



## Expression of Interest (Eoi)

### **The Provision of Energy Economics Experts/Specialists and Consultants to the CSIR for as-and-when required basis over a five (5) year period**

**Eoi No. 8056/20/06/2022**

Date of Issue:	Monday, 06/06/2022
Closing Date and Time:	Monday, 20/06/2022 at 16:30
Eoi submission:	Email: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> Only electronic submissions will be accepted
Enquiries:	Strategic Procurement Unit Email: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a>
CSIR business hours:	08h00 – 16h30
Category	Energy Economics

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## 1. INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, the CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans.

The CSIR's main site is in Pretoria while it is also represented in other provinces through regional offices.

## 2. EXPRESSION OF INTEREST

The Smart Places Cluster of the CSIR has prioritised the development of creative/innovative solutions and technological products to support the Just Energy Transition in South Africa and neighbouring countries. This support covers economic modelling, economic and socio-economic impact assessments, social support development and multi-criteria decision analysis (MCDA).

The CSIR is inviting **expression of interest** submissions from interested local and international individuals, companies, or research institutions with relevant experience in the energy economics domain as well as provision of services specific to the areas outlined below.

These include the following services:

- Economic modelling and analysis (including CGE modelling, energy trading and energy economics)
- Economic and socio-economic impact assessments
- Multi-criteria decision analysis support
- Support to SMMEs in the energy industry and identification of localisation opportunities for economic development

Experts/specialists and consultants specialising in the fields above are hereby invited to submit an EoI to provide services to the CSIR on an “**as-and-when required**” basis for a period of five (5) years. Interested parties submitting an EoI may express interest for any number of areas mentioned above in a single submission.

## 3. VENUE FOR EXPRESSION OF INTEREST SUBMISSION

All EoI proposals must be submitted at: [tender@csir.co.za](mailto:tender@csir.co.za)

The CSIR requires that all EoI submissions be submitted electronically to [tender@csir.co.za](mailto:tender@csir.co.za). Should the EoI file size exceed 30 MB, interested parties can submit the EoI in multiple e-mails.

Telegraphic and telefax EoI proposals will not be accepted.

Use the Eol number 8056/20/06/2022 and description of the Eol as the subject on your email.

#### 4. EOI PROGRAMME

The following key dates are envisaged for the Eol program:

Issue of Eol documents:	Monday, 06/06/2022
Closing / submission Date:	Monday, 20/06/2022 at 16:30
Target start date of the project:	As and when required
Target completion date of project:	30/06/2027

Proposals shall be submitted to [tender@csir.co.za](mailto:tender@csir.co.za) as specified in **Section 3** by no later than 16:30 on **Monday, 20/06/2022**.

Where an Eol proposal is not received by the CSIR by the due date and time, it will be regarded as a late submission. Late submissions **WILL NOT** be considered.

#### 5. PROPOSAL SPECIFICATION

Interested parties should submit the following documents as part of this Eol:

1. Mandatory documents:

- Proof of registration with National Treasury.  
All suppliers must be registered with National Treasury and have a NT CSD M number
- Signed Declaration form (see **Section 11**)
- SBD1 form

2. Essential documents and certifications:

- B-BBEE certificate (or affidavit if B-BBEE certificate is not available)
- Full CVs of key staff including hourly rates
- Examples of experience (previous projects), and project references
- Organogram (**please state clearly if sole proprietor**)
- Compliance certificates (if available)
- Registration with professional bodies (if available)

3. Company profile incorporating (where applicable/relevant):

- Company background information, including detailed examples of past and current research or engineering projects or technological products in most of the area's below:
  - Experience in economic modelling related to the deployment of renewable energy and other clean technologies. This includes modelling for energy trading scenario's and trade balancing.
  - Experience in circular economics for energy.
  - Excellent writing skills with experience in detailed report writing and MS office.

- Expertise or background in the just energy transition or related research fields’.
- Experience and expertise in conducting economic and socio-economic impact assessments.
- Expertise in community level engagement and stakeholder management.
- Expertise in value chain analysis.
- Expertise in a multi criteria decision analysis (MCDA).

