
TERMS OF REFERENCE TO APPOINT PROFESSIONAL SERVICE PROVIDERS (PSPs) TO DEVELOP A PROVINCIAL INTEGRATED ELECTRIFICATION MASTER PLAN, WITHIN THE WESTERN CAPE, NORTHERN CAPE, AND FREE STATE PROVINCES FOR A PERIOD OF ELEVEN (11) MONTHS, ON BEHALF OF THE DEPARTMENT OF ELECTRICITY AND ENERGY (DEE).

1 BACKGROUND

The purpose is to clearly identify (grid and off-grid) electrified and un-electrified areas in order to achieve Universal Access to Electricity and the impact on Generation, Transmission and Distribution network infrastructure requirements.

1.1 The beneficiary provinces are the Western Cape, Northern Cape, and Free State within the Republic of South Africa (RSA). The project is being sponsored by the Department of Electricity and Energy (DEE) – the 'Sponsors'. The DEE will coordinate the Project.

1.2 The Contracting Authority is the DEE.

2. CONTRACT PERIOD

2.1 The contract period is 11 months after the signing of the service level agreement.

2.2 The period of execution shall be categorised as per the Specific Activity outlined below and is for the duration of eleven (11) months after the signing of a contract:

- a) **Project Inception:** will be finalised within four (4) weeks after signing of Agreement with the Department.
- b) **Status Quo:** will be finalised within three (3) months after the finalisation of the inception phase.
- c) **Future Demand, Needs, Challenges, Analysis, and Modelling:** will be finalised within three (3) months after the completion of the Status Quo phase; and
- d) **Breakdown of Plans & Identification of Grid vs. Off-Grid Areas:** shall be finalised within three (3) months after the completion of the Future Demands, Needs, and Challenges phase; and
- e) **Close-out:** will be finalised in exactly four (4) weeks after the finalisation of the Master Plan.

- 2.3 The operational base for the assignment is Pretoria, South Africa, although it is foreseen that site visits to various municipal entities, as well as Eskom Operating Units will be required.

3. OBJECTIVE

- 3.1 The overall project objective is to develop a Provincial Integrated Electrification Master Plan that comprises of:
- 3.1.1 A long-term integrated plan (10-15 years);
 - 3.1.2 Three-to-Five year's Capital and Operational Plan; and
 - 3.1.3 A One-year Project and Budget Plan.
- 3.2 The beneficiaries are licensed entities (Municipalities, Eskom, and Private Distributors) within the Western Cape, Northern Cape, and Free State provinces.

4. SCOPE OF WORK

- 4.1 The successful service provider is expected to undertake the following minimum activities to achieve the intended project objectives:

4.1.1 Project Inception

The objective of this phase is to ensure a complete understanding of, among other things, the approach, methodology, timelines, supporting information, and deliverables of the project.

4.1.2 Status Quo Analysis

After completing an exercise in information gathering, this phase's outcome will be a dataset including GIS shapefiles indicating both the electrified areas and associated backlog quantities. The Status Quo will include information on:

- Bulk Supply System.
- Assessment of the current distribution system.
- Current Capacity.
- Accuracy of the Current Demand.
- Backlogs relating to the Millennium Development Goals (MDGs); and
- Efficiency Levels and Losses Assessment.

4.1.3 Future Demand, Needs, and Challenges

In line with the national initiatives that target areas for growth and development, the Spatial Development Perspective must be considered. Concerning Land

Use, the anticipated energy demand and critical factors that would affect service provision must be identified.

4.1.4 Analysis and Modelling

This exercise will include, but is not limited to, the following:

- a) Demand-side management.
- b) Geographical Load Forecast
- c) Bulk Supply (placement of primary substations).
- d) Upgrades and Refurbishment necessary.
- e) Expansion of networks.
- f) Alternative Technologies, Solutions, and Standards (where necessary).
- g) Quantitative analysis of (b), (c), and (d) in relation to electrification beneficiation (additional households' connections)
- h) Financial Analysis and Cost-Benefit (Cost of supply studies).
- i) Cost per connection analysis; and
- j) Risk Analysis

4.1.5 Breakdown of Plans

This activity should include the following:

4.1.5.1 *One-year Project and Budget Plan*

This plan should cover the projects to be delivered in the immediate future. In addition, it should indicate corrective actions that need to be taken immediately (within the first year) to ensure that the two below-mentioned stages will be realised.

