

TERMS OF REFERENCE

SUPPLY AND INSTALLATION OF SOLAR HYBRID INVERTOR SOLUTION

1. INTRODUCTION AND BACKGROUND

- 1.1 The ECGB currently has a grid-tied inverter which was installed in 2016 to reduce only the municipal electricity consumption.
- 1.2 The current solution utilized 300w panels and some these require repairs.
- 1.3 The ECGB currently wishes to upgrade to a new hybrid and battery solution that will ensure there are no outages during electricity outages before the backup generator starts up.
- 1.4 The solution must be able to manage the various electricity inputs and lower municipal consumption.

2. PURPOSE

The purpose of this bid is to invite suitable service providers to supply and install a hybrid solar solution.

3. OBJECTIVES OF THE HYBRID SOLAR SOLUTION

The objectives of an intended hybrid solution are to:

- 3.1 Provide a system that is configured to reduce municipal electrical consumption.
- 3.2 Provide power during the changeover periods when there is power outages or load shedding and any other event that can cause power interruptions.
- 3.3 Link the system's functionality with the existing backup back 100KVA generator when power outages or load shedding and any other event that can cause power interruptions.
- 3.4 Test old panels and identify damaged units.

4. Scope of Work

The successful bidder must provide the following solution as tabulated below:

4.1 Expected Service Requirements

No.	QTY	Item Description
1		Remove and Test old panels and inverter then provide a report
2	68	Supply and install new 540-565W Tier1 Solar PV Panels to be used (25-year linear performance and 12-year product warranty) system
3	68	Solar Wire, Solar connectors, Solar panel earthing clips
4	68	Panel mounting structure, Fasteners, Mounting clips
5	1	DC isolation box with surge protection
6	2	60kw/h Lithium Battery (10-year factory warranty) floor stand
7	1	50kw hybrid inverter (Minimum 5year factory warranty) - this must have a mobile app compatible with wi-fi capability and provide real-time data.
8	2	Battery Bank isolation
9	1	AC isolation/bypass box
10	1	System earthing
11	1	Pilot wire box
12	1	AC and DC wiring, indication and signage
13		Certificate Of Completion to be provided on completion
14		12 months system check up

- DC - DIRECTOR CURRENT
- AC - ALTERNATE CURRENT

5. BID PRICING STRUCTURE

The following terms and conditions must strictly be adhered to by all bidders:

- 5.1** All **costs** and Value Added Tax (VAT) must be included in the bid price.
- 5.2** Any additional information may be submitted by bidders, but evaluation will be based on the specific bid information requested (i.e. other value-added services)

6. EVALUATION PROCEDURE AND CRITERIA

- 6.1 The following are key criteria that will be used in appointing the successful service provider:
- THRESHOLD:** Bids will be evaluated on the 80/20 principle as prescribed in the Preferential Procurement Regulations of 2022).
 - Bids will be considered and evaluated in a two staged approach.
 - During the first stage, bidders will only be evaluated on functionality, and only qualifying service providers who meet the minimum requirements for functionality will be allowed to proceed to the second stage where scoring will be done on 80 points for price and 20 points for specific goals
 - Bidders are required to submit their bids in two envelopes with the first envelope outlining the functionality. The first envelope must be clearly marked Stage 1; Functionality.

- e) Furthermore, bidders are required to include their pricing in a second sealed envelope marked Stage 2; Price.
- f) Only bidders who meet the minimum of 75 points on functionality during the evaluation of Stage 1 will proceed for scoring in Stage 2.

STAGE 1: Functionality

FUNCTIONALITY	MAXIMUM POINTS
A. Company’s experience on similar contracts <ul style="list-style-type: none"> • 5 previous Contracts = 50 points • 4 previous Contracts = 35 points • 3 previous Contracts = 20 points <p><i>Bidders are required to submit letters of reference from previous contracts to substantiate all projects/contracts claimed with contactable references and nature of service.</i></p>	50
B. Project Teams Certifications <ul style="list-style-type: none"> • 3 Phase Wireman = 30 points • Single Phase Wireman = 10 points 	30
C. Registered Depart of Labor Electrical Contractor Proof of registration - 10	10
D. Project Plan <ul style="list-style-type: none"> • Detailed Project Plan = 10 points 	10
TOTAL POINTS	100

STAGE TWO: Preferential points system

PREFERENTIAL PROCUREMENT REGULATIONS OF 2022 WILL APPLY: Preferential Procurement Regulations of 2022. Price and points for specific goals will be calculated as described in the Preferential Procurement Regulation 2022.

