
APPOINTMENT OF SERVICE PROVIDER(S) WITH REGISTERED EPC PROFESSIONALS FOR ENERGY PERFORMANCE ASSESSMENTS AND ISSUING OF ENERGY PERFORMANCE CERTIFICATES (EPC) FOR FIVE (5) SELECTED BUILDINGS FOR A PERIOD OF SIX (6) MONTHS

1 BACKGROUND

- 1.1 On 8 December 2020 the Minister of Electricity and Energy under section 19(1) (b) of the National Energy Act, 34 of 2008 promulgated the regulations for the Mandatory Display and Submission of Energy Performance Certificates for Buildings. The Regulations were further amended on 25 November 2023 to extend the compliance date to 7 December 2025, and requirements for the registration of EPC Individual Professionals to issue the required Energy Performance Certificates after 31 July 2024 were added to the amendment Regulations.
- 1.2 Furthermore, effective from 1 August 2024, the Regulations and their amendments require building owners to prominently display an Energy Performance Certificate (EPC), issued by a registered EPC Professional, at the entrance of the building where it is visible to the public.
- 1.3 These regulations are to support the implementation of the post-2015 National Energy Efficiency Strategy (NEES), and National Climate Change Policy White Paper since 15% of South Africa's current greenhouse gas emissions (GHG's) are generated from buildings.
- 1.4 The targets proposed for public buildings in the post-2015 NEES are 58% reductions in specific energy consumption (annual energy consumption per m²) of lettable / habitable floor area for buildings constructed after 2015; and 35% for

buildings already in existence in 2015 by 2030 relative to the energy consumption baseline of year 2015.

- 1.5 The regulations introduce mandatory requirements for buildings, with a net floor area of $\geq 2,000$ m² (privately owned) and 1,000 m² for (government owned), to display and submit an energy performance certificate (EPC) and related energy data to SANEDI within three (3) calendar months of the date of issue of the certificate.
- 1.6 The energy performance of a building is measured in terms of kilowatt-hours per square meter, per annum (kWh/ m²/year) of net floor area in accordance SANS 1544:2014 for energy performance of buildings.
- 1.7 It is against this background that the Department of Electricity and Energy would like to appoint suitable service providers with EPC Professional(s) who have already registered with SANEDI to conduct energy performance assessments and issuing of EPCs for these ten (10) selected buildings.

2. CONTRACT PERIOD

- 2.1 The contract period is for six (6) months from the date of signing the Service Level Agreement with the successful service provider(s).

3. OBJECTIVE

- 3.1 The objective of this project is to appoint a suitable service provider(s) with an individual EPC Professional(s) who have already registered with SANEDI for issuing of Energy Performance Certificates (EPCs) for five (5) selected buildings for a period of six (6) months.
- 3.2 Key objectives of the project include:
 - 3.2.1 Conduct energy performance assessments of five (5) selected buildings to determine the current levels of energy performance (kWh/m²/year), issue an Energy Performance Certificate for each building, and support the building owners to submit the required data and information to the National Building Energy Performance Register (NBEPR).
 - 3.2.2 Conduct at least one (1) capacity building workshop with the building owners on energy performance and management of these buildings.

- 3.2.3 Appoint and capacitate two (2) unemployed youth/women on energy performance assessments and issuing of EPCs,

4. SCOPE OF WORK

- 4.1 The work to conduct energy performance assessments and issue Energy Performance Certificates for five (5) selected buildings, and will include the following:
 - 4.1.1 Energy performance assessments and issuing of EPCs for the five (5) selected buildings.
 - 4.1.2 Conduct at least one (1) capacity building workshop with the building owners on energy performance and management of these buildings.

5. DELIVERABLES OR PROJECT OUTPUT AND/OR OUTCOME

- 5.1 Inception report with key milestones, and timeframe on how the energy performance assessments and issuing of Energy Performance Certificates (EPCs) will be conducted.
- 5.2 Report on energy performance assessments of five (5) selected buildings with the collected data and information by the registered EPC Professional with the support of the EPC Software.
- 5.3 Energy Performance Certificate (EPC) issued per building and submitted to the NBEPR system, and the use of EPC Software supported by the EPC Quality Assurer(s).
- 5.4 Report on the successful facilitation of at least one (1) capacity-building workshop on building energy performance and management.