4.1.5.2 *Three-to-Five-Year Capital Plan*

This plan should itemise projects to be developed over this period (3-5 yrs.), having due regard for, and as far as practicably possible inform, the Medium-Term Expenditure Framework (MTEF) estimates as they relate to electrification. This should be accompanied by the present-day cost and operational cost estimates, which are adjusted so that the electricity department from the municipalities can prepare budgets for the Medium-Term Financial Plan (MTFP) for the anticipated Capital costs and Operational and Maintenance (O&M) costs.

4.1.5.3 *Long-term integrated plan (10 years)*

The long-term integrated plan (10 yrs.) must take into account anticipated economic and population growth. At a minimum, this should be based on the

Spatial Development Framework and the Town Planning Scheme for the area(s).

4.1.6 Identification of Grid vs. Off-Grid Areas

This task should build on the previous tasks in that specific Grid vs Off-grid areas should be evaluated and identified. The definition of Off-grid areas should be supported by suitable feasibility analysis, clearly showing the benefits of an area remaining Off-grid. The outcome of this task will be the spatial definition of Grid and Off-Grid areas.

4.1.7 Draw comparison with international standards

Conduct a benchmarking exercise with leading countries while the Project is ongoing to ascertain the level at which the Master Plan is being conducted and implemented. The appointed service provider will recommend countries that the Department will be benchmarking against.

4.1.8 The appointed service provider shall create employment and/or provide opportunities to grade 12 certificate recipients, graduates, and persons seeking internship during the contract period with the Department. Opportunities that will be created for the candidates mentioned above may include but are not limited to:

- a) Data Collectors.
- b) Data Capturers.
- c) GIS Officials.
- d) Statisticians.
- e) Project Administrators.
- f) Energy Officers; and
- g) Clerks of Works.

5. DELIVERABLES OR PROJECT OUTPUT AND/OR OUTCOME

5.1 The successful service provider is expected to ensure more connections through increased efficiency in the planning and delivery process. Therefore, the following should be seen as minimum study requirements to be performed by the service provider pursuant to achieving the above objective:

5.1.1 *The assessment and confirmation of existing and potential future electrification backlog based on demographic and economic analysis.*

The outcome should be a comprehensive national electrification status quo that will be used to develop a spatial view of where electrification imbalances exist. This shall be subdivided into electricity supply areas under licenced distributors (Eskom, Municipalities, and Private Distributors). It shall also clearly identify greenfields and brownfields within the jurisdiction of a municipality.

5.1.2 *Development of a Provincial Integrated Electrification Master Plan that will eradicate the electrification backlog in line with the Universal Access target.*

This plan should clearly identify the impact Universal Access will have on Generation, Transmission, and Distribution network infrastructure requirements. The plan should be developed closely with the Eskom and Municipal network planners.

5.1.3 *Development of budget cost estimates and an associated phased implementation strategy for the required infrastructure development including household connections.*

This outcome should be used to develop a cost of supply study per licensed entity that will eventually inform the connection cost. The connection costs shall be influenced by the total number of households to be electrified in any potential project area and the bulk infrastructure required to realise those connections. Other factors such as the topography, material costs, labour costs, etc., shall be considered when conducting this exercise.

5.1.4 *Identification of feasible off-grid electrification areas to be included in the potential off-grid plan based on the connection cost and project phasing.*

This outcome should be used to assess the current non-grid (solar home) system, explore the potential for mini- and micro-grids and make necessary recommendations.

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.

NB: Please refer to Appendix A for details on the information that needs to be submitted.

Functionality evaluation criteria

No.	Evaluation criteria	Points	Weight
1.	Company Experience (i) The Bidder has successfully developed master plans comprising any of the following: electricity Master Plans or Energy Efficiency Master Plans or Demand Side Management System Plans (Attach copies of Master Plans or testimonial letters with contactable references) (ii) The Bidder has successfully implemented electrical infrastructure projects from project planning, design, monitoring, supervision and commissioning stage (as a consultant or Professional Service Provider) (Attach contract/s, completion letters/certificates and testimonials from contactable references)	6 or more master plans = 5 5 master plans = 4 4 master plans = 3 3 master plans = 2 2 or less master plans = 1 No plans completed = 0 6 or more projects = 5 points 5 projects = 4 points 4 projects = 3 points 3 projects = 2 points 2 or less projects = 1 point No proof = 0 points	30 20 10
	Experience of Team Leader and Team Members Experience: Team Leader (i) Team Leader: Must have experience in Planning, Design and Project Management of electrical engineering infrastructure required in municipal engineering services provision.	7 years and above = 5 points 6 years = 4 points 5 years = 3 points 4 years = 2 points	15 4

