizes, and Certificates as per the Municipal Energy Management Awards (MEMAs) categories.
- 4.5 Report on the evaluation results and determination of the MEMA winners.
- 4.6 Final report on the arrangement of the Award ceremony and handing over of the prizes.

5 Minimum Selection Criteria for the MEMAs

- 5.1 The appointed Academic Institution is expected to consider, among others, the following eligibility criteria for the MEMAs, as minimum requirements, municipalities that:
 - 5.1.1 demonstrate effective energy management practices and policies that have led or are leading to significant energy savings, efficiency improvements, or renewable energy integration.
 - 5.1.2 have a digital transformation of energy management and automation, or utilisation of innovative or pioneering energy solutions, such as smart city projects, renewable energy projects.
 - 5.1.3 have both completed and ongoing energy management projects that show measurable results, and have proper documentation on data, achievements or energy and monetary savings that show impacts for sustainability.
 - 5.1.4 have contributed to environmental sustainability, reductions in carbon emissions, or climate resilience.
 - 5.1.5 comply with international, national or provincial energy policies, regulations, and standards.

6 Proposed MEMAs Categories

- 6.1 The appointed Academic Institution should consider and adjust the following categories of the MEMAs:
 - 6.1.1 **Category A:** Most Progressive Municipality in Energy Management: This category assesses whether the municipality has a clear energy management policy or strategy that shows the commitment of institution to efficient use of energy. The municipality should also demonstrate commitment and obligations with respect to energy savings and reduction of carbon emissions and how these commitments are being managed effectively through information systems and organizational structures.

- 6.1.2 **Category B:** Best Municipality on Energy Efficiency Awareness: This category will assess whether the opportunities afforded through the participation of staff and communities in energy efficiency, and in communicating progress both internally and externally, are being taken advantage of by the public institution.
- 6.1.3 **Category C:** Energy Management Woman Champion: This category will recognise a woman or with a team within the municipality who have made exceptional contributions to advancing energy efficiency.
- 6.1.4 **Category D:** Energy Efficiency Innovator: This category will assess whether the municipality has adopted innovative processes and procedures to increase the efficiency use of energy, for example procurement and investment policies, or project identification methodologies.
- 6.1.5 **Category E:** National Energy Management Champion: This award will be presented to the municipal official(s) that has demonstrated outstanding achievement in advancing energy efficiency through the implementation of projects, advocacy, research, or skills development and training.
- 6.1.6 **Category F:** Best Building with Sustainable Energy Design: This award celebrates sustainable and low carbon buildings that have demonstrated best practice in design, construction or operation. Applications are welcome from new build or substantial retrofit projects in non-residential settings. Projects must be complete, and buildings occupied.
- 6.1.7 **Category G:** Energy Management Leadership Excellence Award: An individual(s) will receive this award for their exemplary leadership skills in implementing energy efficiency initiatives, fostering teamwork, and inspiring others to follow their footsteps in the public sector.

7 Duration of Project and Date of the Awards

- 7.1 The duration of the project will be for two (2) months from the date of the letter of appointment, while the 2025 MEMAs will be held on the evening of 25 September 2025 in the form of a Galar Diner.

8 Payment

- 8.1 Payment will be based on the achievement of the deliverables and in line with the approved payment schedule. DEE will not make an upfront payment to a successful Service Provider.
- 8.2 Payment will only be made within 30 days in accordance with the delivery of services that will be agreed upon by both parties and upon receipt of an original invoice.

9 Reporting

- 9.1 The appointed Service Provider will submit the achieved deliverables to the Project Manager on a monthly basis.
- 9.2 All resulting reports and data shall be delivered in two copies, (i) in electronic format, and (ii) in hard copies. All draft and final reports shall be printed in full colour. The reporting language is English. All documents and copyrights, including data and databases developed during the process, will remain the intellectual property of DEE.
- 9.3 All drafts and final reports shall be submitted in full to the Project Manager, and should be edited, complete and presented in their final versions.