5.5 Building Information

- 4.1.1 South African Nuclear Energy Corporation (NECSA)
- 4.1.2 National Radioactive Waste Disposal Institute (NRWADI)
- 4.1.3 National Energy Regulator South Africa (NERSA)

4.1.4 National Nuclear Regulator (NNR)

4.1.5 Eskom Holding SOC Ltd

6. EVALUATION CRITERIA

This bid will be evaluated in two stages, i.e. administrative compliance and point scoring system.

6.1 Gate 01 – Mandatory requirements and compulsory documents (and failure to submit them will result in disqualification)

6.1.1 Only team members who are registered EPC Professionals by SANEDI will issue the Energy Performance Certificates (EPCs)

6.1.2 Proof of registration number for SANEDI registered EPC Professional(s)

6.2 Gate 02 - Administrative compliance

(i) Compliance with the specification / Terms of Reference.

(ii) Fully completed SBDs (Duly signed and dated) listed hereunder

- SBD 1
- SBD 4
- SBD 6.1

(i) The following will be regarded as noncompliance.

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

6.3 Gate 03 – 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

- 6.3.1 The bidder that scores the highest points in this phase will be awarded the tender.
- 6.3.2 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.
- 6.3.3 Should there be more than one bidder who scores the same number of points overall and the same points on specific goals, the award will be made to the bidder who scored the highest points on functionality.
- 6.3.4 Should there be more than one bidder who scores the same number of points in all aspects, the bid will be determined by the drawing of the lot.
- 6.3.5 The preferential points will be allocated in terms of the Departmental objectives on specific goals. Points allocation on specific goals are tabulated hereunder.
- 6.3.6 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 is part of the entity directorship but has 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 = $\frac{20}{100} \times 4 = 0.8$ points

7. REPORTING REQUIREMENTS

- 7.1 The appointed Service Provider(s) will submit the achieved deliverables to the Project Manager on a monthly basis.
- 7.2 All resulting reports and data shall be delivered in, (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.
- 7.3 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.

8. WORK PLAN AND METHODOLOGY

- 8.1 Not applicable

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 detailed project work plan.
- 9.4 The successful service provider will be required to submit payment schedule providing projections for the period of 6 months on work 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 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(s).
- 11.2 Payment will only be made within 30 days in accordance to the delivery of services that will be agreed upon by both parties and upon receipt of an original invoice.

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 organ of state 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 a 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 Not applicable.

14. COST / PRICING

- 14.1 The bidders are requested to provide a quote as per attached pricing schedule (**Annexure A**), and should include a price for independent quality assurance of the issued EPCs.

- 14.2 The 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 The 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 The 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.

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.

17. PRE-BID MEETING / BRIEFING SESSION DETAILS

17.1 No briefing session will be held.

18. CLOSING DATE

18.1 Proposals must be submitted on or before **(17 July 2026 at 11h00)** at Department of Electricity and Energy, at 192 Matimba Building, Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked 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. Rachel Moerane / Mr Samuel Msiza

Tel No: (012) 406 7747 /406 7910

E-mail: Rachel.Moerane@dee.gov.za/Samuel.msiza@dee.gov.za

19.2 Technical inquiries can be directed to:

Ms. Lebogang Nkhwashu

Tel No: (012) 406 7648

E-mail: Lebogang.Nkhwashu@dee.gov.za

Annexure A: Price Schedule for issuing of EPCs in five (5) Buildings

No	Deliverable(s)/Output(s)	Description	Hrs	Unit Cost (ZAR)	Total Cost (ZAR)	Notes
1	Inception Report	Key milestones, and timeframe on how the energy performance assessments and issuing of Energy Performance Certificates (EPCs) will be conducted.		R -	R -	
2	Report on energy performance assessments of five (5) selected buildings	Report on energy performance assessments of five (5) selected buildings with the collected data and information by the registered EPC Professional with the support of the EPC Software ⁱ .				
3	Energy Performance Certificate (EPC) issued per building.	Energy Performance Certificate (EPC) issued per building and submitted to the NBEPR system and the use of EPC Software supported by the EPC Quality Assurer(s) ⁱⁱ .				
4	Two (2) unemployed youth/women appointed and trained on energy	Report on appointment and capacitating two (2) unemployment youth/women to support energy				

	performance assessments and issuing of EPC	performance assessments and issuing of EPCs.				
5	Report on the successful facilitation of at least one (1) capacity-building workshop.	Report on the successful facilitation of at least one (1) capacity-building workshop on building energy performance and management.				

ⁱ This project shall also support the EPC Software Proof of Concept (POC). Software companies will be recruited separately.

ⁱⁱ Bidders should a fixed cost per EPC to be issued for Quality Assurance by the Quality Assurer(s).