No.	Evaluation criteria	Points	Weight
	(Attach detailed CV highlighting relevant projects, with contactable references) Team members (ii) Electrical Engineer: Must have electrical engineering experience in Planning, Design and Project Management of electrical engineering infrastructure required in municipal engineering services provision. (Attach detailed CV highlighting relevant projects, with contactable references) (iii) Town Planner: Must have experience in Spatial Development Planning in the municipal environment; Management processes as it relates to the built environment. (Attach detailed CV highlighting relevant projects, with contactable references) (iv) GIS Professional: Must have experience in Managing collection, visualization and capturing of data from various formats and sources, spatial mapping and analysis of energy infrastructure-related projects, managing, designing and implementing a database to store required data sets.	3 years and less = 1 point No indication = 0 points 7 years and above = 5 points 6 years = 4 points 5 years = 3 points 4 years = 2 points 3 years and less = 1 point No indication = 0 points 7 years and above = 5 points 6 years = 4 points 5 years = 3 points 4 years = 2 points 3 years and less = 1 point No indication = 0 points 7 years and above = 5 points 6 years = 4 points 5 years = 3 points 4 years = 2 points	4 3 4

No.	Evaluation criteria	Points	Weight
	GIS Professional: A SAQA recognised qualification in Geographical Science (GIS)/Environmental Management (GIS)/Land Surveying. (Attach certified copies of relevant qualification/s)	NQF level 5 or below = 1 point No qualification = 0 point 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 or below = 1 point No qualification = 0 point	4

No.	Evaluation criteria	Points	Weight
	Proposed methodology and approach (i) The Bidder fully understands project objectives and provided a clear breakdown of the project deliverables, a detailed technical approach or methodology, clear milestones and timeframes to address all project objectives and requirements. The proposed methodology is sufficiently flexible to accommodate changes that may occur during execution. (ii) The Bidder understands project objectives and the proposed technical approach or methodology is project-specific to address project objectives and requirements. (iii) The Bidder demonstrates unsatisfactory understanding of project objectives, and the proposed technical approach or methodology is poor / is unlikely to satisfy project objectives or requirements.	The approach proposal details ways to create value in addition to the specified aspects = 5 points The PSP addressed all aspects of the proposal = 3 points The PSP unsatisfactory addresses the question / issue = 1 point No indication = 0 point	30
	LEAD BIDDER'S QUALITY MANAGEMENT SYSTEM The bidder is ISO 9001 certified with a valid certificate attached. (i) The Bidder demonstrates that they employ a reasonable quality assurance system and can prove that this system is in use and addresses the	Excellent = 5 points	5

No.	Evaluation criteria	Points	Weight
	project planning, preparation, implementation, and associated project support services. (ii) The Bidder demonstrates employment of a reasonable quality assurance system and can prove that this system is in place, in use and address project life cycle (iii) The Bidder fails to demonstrate the employment of a reasonable quality assurance system and fails to prove that this system is in place and use. LEAD BIDDER'S SKILLS TRANSFER APPROACH (i) The Bidder demonstrates prior experience and ability on skills and knowledge transfer. The proposal meets the Employer's objectives, is specifically tailored for the project, and offers additional arrangements for continuous development (ii) The Skills and Knowledge proposal is specifically tailored for the project and the Employer's objectives as described in the scope of work. (iii) The skills and knowledge proposal is generic and not project-specific. It does not address the main objectives of the Employer	Acceptable = 3 points Unacceptable = 1 point No indication = 0 point Excellent = 5 points Acceptable = 3 points Unacceptable = 1 point No indication = 0 point	5

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

Where: A = Total score for the bid under consideration
B = Maximum possible score

BN

C = Percentage score for the bid under consideration

6.2 Gate 02 – Mandatory requirements

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

6.2.1 Qualification of the bidder's proposed key resources / experts.

- (i) **Team leader** must be registered with the Engineering Council of South Africa (ECSA) as a professional engineer, Professional Certificated Engineer, or a Professional Engineering Technologist (Attach valid proof of registration).
- (ii) **Electrical Engineer** must be registered with the Engineering Council of South Africa as a Professional Engineer, Professional Certificated Engineer, Professional Engineering Technologist, or Professional Engineering Technician (Attach valid proof of registration).
- (iii) **Town planner** must be registered with the South African Council for Planners (SACPLAN) as a professional planner (Attach valid proof of registration).
- (iv) **GIS Professional** must be registered with the South African Geomatics Council (SAGC) as professional Land Surveyor or professional GISc practitioner (Attach valid proof of registration).

