

	REQUEST FOR QUOTATION	
	RFQ Number: Q25/149/LD	
		Form No: UW-RFQ-2 Version No: 3/2023 Effective Date: Jul 2023

SCOPE OF WORK AND TERMS OF REFERENCE

1. Introduction

uMngeni-uThukela Water (hereafter referred to as "the Client") invites proposals from suitably qualified and experienced service providers to conduct a Green Star Assessment based on the Green Building Council of South Africa (GBCSA) Green Star Office v1.1 tool. The assessment is for an existing office building complex located in South Africa. The aim is to determine the environmental sustainability of the building and obtain an official Green Star certification.

The service provider must meet the following qualifications:

- Be accredited with the GBCSA as a Green Star Accredited Professional (Green Star AP).

2. Purpose

The purpose of this assessment is to evaluate the environmental performance of the existing office building complex against the GBCSA Green Star Office v1.1 tool, with the intention of obtaining a Green Star rating. This certification will demonstrate the Client's commitment to sustainable practices and reduce the environmental impact of the building.

3. Scope of Work

The appointed service provider will be responsible for the following tasks:

- **Review of Existing Documentation:** Collect and review all relevant documentation of the office building (e.g., architectural plans, mechanical and electrical systems data).
- **Green Star Assessment:** Perform a comprehensive assessment using the GBCSA Green Star Office v1.1 tool, covering the following key areas:
 1. **Management:** Examine the building's management practices, including building operation, management policies, and building user education.
 2. **Indoor Environment Quality (IEQ):** Assess factors such as air quality, lighting, and acoustics that affect the health and comfort of building occupants.
 3. **Energy Efficiency:** Evaluate energy performance and strategies to reduce energy consumption, including the potential for renewable energy sources.
 4. **Water Efficiency:** Analyze water usage and water-saving strategies, including rainwater harvesting and recycling.
 5. **Materials:** Review the sustainability of materials used, including recycling and waste management practices.
 6. **Land Use & Ecology:** Evaluate how the building impacts its surroundings and supports ecological value.
 7. **Emissions:** Assess greenhouse gas emissions and pollution mitigation measures.
 8. **Innovation:** Identify any innovative sustainable practices implemented in the building.
- **Site Visits:** Conduct necessary site inspections to validate and complement the assessment.
- **Documentation and Reporting:** Compile and submit all required documentation to GBCSA for certification purposes.
- **Recommendations:** Provide a detailed report outlining areas of improvement for obtaining a higher Green Star rating.