#### 4. Submission of proposals

- All proposals are to be clearly marked with the **Eol number: 8056/20/06/2022**, as indicated on the Eol terms of reference.
- The proposal **must include** all mandatory documentation
- The proposal should include the essential documents and certifications (necessary for the scoring evaluation)
- All proposals **must be signed** by a person (or persons) duly authorised to do so.

#### 5. Validity period of submission

Each submission shall be valid for a minimum period of six (6) months calculated from the closing date

#### 6. Medium of communication

All documentation submitted in response to this Eol must be in English.

### 6. ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this Eol shall be submitted in writing to CSIR at [tender@csir.co.za](mailto:tender@csir.co.za) with ***“Eol No 8056/20/06/2022- The provision of Energy Economics Experts/Specialists and Consultants to the CSIR for as-and-when required basis over a five (5) year period”*** as the subject.

Contact by any means whatsoever with CSIR personnel is not permitted during the Eol process other than as required through existing service arrangements and/or as requested by the CSIR as part of the Eol process.

Any form of canvassing by the Interested Party to any member of staff or supplier, for purposes of influencing the award of the contract, will automatically disqualify the Interested Party from the evaluation process. Interested Parties shall not offer or give any consideration of any kind to any employee or representative of the CSIR as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with the CSIR.

### 7. EVALUATION PROCESS AND CRITERIA

#### 7.1. Evaluation of submissions

All proposals will be evaluated by an evaluation team. Based on the results of the evaluation process, the CSIR will approve engagement of the successful Eol submissions.

EoI submissions will be evaluated based on the service / supply profile of each submission and points will be awarded to the content based on the following functionality matrix.

Description of Quality criteria	Weight
General approach and methodology in proposed area(s) of collaboration	15
Staffing (Organogram with institutional setup)	5
Staff experience in energy economics	25
Previous experience on projects of a similar nature in selected area	35
Quality control procedure	10
Risk management	10
<b>Total Evaluation Points</b>	<b>100</b>

EoI submissions with functionality points of less than the **pre-determined** minimum 85 points **WILL NOT** be considered.

## 7.2. Elimination criteria

Proposals will be eliminated under the following conditions:

- Proposals submitted to incorrect e-mail address (see **Section 3**)
- Submission after the deadline as specified in **Section 4**
- Mandatory documentation as outlined in **Section 5** not submitted
- Attaining less than the prescribed minimum evaluation score (**85 points**)
- Failure to comply with any of the terms and conditions as set out in this document

## 8. APPOINTMENT OF EXPERTS / SPECIALISTS

Appointment as a successful expert / specialist shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within a mutually agreed date after provisional appointment date, CSIR reserves the right to appoint, or not appoint, the expert / specialist who was rated second, and so on.

It is expected that the short-listed experts / specialists will be approved for a period of five years.

The services will be used **as and when required**, and the level of involvement will vary over time depending on the stage of each project. Payment will be based on the actual time spent on a specific project and the actual running expenses incurred. For each task order, a specific contractual agreement will be entered into, in which for example rates and costs will be stipulated and agreed upon.

## 9. GENERAL TERMS AND CONDITIONS

Interested Parties are expected to fully acquaint themselves with the conditions, requirements and specifications of this EoI before submitting proposals. Failure to comply with any of the terms and conditions as set out in this document will invalidate the EoI.

- Each Interested Party assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the EoI process. The CSIR is not responsible directly or indirectly for any costs incurred by Interested Parties.
- Interested Parties should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising from the fact that pages are missing or duplicated.
- The Interested Party accepts that any mistakes regarding prices and calculations will be at their own risk.
- The Interested Party shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the submission.
- An omission to disclose material information, a factual inaccuracy, and/ or a misrepresentation of fact may result in the disqualification of the submission, or cancellation of any subsequent contract.
- CSIR's decision on EoIs received shall be final and binding.