6.3 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 non-compliance.
 - Price amendments / other amendments without signature/initials.
 - Use of correctional fluid
 - Completion of the bid document in coloured ink other than black ink

6.4 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

6.4.1 The bidder that scores the highest points in this phase will be awarded the tender.

6.4.2 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.

6.4.3 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.

6.4.4 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.

6.4.5 The preferential points will be allocated in terms of the Departmental objectives on specific goals. Points allocation on specific goals are tabulated hereunder.

6.4.6 Bidders who do not submit proof (means of verification) of specific goals claimed will not qualify for preference points for specific goals.

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 = $\frac{20}{100} \times 4 = 0.8 \text{ points}$

7. REPORTING REQUIREMENTS

- 7.1 The service provider shall submit the Final Report and associated presentation that should reflect the outcome of all activities prepared throughout the study. All reporting shall be provided in written English. Submission by electronic means is acceptable for all except the Draft Final Report and the Final Report, which must also be provided in printed forms (3 copies). Note that all hard copy reports must be properly bound.
- 7.2 Format for all deliverables: electronic files in WORD and/or EXCEL as well as GIS-related or other modelling files that may require tailor-made software/application(s). Files are to be forwarded by e-mail or CD-ROM.
- 7.3 The service provider shall, based on the comments, recommendations, and requests provided by the DEE, amend the reports and resubmit them within two weeks of receiving such comments.
- 7.4 The Final Report will be approved by the DEE. The service provider shall consider the comments of, and necessary revisions proposed by, the DEE. Within ten (10) working days from the receipt of the comments or modification proposal from the DEE, the service provider shall prepare and submit the final versions of the report. If no comments or proposed modifications are received from the DEE within ten (10) working days after the submission, the report will be considered tacitly approved.

8. WORK PLAN AND METHODOLOGY

- 8.1 The service provider must provide:
- 8.1.1 A project proposal that demonstrates comprehension and competence to deliver on what is required in line with the scope of work under section 4.

- 8.1.2 A preliminary project plan outlining key activities, milestones, timeframes, and resources to be committed to the project.
- 8.1.3 A methodology that is in line with industry best practices for developing Master Plans to ensure that all fundamentals are covered; the service provider must outline clear, detailed, timed, and well-thought practical approaches they will employ in the project. The proposed approach must be outcomes-oriented; and explicitly outline actions and the measures that will be taken to ensure a stakeholder-driven process, stakeholder buy-in, and involvement across the board. Considering the above will ensure that the developed master plan captures a holistic picture of electrification developments within the municipalities and alleviates passive misalignments before finalisation.
- 8.1.4 Follow the process as outlined in Figure 1 below when preparing the **technical proposals detailing the methodology** to be used for this bid.

Process	Sub-activities
Study objective and review of study area	• Define study objective • Compile map showing existing boundaries • Map showing existing networks • Prepare network SLD's • Review/Redefine study area boundaries
Gather, verify network and Load information	• Geographical background data • Network asset information • Load (MD) files, • Reports, Guides and Standards • Customer data, Eskom electrification data • Eskom distribution plans • refurbishment plans • Environmental issues
Compile load forecast	• Electrification plan • Land use study • Demographic study • Econometric study • Zoning exercise • Load forecast – geo-based, trend based • Demand and energy forecast – scenario creation
Analyze existing network Capability	• Build network Models • Analyse existing network capability – present loads, future loads • Analyse plans – refurbishment, electrification, environmental • Analyse reliability requirements • Define problem statement
Identify and evaluate alternatives	• Formulate alternatives including energy efficiency solutions • Map alternatives – Technical evaluations (load flow, load studies) • Reliability analysis • Integrated plans – sub transmission, reticulation
Capital plan and economical evaluation	• Select preferred alternatives • Perform economic evaluation using least life cycle costing • Capex and Opex requirement plan – phasing • Financial project finalization • Evaluation - tariff assessments
Reporting and approval	• Reporting - conceptual plan, geographical presentation • Approval • Environmental assessments

Figure 1: General process to conduct energy master plans

- 8.1.5 Where necessary, use the Eskom NDP methodology as a reference to guide interested bidders when preparing the proposals.
- 8.2 The proposed methodology and approach proposal must respond to the scope of work and outline the proposed approach/methodology, including development facilitation, environment, health, and safety. The approach proposal should articulate what value-add the respondent will provide in achieving the stated objectives for the project. The proposal must indicate to the DEE that the service provider has the capacity and resources to deliver the study by having a dedicated team of key resources/experts for each province applied for.
- 8.3 The proposal must incorporate the following key aspects:

- a) The technical approach and methodology should explain the service provider's understanding of the project objectives. It should highlight the issues of importance and explain the technical approach they will adopt to address them. The proposal should explain the methodologies to be adopted, demonstrate the compatibility of these methodologies with the proposed approach and address any modifications required to complete the proposed scope of work.
 - b) Management methods should be developed and approved during the project-planning phase (inception phase) to confirm major deliverables/milestones and acceptance criteria. It should also be used to manage approved project processes and responsibilities.
 - c) Project audits, reviews, and approval by the DEE that will be identified during the project phase. The proposal must also describe how the results of these audits and reviews will be factored into the project planning.
 - d) Discuss the process of benchmarking with other leading countries during the execution of the study and how this exercise will benefit the project.
- 8.4 For service providers wishing to conduct the study in more than one province, no duplication of roles of the key members within the employment of the service provider will be accepted. It is therefore prudent that service providers provide dedicated teams that will be responsible for each province applied for.
- 8.5 The approach proposal should not be longer than eight (8) pages. Should the proposal be more than eight (8) pages, the pages thereafter will not be considered.

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 a detailed project schedule/ plan.
- 9.4 The successful service provider will be required to submit a payment schedule providing projections for the period of 11 months on work to be 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.
- 11.2 The payment will be made at the completion of each verified milestone as per the scope of work under section 4.
- 11.3 In addition to the scope of work under section 4, scheduled payments to the PSPs shall be made in line with the requirements of the Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act, 2000, (Act No. 46 of 2000), as illustrated in the table below:

Scheduled Payments Scenario

5%	Project Inception
15%	Status Quo Analysis including Information regarding the bulk supply system; Assessment of the current distribution system; and Efficiency Levels and Losses Assessment.
40%	Future Demand, Needs and Challenges; and Analysis and Modelling.
35%	Breakdown of Plans; and Identification of Grid vs. Off-Grid Areas.
5%	Handing over final documents, systems, reports etc.

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.
- 12.3 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.
- 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 is registered on the central supplier database (CSD), a CSD number must be provided

13. DOCUMENTATION

- 13.1 All studies, reports, and related data and documents such as maps, diagrams, plans, statistics, and supporting material made available to the DEE, as well as any software procured under the consulting assignment, shall pass into the DEE's ownership.
- 13.2 The Department (DEE) (Employer) shall own and have copyright for all reports, studies, datasets, and related documents gathered during the study. The DEE will be entitled to dispose freely of this material for all project-related purposes. Use or dissemination of the above-mentioned reports/studies/datasets and related documents after the study had been concluded will need to be authorised by the DEE.

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 in 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.
- 14.5 Bidders should bid for specific provinces within the three (3) where the study will be undertaken. A separate bid with relevant proposals should be submitted for each province.
- 14.6 Payments to service providers shall be scheduled and paid accordingly. Payment shall be made per milestone reached.

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.

16. FORMAT OF SUBMISSION OF PROPOSAL

- 16.1 Bidders are requested to submit two (2) copies of technical proposals plus the original.

- 16.2 Bidders are requested to index their proposals for easy reference.
- 16.3 A two-envelope system will be used for the evaluation of bids, the first envelope must contain the technical proposal (including all official documents) only, and the second envelope must contain the price only.
- 16.4 Bidders preferring to bid for two (2) or more provinces must indicate as such and bid separately for each province, ensuring that all specific requirements are met for each submitted bid.

17. PRE-BID MEETING / BRIEFING SESSION DETAILS

- 17.1 A compulsory briefing session will be held **on 23 September 2025,10:00 Department of Electricity and Energy, at 192 Matimba Building, Corner Visagie and Paul Kruger Streets, 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.

18. CLOSING DATE

- 18.1 Proposals must be submitted **on or before 10 October 2025,11:00**, at Department of Electricity and Energy, at 192 Matimba Building, Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked Department of Electricity and Energy. **No late bids will be accepted.**

19. ENQUIRIES

- 19.1 **All general enquiries relating to bid documents should be directed to:**
Ms. Nonhlanhla Zingwevu/ Mr Samuel Msiza
Tel No: (012) 406 7910
E-mail: Samuel.msiza@dee.gov.za
- 19.2 **Technical enquiries can be directed to:**
Bongani Nhlabathi / Tshepo Mokwena
Tel No: (012) 406 7527 / 406 7838
E-mail: bongani.nhlabathi@dee.gov.za / tshepo.mokwena@dee.gov.za

APPENDIX A – ADDITIONAL INFORMATION ON FUNCTIONALITY CRITERIA

1. EXPERIENCE AND QUALIFICATIONS OF THE BIDDER'S PROPOSED KEY RESOURCES/ EXPERTS

1.1 Experience of the key personnel in relation to the Scope of Work will be evaluated from the following points of view:

- a) An organisational structure that indicates the personnel within the company, their names, positions, and responsibilities should be included.
- b) General experience (total duration of professional career), level of education and training, and positions held of each key personnel member.
- c) The education, training, and experience of the key personnel members that are directly linked to the sector and field/subject matter of the Scope of Work.
- d) The key personnel member's knowledge of issues, which the PSPs consider pertinent to the Contract project.
- e) Each Key personnel can only be considered for one identified key position, that is, no doubling of roles is allowed for this bid.

