

BUSINESS REQUIREMENTS SPECIFICATION DOCUMENT

1.1 INTRODUCTION

The purpose of this Request for Proposal (RFP) is for the South African Revenue Service (SARS) to invite suitable service providers (bidders) to submit proposals (tenders) in accordance with the rules set out in this RFP for the Appointment of Service Provider(s) for the Provision of Energy Performance Compliance Services for a period of thirty-six (36) months. The successful bidder(s) will ensure adherence to SANS 1544:2014 and other relevant energy efficiency regulations.

1.2 SCOPE OF SERVICES

1.2.1 Phase 1: Information Request and Gap Analysis

In this phase the Service Provider will assess the data available and determine what is additionally required to issue EPCs in accordance with the SANS 1544 standard.

1.2.2 Phase 2: Site inspection

In this phase site inspections will be required for each building included in the project.

1.2.3 Phase 3: Generate Energy Performance Certificate

In this phase the EPC will be generated. The general process of issuing an EPC involves the verification of information provided by the client, and the calculation of energy performance based on the verified floor area and energy consumption data.

The Service Provider is required to (Deliverables):

- The list of buildings (Refer under section 4 below) provided by SARS will indicate those buildings where plans are available. Where building plans are not available, the client will be responsible for obtaining the required gross floor area.
- Draft and final versions of each EPC can be reviewed by the SARS Electrical Engineer prior to submission to South African National Energy Development Institute (SANEDI).
- Obtain a correct certificate number for each EPC from (SANEDI).
- For each building, the certificate will be provided as a digital version in PDF format, in the EPC template prescribed by the regulation.
- Recommendations to improve energy efficiency and reduce energy consumption.

2. CLUSTERS (LIST OF BUILDINGS)

TABLE 1: LIST OF BUILDINGS

#	Location	Building	Office (m ²)	Province
1	Brooklyn, Pretoria	271 Veale St - ex Landbank	4977	Cluster 1
2	Pretoria	Menlyn Corner	1126	
3	Pretoria CBD (ROR)	Pta Revenue Building	7366	
4	Pretoria	Prospect House	5124	
5	Pretoria	Customs House	1800	
6	Randburg	Revenue Building	5848	
7	Roodepoort	Horizon View Shop Cnt	1264	
8	Vereeniging	Revenue House	3130	
9	Doringkloof Centurion**	Doringkloof Office Complex	11255	
10	Edenvale	Edenvale Centre	3063	
11	Soweto Orlando East	Asambhe Soweto Centre	1375	
12	Brooklyn, Pretoria***	Lehae La SARS	19490	
13	Bloemfontein	New Central Govt Bldg	9289	Cluster 2
14	Kroonstad	LMC Centre	1702	
15	Klerksdorp	Sodema Building	3163	
16	Upington	Ancorley Bldg	1247	
17	Standerton	Receivers Building	3375	Cluster 3
18	Nelspruit	New Branch Office (Ex Game)	4305	
19	Giyani	Justice Building	1200	
20	Lebowakgomo	Old Government Building	3100	
21	Polokwane	Government Building	6825	
22	Thohoyandou/Sibasa	Medical Centre	1384	
23	Cape Town	17 Lower Long Street	2712	Cluster 4
24	Paarl	Rhoba Building	1795	
25	Worcester	Naude Building	2397	
26	Cape Town	Cowrie place	5200	
27	George	New George Office	2118	
28	Cape Town	Mitchell Plein	1588	
29	Durban	Trescon House	23105	Cluster 5
30	Richards Bay	Bay Side Mall	1070	

#	Location	Building	Office (m ²)	Province
31	Pietermaritzburg	9 Armitage Road	4348	
32	Umhlanga	29 Equinox Drive	2199	
33	Newcastle	Victoria Mall	2420	
34	Port Elizabeth	Revenue House	6564	
35	Mthatha	Hillcrest	1410	
36	Port Elizabeth	Sanlam building	4573	
37	East London	Waverley Park Phase 3	9067	

Notes:

- Bidders must complete (Annexure A) and clearly indicate the cluster they are bidding for. SARS will not evaluate bidders' proposal for an unselected cluster. Bidders cannot choose offices within a cluster but are required to bid for the entire cluster.
- Bidders may submit proposals in respect of any one or a combination of the five (5) clusters. In the event that no bids were received, or bidders were not successful in a certain cluster, SARS reserves the right to utilize a different procurement process to appoint bidder/s for the specific cluster.

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