CSIR reserves the right to:

- Amend any EoI conditions, validity period, specifications, or extend the closing date and/or time of EoI's before the closing date. All Respondents, to whom the EoI documents have been issued, will be advised in writing of such amendments on time;
- Verify any information contained in a submission;
- Request documentary proof regarding any claim / statement contained in a submission;
- Vary, alter, and / or amend the terms of this EoI, at any time prior to the finalisation of its adjudication hereof;
- Award a contract to an organisation that has strong B-BBEE credentials in terms of current B-BBEE legislation;
- Award a contract to an organisation that is a joint venture with a black empowered company;
- Give preference to local suppliers and locally manufactured goods;
- Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- Award a contract as a whole or in part;
- Cancel or withdraw this EoI as a whole or in part without furnishing reasons and without attracting any liability.

## 10. DISCLAIMERS

The CSIR has produced this EoI in good faith. However, the CSIR, its agents and its servants do not warrant its accuracy or completeness. To the extent that the CSIR is permitted by law, the CSIR will not be liable for any claim whatsoever and howsoever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this EoI due to any misinterpretation of this EoI.

This is an expression of interest only and **not an offer document**; answers to it must not be construed as acceptance of an offer or imply the existence of a Contract between the parties.

By submission of its Proposal, Interested Parties shall be deemed to have satisfied themselves with and to have accepted all Terms and Conditions of this EoI. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to Interested Parties concerning the EoI, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the Interested Party or any other party in connection therewith.

## 11. DECLARATION

**EoI No: 8056/20/06/2022**

**Only Interested Parties who have completed and signed the declaration part of the Expression of Interest documentation may be considered for evaluation.**

1. I hereby undertake to render services described in the attached EoI documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **EoI Number 8056/20/06/2022**. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.
2. The following documents shall be deemed to form and be read and construed as part of this proposal:
  - i. EoI documents, viz
    - CSD certificate
    - Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011
    - Declaration of interest
    - Special Conditions of the EoI
    - Company profile
    - Brief proposal on the area of interest
    - Rates, excluding expenses.
  - ii. Terms and Conditions of the EoI proposal.
3. I confirm that I have satisfied myself as to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents;



that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

i. I declare that I have no participation in any collusive practices with any Interested Party or any other person regarding this or any other proposal.

ii. I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

iii. I confirm that I am duly authorised to sign this proposal.

NAME OF FIRM \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_

CAPACITY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS

1. \_\_\_\_\_

2. \_\_\_\_\_

DATE \_\_\_\_\_

## 12. SCORE SHEET TO BE USED TO EVALUATE FUNCTIONALITY

Description of Quality criteria	Weight	Score 0	Score 5	Score 8	Score 10
General approach and methodology in proposed area(s) of collaboration	15	No information	Basic methodology provided	Full (but could be generic) methodology	Full Methodology submitted, relating to the programme at hand
Staffing (Organogram with institutional setup)	5	No information	Basic organogram	Full organogram	Full Staffing submitted, indicating all staff, with roles/positions/functions
Staff experience in energy economics (including relevant qualifications)	25	No experience	8 years' experience supported by previous projects	9 years' experience supported by previous projects with economics qualifications	More than 10 years' experience with economics qualifications
Previous experience on projects of a similar nature in selected area	35	No list of previous projects in selected area has been provided	A list of 1 - 5 previous projects in selected area has been provided	A list of 6 - 9 previous projects in selected area has been provided	A list of more than 10 previous projects in selected area has been provided
Quality control procedure	10	No information	Acknowledgement of quality requirements	Quality control plan submitted	Compliance certificates up to date (medicals, 1 <sup>st</sup> aid etc.) or registration with professional bodies
Risk management	10	No information	Company Risk policy statement	Risk plan given (but could be generic)	Risk management plan specific to the project at hand submitted

**Total**

**Evaluation Points**                      **100**

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### 13. TABLE OF DOCUMENTS TO BE SUBMITTED

<b>MANDATORY DOCUMENTS</b>	<b>ESSENTIAL DOCUMENTS</b>
CSD registration summary	B-BBEE certificate (or affidavit if B-BBEE certificate is not available)
Declaration form (completed and signed)	Examples of experience (or previous projects)
SBD1 form (completed and signed)	Abridged CVs of key staff
	Quality statement (or certificates / procedures)
	Risk management
	Organogram (please state clearly if sole proprietor)
	Methodology/proposal in area of collaboration
	Compliance certificates (if available)
	Registration with professional bodies (if available)

**END OF EOI**