1.1.1 EXPERIENCE OF THE BIDDERS KEY RESOURCES/EXPERTS

- a) **Team Leader:** Must have experience in Planning, Design and Project Management of electrical engineering infrastructure required in municipal engineering services provision.
- b) **Electrical Engineer:** Must have electrical engineering experience in Planning, Design and Project Management of electrical engineering infrastructure required in municipal engineering services provision.
- c) **Town Planner:** Must have experience in Spatial Development Planning in the municipal environment; Management processes as it relates to the built environment.
- d) **GIS Professional:** Must have in Managing collection, visualization and capturing of data from various formats and sources, spatial mapping and analysis of energy infrastructure-related projects, managing, designing and implementing a database to store required data sets.

1.1.2 QUALIFICATION OF THE BIDDER'S PROPOSED KEY RESOURCES / EXPERTS

- a) **Team Leader:** A qualification in Engineering. Professional registration as a Professional Engineer, Professional Certificated Engineer, or a Professional Engineering Technologist in terms of the Engineering Professions Act, 2000.
- b) **Electrical Engineer:** A qualification in Electrical Engineering. Professional registration as a Professional Engineer, Professional Certificated Engineer, Professional Engineering Technologist, or Professional Engineering Technician in terms of the Engineering Professions Act, 2000.
- c) **Town Planner:** A qualification in Town Planning (Rural & Urban and/ Town & Regional Planning). Professional registration as a Professional Planner in terms of the Planning Profession Act, 2002 (Act 36 of 2002).
- d) **GIS Professional:** A qualification in Geographical Science (GIS)/Environmental Management (GIS)/Land Surveying. Professional registration as a Professional with SAGC.

CV of each key staff member should be attached to this schedule. The CV should be structured under the following headings:

1. **Personal particulars:** Name, date, and place of birth, place(s) of tertiary education and dates associated therewith, and professional awards.
2. **Qualifications & Registrations (degrees, diplomas, grades of membership of professional societies and professional registrations)** – original certified within three (3) months of the closing date. All Foreign qualifications to be accompanied by an equivalent SAQA accreditation. Foreign qualifications without SAQA accreditation will not be considered for this bid.
3. Name of current employer and position in the enterprise.
4. Breakdown of positions held from the time qualification was obtained to date.
5. Overview of post-graduate/diploma experience (date, organisation and position).
6. Outline of recent and completed assignments/experience that has a bearing on the scope of work.

1.1.3 Failure to comply with these guidelines will render the CV invalid and thus will not be considered during evaluation.

BN

- 1.1.4 High importance is placed on the qualifications and relevant experience of the staff proposed. The PSPs must ensure that, if selected for the assignment, the nominated staff will be assigned as proposed to meet the minimum requirements. Failure to do so may result in the award being cancelled by the DEE (Employer).

2. EVALUATION EXPERIENCE OF THE PSPs (LEAD PSPs AND ENTITIES IN JV, CONSORTIUM, ASSOCIATION, ETC.)

- 2.1 The experience of the PSPs (or that of the constituent member in a joint venture, consortium, or association) in the execution of projects within the provision of Macro Planning, Project Planning, Project Management Plans, and Infrastructure Asset Management services, etc. in the municipal sphere over the past years will be evaluated. PSPs should very briefly describe their experience in this regard and attach this to the documents that will be sent to the Department. The description should be consolidated in the format of the tables provided below.

Table 1: Summarized Details of Experience / Track Record of the Bidding Entity in Executing Work of Similar Nature

EXPERIENCE / TRACK RECORD OF THE BIDDER OVER THE PAST 5 YEARS IN: Macro-Planning, Project Planning, Management Plan, and Project Management of Electrical Infrastructure in the Municipal Sphere				
Employer, contact person and telephone number and email address	Description of Professional Services Provided in the Built-Environment / Infrastructure Planning, etc.	Value of Service provided (inclusive of VAT (Rand)	Date Service Commenced	Date Service Ended
1.				
2.				
etc.				

