

REQUEST FOR PROPOSALS (RFP)

PROVISION OF MAINTENANCE SERVICES FOR ELIDZ ENERGY METERING, ENERGY DEMAND MANAGEMENT AND BILLING

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose-built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

SCOPE OF WORK:

Tenders are hereby invited from suitably qualified and experienced service providers for the Provision Maintenance Services for ELIDZ Energy Metering, Energy Demand Management and Billing, located at the ELIDZ within the West Bank area of the Buffalo City Metropolitan Municipality

The successful tenderer will be required to enter a Two - year Contract for the Provision Maintenance Services for ELIDZ Energy Metering, Energy Demand Management and Billing with the East London Industrial Development Zone SOC Ltd.

Reference No.	Description / Name	Compulsory Registration	Closing Date
ES/24/ELEC/METERING/01	PROVISION OF MAINTENANCE SERVICES FOR ELIDZ ENERGY METERING, ENERGY DEMAND MANAGEMENT AND BILLING	1EP or higher	11 October 2024 at 12h00

The Services include the following summarized scope of work:
The successful tenderer will provide maintenance, repair and call-out services to maintain the utility consumption and billing correlate.

The services defined are based on the current understanding of the strategic and business objective requirements of the employer. This therefore means, as the need arises, the services may be amended (in agreement between the parties) to ensure that it reflects the realities of the relationship between the employer and the contractor at all times.

The service responsibilities stipulated below shall not be construed as an exhaustive list and the contractor shall be required to provide additional services or to comply with ancillary responsibilities, to the extent that this may be required for the effective compliance with the stipulated responsibilities:

- To commission, maintain and manage metering and communication systems for large power users and other internal metering points identified by the ELIDZ Electrical Engineer, in accordance to NRS 071:2004 – Advanced Metering Infrastructure. The appointed service provider will install the hardware (Meter, Current Transformer, Modem, wiring and SIM Card) and inspect, test and certify the installation as correct before uploading the metering point onto the services reading provider's platform.
- Compile and prepare maintenance metering report.
- To attend to all communication, equipment and other functional related problems with field reset as required.
- To collect, process, monitor, publish consumption and profile data at least on daily basis for the abovemetering points
- To certify existing metering equipment to ensure that it complies to the minimum requirements of NRS 057 – Electricity Metering (all parts), and the metering system shall comprise of electronic interrogation and transfer of data from the field installation to a metering database (ARM system).
- The service provider will assume responsibility for the integrity of the entire metering installation down line from the instrumentation transformers including, but not limited to, meters, test terminal blocks, fuses, and all wiring and communication equipment.
- Preparation and approval of weekly routine program.
- Prepare monthly billing data for Finance Office.
- Occupational health & safety method statements & compliance.
- Construction environmental management method statements & compliance.

BRIEFING MEETING:

Note: There will be a Compulsory briefing session with representatives of the Employer that will take place Virtually via Microsoft Teams on **20 September 2024 starting at 10h00**. Participants will be required to use the following details to join:

Meeting ID: 355 004 484 115
Passcode: 8em7KA

BID CONDITIONS:

- Tenderers are required to submit a Valid SARS Tax Clearance Certificate with their tender, or the relevant SARS pin code which will allow the ELIDZ to confirm the tenderers tax status on-line.
- Tenderers are required to submit an original or certified B-BBEE Certificate from an accredited verification agency. Companies with annual turnover less than R10 million to submit an accountant's letter confirming turnover.
- Tenderer must be registered on the Central Supplier Database (CSD) from National Treasury and MAAA number must be provided.
- Tenderers must submit technical and financial proposals in two separate envelopes clearly marked "Envelope A -Technical Proposal" and "Envelope B – Financial Proposal". The financial proposal will only be opened should the technical proposal be deemed compliant and responsive.
- A non-signed "Form of Offer" in the financial proposal in "Envelope B" submission will result in the disqualification of the tender.
- Inclusion of Price Offer and / or any price details in "Envelope A -Technical Proposal" will result in the disqualification of the tender.
- The successful tenderer will be required to have sufficient and competent staff available to commence full time operations in accordance with the contract with effect from the commencement date, failing which the contract will be awarded to the next most preferred tenderer.
- Tenderers are advised to have a local (East London) operational office in place at the time of contract award, failing which the contract will be awarded to the next most preferred tenderer.
- Tenderers to provide a certified copy of company registration certificate.
- Tenderers to provide letter of good standing with Compensation Commissioner.
- Registration with the CIDB in the category **1EP or higher** is compulsory for companies wishing to submit tenders.

EVALUATION:

The evaluation will be guided by the ELIDZ procurement policy. Points will be awarded on the basis of Price and Specific goals.

Score breakdown:

- 80 Points for Price
- 20 Points for Specific goals

All tenders not providing compulsory responsive documentation and with functionality scoring less than 70%, will not be considered for the next stage of tender evaluation

PROPOSAL DOCUMENT & SUBMISSION:

The RFP documents will be available for download on **13 September 2024** at www.elidz.co.za under **Opportunities >> Tenders**.

To make a tender submission for an open tender you must have completed the registration process before and have an active login account. Navigate to <https://tenderportal.elidz.co.za> and login with your credentials captured as part of the registration process.

It will be the responsibility of the respondent to ensure that the tender/bid reaches the ELIDZ. All tender/bids documents are to be submitted online at <https://tenderportal.elidz.co.za> before the closing date and time of 12h00, 11 October 2024. Only PDF documents must be uploaded with a maximum size limit of 2GB per file. No tenders are to be submitted at the ELIDZ premises and No late tenders will be accepted. Hard copy document submission will not be considered.

TENDER ENQUIRIES:

Questions relating to the RFP will be accepted until 13h00 pm on 01 October 2024 with responses by 02 October 2024. No questions will be accepted or responded to after this date and time stated.

Queries relating to this tender may be addressed to:
Ms A Mzantsi **T:** +27 43 702 8200 | **E:** anathi@elidz.co.za