10 Tax Clearance Certificate

- 10.1 The Service Provider(s). must ensure compliance with their tax obligations.
- 10.2 The Service Provider(s) are required to re-submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 10.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 10.4 The Service Provider(s).may also submit a printed TCS together with the proposal.
- 10.5 In proposals where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.
- 10.6 Where no TCS is available but the Service Provider(s) is registered on the central supplier database (CSD), a CSD number must be provided

11 Project Allocation and Evaluation Criteria

11.1 The project shall be evaluated only on Price (**Annexure B**) and Specific Goals using an 80/20-point system as outlined in the Preferential Procurement Policy Framework Act (PPPFA) of 2022.

11.1.1 PHASE 1: PRICING AND SPECIFIC GOALS

Bids will be evaluated on the 80/20 preference point system as outlined in the Procurement Preferential Regulation of 2022. The bidder that scores the highest points in this phase will be awarded the tender.

CRITERIA	WEIGHT
Price	80
SPECIFIC GOALS	20

11.1.2 POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation, 3 (1) points will be awarded according to the specific goals stipulated in the table below. The service providers shall submit proof to claim for each of the points awarded to the respective specific goals, and failure to submit proof will result in the bidder forfeiting the points.

SPECIFIC GOAL	NUMBER OF POINTS FOR (80/20 PREFERENCE SYSTEM)
1. Enterprise owned by Black people	4
2. Enterprise owned by Women	4
3. Enterprise owned by Youth	4
4. Enterprise owned by Disabled persons	4
5. Enterprise owned by SMME – QSE and EME	4

11.2 Bidders should note that each submission will be checked for compliance. The following documents are compulsory, and failure to submit them will result in disqualification:

A valid Tax Clearance Certificate	
Signed SBD forms	

Proof of CSD registration	
Disqualification criteria (none)	

12 General Conditions

12.1 Acceptance Criteria:

12.1.1 DEE reserves the right to accept any bid, in accordance with the DEE's Procurement Policy and Procedures; including the right to accept any bid if it is deemed that no proposal meets the requirements.

12.1.2 The implementation of the Energy Performance Contracting (EnPC) Projects does not fall part of this scope of work.

13 Closing Date

13.1 Quotation must be submitted on or before **7 October 2025 at 11H00** attention Ms Rachel Moerane, **Physical Address:** DEE, Matimba House, 192 Corner Visagie and Paul Kruger Streets, Pretoria, 0001.

13.2 **Note:** No electronic submission will be accepted.

14 Enquiries

14.1 All technical enquiries to be directed in writing to: Mr. Ntsikelelo Mkhithika

Tel: 012- 406 7891

Email: ntsikelelo.mkhithika@dmre.gov.za

All bid enquiries to be directed to:

Ms. Rachel Moerane

Tel: 012 - 406 7747

Email: rachel.moerane@dmre.gov.za

Annexure B: Pricing Schedule for the Planning and Facilitation of the Municipal Energy Management Awards (MEMAs) for Municipalities

No	Deliverable	Description	Unit	Qty	Unit Cost	Total Cost	Notes
A	Inception report	Inception report with project activities, milestones, and timeframe for the nominations and selection of municipalities and municipal officials for the MEMAs	Hours	0	R -	R -	
B	MEMA Categories and Prizes per category with the selection criteria for the nominations and selection of municipalities and municipal officials as per Annexure A .	Report indicating the categories including prizes per category and selection criteria for the nominations and selection of municipalities and municipal officials for the MEMAs. Consideration should be given to the draft Categories as per Annexure A .	Hours	0	R -	R -	
C	Promotion materials and awareness raising of the Municipal Energy Management Awards (MEMAs)	Promotion materials and awareness raising of the Municipal Energy Management Awards (MEMAs)	Sum	0	R -	R -	
D	Award Trophies, Certificates and Prizes	Procurement of the Awards prizes for the different categories.	Sum	0	R -	R -	
E	Final report on the evaluation results and determination of the MEMA winners, and arrangement of the Award Ceremony.	Final report on the evaluation results and determination of the MEMA winners, and arrangement of the Award Ceremony.	Hours	0	R -	R -	
				Sub-total		R -	
				VAT		R -	
				Total		R -	