- 2.2 With respect to subcontracted References, note that subcontracted professional services will need to be confirmed by the Client or Implementing Agent of the project. References that are not confirmed will not be considered.
- 2.3 The Reference Letter signed by the referee must be included in the documents that will accompany the bid submission. A separate letter must be submitted for each reference required in the evaluation of the bidder's experience and therefore failure to adhere to this requirement will result in such bid not being considered.

3. LEAD BIDDER'S QUALITY MANAGEMENT SYSTEM

3.1 The Bidder needs to describe the quality management/ assurance plan that the organisation uses, and how it will be adopted for the proposed project.

- a. **Organisation's Quality Policy:** To explain the bidder's pre-existing quality processes, procedures, and standard operational procedures. The bidder's quality policy document must accompany this bid
- b. **Project Planning, Implementation, and Monitoring:** To outline the bidder's understanding of the key deliverables and how quality will be assessed and ensured for each of the deliverables.
- c. **Document Management and Control:** To outline the bidder's processes in place to ensure that all project key milestones and contractual documentation is adequately recorded until such time that the information is required.
- d. **Risk Management:** To Identify risks and develop strategies to manage them throughout the project implementation period.

3.2 Any ISO certification needs to be stated, and proof needs to be attached to the bid.

Table 2 below details the evaluation criteria of this phase.

Table 2: Evaluation criteria for quality management system

LEAD BIDDER'S QUALITY MANAGEMENT SYSTEM		5
The bidder is ISO 9001 certified with a valid certificate attached		
The Bidder demonstrates that they employ a reasonable quality assurance system and can prove that this system is in use and addresses the project planning, preparation, implementation, and associated project support services	Excellent: 5	
The Bidder demonstrates employment of a reasonable quality assurance system and can prove that this system is in place, in use and address project life cycle	Acceptable: 3	
The Bidder fails to demonstrate the employment of a reasonable quality assurance system and fails to prove that this system is in place and use	Unacceptable: 1	

4. PROPOSED APPROACH TO TRANSFER SKILLS/ KNOWLEDGE TO MUNICIPAL OFFICIALS WORKING IN THE SAME SECTOR

4.1 SKILLS TRANSFER

The appointed service provider will be required to recommend the necessary training to the Department's/ and Municipalities staff in order to ensure that on completion, the Department/ and Municipalities will be in a position to update, maintain and operate the simulation software packages that will be submitted with the completed Master Plan. The Department currently has a license for ReticMaster and PowerOffice. The service provider will monitor the competence of the Department's staff that is seconded for the skills transfer. After the project has been completed, the service provider will make necessary hours available to the Department for support services

4.2 The Skills and Knowledge Transfer approach must respond to the proposed Scope of Work and outline the proposed approach/ methodology and should include the following:

4.3 Capacitation for the DEE and the Municipal Employees to be able to understand, update and implement the plan. This will explain the bidder's understanding of the initiative's objectives. It will highlight the processes/ resources in place and provisions that will be made available to achieve this objective.

The scoring of the Skills Transfer approach proposal will be as per Table 3 below:

Table 3: Skills transfer scoring table

LEAD BIDDER'S SKILLS TRANSFER APPROACH		5
The Bidder demonstrates prior experience and ability on skills and knowledge transfer. The proposal meets the Employer's objectives, is specifically tailored for the project, and offers additional arrangements for continuous development	Excellent: 5	
The Skills and Knowledge proposal is specifically tailored for the project and the Employer's objectives as described in the scope of work.	Acceptable: 3	
The skills and knowledge proposal is generic and not project-specific. It does not address the main objectives of the Employer	Unacceptable: 1	