NB: Tenderers are to submit proof of the specific goals claimed.

Table 2: Points available per criteria in Stage 2

CRITERIA	POINT SYSTEM										
Price	80										
Specific goals:	20										
<table border="1" style="width: 100%;"> <tr> <td>50% or >50% Black Ownership</td> <td style="text-align: right;">5</td> </tr> <tr> <td>50% or >50% Black female ownership</td> <td style="text-align: right;">5</td> </tr> <tr> <td>SMME (i.e., EME or QSE)</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Eastern Cape based bidder</td> <td style="text-align: right;">5</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">20</td> </tr> </table>	50% or >50% Black Ownership	5	50% or >50% Black female ownership	5	SMME (i.e., EME or QSE)	5	Eastern Cape based bidder	5		20	
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	20										

7. IMPORTANT SUBMISSION GUIDELINES

All proposals will be adjudicated in terms of the Supply Chain Management Policy of the ECGB and in accordance with the Public Finance Management Act. In addition to those (the conditions) stipulated in any other section of the request for proposals, the service providers should be especially aware of the following terms and conditions:

- 7.1 The Eastern Cape Gambling Board reserves the right not to make any appointment from the submitted proposals.
- 7.2 The Eastern Cape Gambling Board does not bind itself to accept the proposal with the lowest price.
- 7.3 The Eastern Cape Gambling Board reserves the right to cancel this request for proposal (RFP) and pursue an alternative course of action at any time without incurring any liability towards any service provider.
- 7.4 The Bidders are advised that the submission of proposals gives rise to no contractual obligations on the part of ECGB.
- 7.6 All proposals submitted shall become the property of ECGB and shall not be returned.
- 7.7 CSD reports will be used to verify all company/organization's details and tax status pin codes must be provided.
- 7.8 Bidders are required to complete, sign and submit all SBD forms/bid documents. **If the bidder does not meet this requirement, it will be automatically disqualified.**
- 7.9 Prospective bidders are required to attend a compulsory site briefing on the 30 MAY 2024 from 10h00 am.
- 7.10 Attendants/ prospective bidders must sign the attendance register which shall be made available to all.
- 7.11 No services shall be rendered, or goods delivered before an official letter of award has been issued.
- 7.12 The ECGB may request written clarification or further information regarding any aspect of proposals submitted. Service providers must supply such requested information in writing within the stipulated timeframe after the request has been made, or their proposal may be disqualified.
- 7.13 Service providers shall not qualify their proposals with their own conditions.
- 7.14 The name(s) and contact details of the person or persons(s) in your organisation responsible for this proposal must be included in the bid document submitted.
- 7.15 A service level agreement shall be signed with the successful service provider.
- 7.16 The ECGB will not be held responsible for any cost incurred by the service provider in the preparation and submission of this proposal.
- 7.17 The ECGB reserves the right to terminate the contract if not satisfied with the work or the deliverables as stated above are not going to be met. Only bidders that meet the requirements of the request for proposal specification shall be considered during the adjudication process.
- 7.18 Bidders that bid as joint venture must have a signed business agreement by both parties. If the service provider does not meet this requirement will be automatically disqualified.

8 ENQUIRIES

All communication or correspondence concerning this bid should be directed as follows:

Regards to Terms of Reference

Mr Keveshen Chetty
Tel no: (043) 702 - 8343
Fax: (043) 748 - 2218
keveshec@ecgb.org.za

Regards to bid documents

Ms. Thandi Malotana
Tel no: (043) 702 - 8307
Fax: (043) 748 - 2218
thandazwam@ecgb.org.za

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Bid Specification is: Recommended / Not Recommended

**D.MZONKE (MR)
INTERIM CHAIRPERSON: BID SPECIFICATION COMMITTEE**

Bid Specification is: Supported / Not Supported

**MS. Z. MQOBOLI (CA) SA
CHIEF FINANCIAL OFFICER**

Bid Specification is: Approved / Not Approved

**MR. R.M. ZWANE
CHIEF EXECUTIVE OFFICER**