BN

APPENDIX B – LICENCED MUNICIPALITIES AND PRIVATE DISTRIBUTORS

LICENCED MUNICIPALITIES

No.	Province	Licence No.	Distributor
1	Free State	NER/D/FS192	Dihlabeng Local Municipality
2	Free State	NER/D/FS161	Letsemeng Local Municipality
3	Free State	NER/D/FS205	Mafube Local Municipality
4	Free State	NER/D/FS194	Maluti a Phofung Local Municipality
5	Free State	NER/D/FS173	Mantsopa Local Municipality
6	Free State	NER/D/FS181	Masilonyane Local Municipality
7	Free State	NER/D/FS184	Matjhabeng Local Municipality
8	Free State	NER/D/FS204	Metsimaholo Local Municipality
9	Free State	NER/D/FS201	Moqhaka Local Municipality
10	Free State	NER/D/FS185	Nala Local Municipality
11	Free State	NER/D/FS203	Ngwathe Local Municipality
12	Free State	NER/D/FS193	Nketoana Local Municipality
13	Free State	NER/D/FS195	Phumelela Local Municipality
14	Free State	NER/D/FS191	Setsoto Local Municipality
15	Free State	NER/D/FS182	Tokologo Local Municipality
16	Free State	NER/D/FS183	Tswelopele Local Municipality
17	Free State	NER/D/FS172	CENTLEC (Pty) Ltd
18	Northern Cape	NER/D/NC082	!Kai! Garib local Municipality
19	Northern Cape	NER/D/NC087	Dawid Kruiper Local Municipality
20	Northern Cape	NER/D/NC092	Dikgatlong Local Municipality
21	Northern Cape	NER/D/NC01b1	Gamagara Local Municipality
22	Northern Cape	NER/D/CBLC1	Ga-Segonyana Local municipality
23	Northern Cape	NER/D/NC065	Hantam Local Municipality
24	Northern Cape	NER/D/NC064	Kamiesberg Local Municipality
25	Northern Cape	NER/D/NC074	Kareeberg Local Municipality
26	Northern Cape	NER/D/NC066	Karoo Hoogland Local Municipality
27	Northern Cape	NER/D/NC086	Kgatelopele Local Municipality
28	Northern Cape	NER/D/NC067	Khai-ma Local Municipality
29	Northern Cape	NER/D/NC093	Magareng Local Municipality
30	Northern Cape	NER/D/NC062	Nama Khoi Local Municipality
31	Northern Cape	NER/D/CBLC7	Phokwane Local Municipality
32	Northern Cape	NER/D/NC075	Renosterberg Local Municipality
33	Northern Cape	NER/D/NC061	Richtersveld Municipality
34	Northern Cape	NER/D/NC078	Siyancuma Local municipality
35	Northern Cape	NER/D/NC077	Siyathemba Local Municipality
36	Northern Cape	NER/D/NC091	Sol Plaatjie Local Municipality
37	Northern Cape	NER/D/NC076	Thembelihle Local Municipality
38	Northern Cape	NER/D/NC085	Tsantsabane Local Municipality

No.	Province	Licence No.	Distributor
39	Northern Cape	NER/D/NC071	Ubuntu Local Municipality
40	Northern Cape	NER/D/NC072	Umsobomvu Local Municipality
41	Northern Cape	NER/D/NC451	Joe Morolong Local Municipality
42	Western Cape	NER/D/WC053	Beaufort West Local Municipality
43	Western Cape	NER/D/WC013	Bergrivier Local Municipality
44	Western Cape	NER/D/WC047	Bitou Local Municipality
45	Western Cape	NER/D/WC026	Breede River/Winelands Local Municipality
46	Western Cape	NER/D/WC025	Breede Valley Local Municipality
47	Western Cape	NER/D/WC033	Cape Agulhas Local Municipality
48	Western Cape	NER/D/WC012	Cederberg Local Municipality
49	Western Cape	NER/D/CPT	City of Cape Town
50	Western Cape	NER/D/WC023	Drakenstein Local Municipality
51	Western Cape	NER/D/WC044	George Municipality
52	Western Cape	NER/D/WC042	Hessequa Municipality
53	Western Cape	NER/D/WC041	Kannaland Local Municipality
54	Western Cape	NER/D/WC048	Knysna Local Municipality
55	Western Cape	NER/D/WC051	Laingsburg Local Municipality
56	Western Cape	NER/D/WC011	Matzikama Local Municipality
57	Western Cape	NER/D/WC043	Mossel Bay Local municipality
58	Western Cape	NER/D/WC045	Oudtshoorn Local Municipality
59	Western Cape	NER/D/WC032	Overstrand Local Municipality
60	Western Cape	NER/D/WC014	Saldanha Bay Local Municipality
61	Western Cape	NER/D/WC024	Stellenbosch Municipality
62	Western Cape	NER/D/WC015	Swartland Local Municipality
63	Western Cape	NER/D/WC034	Swellendam Local Municipality
64	Western Cape	NER/D/WC031	Theewaterskloof Local Municipality
65	Western Cape	NER/D/WC022	Witzenberg Local Municipality

LICENCED PRIVATE DISTRIBUTORS

No	Licence No	Distributor	Town/City
1	NER/D/VLEESBAAI	Vleesbaai Pty Ltd	HEIDERAND
2	NER/D/DAMPLAAS	Damplaas Kragbron (Pty) Ltd	PETRUS STEYN

ESKOM

Licence No	Licensee
NER/D/ESK	Eskom Holding (Pty) Ltd

BN