



Soutpan Solar Power (RF) Pty Ltd
(Previously Erika Energy (RF) Pty Ltd)

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Request for Quotation:
Delivery of Panel Washing, Facilities Management and
Security Services for:
Soutpan Solar Power (Vivo, Limpopo)

Tender Closes 08 May 2024 at 16:00 PM

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1. Contact People

Person	Site	Contact details
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2. Background

Globeleq South Africa Management Services (PTY) LTD, or GSAMS, operates eight renewable energy plants in South Africa on behalf of the projects' shareholders. Globeleq is the majority shareholder of all eight plants.

One of these plants, Soutpan Solar Power (PTY) LTD located on the Zuurbult Farm, close to the small farming town of Vivo, in the Limpopo Province, covering 76.5 hectares of Blouberg District Municipality is currently looking to reprocure Security services of which one contract will also include Facilities Management and Panel washing services.

The plant is fully in the operations phase. A security assessment was done and this tender aim to procure a security service provider for the plant.

Economic Development (ED) will form part of the vendor selection process and companies with favourable ED criteria will be given priority. **To be considered, bidders must demonstrate that they qualify as a Women Owned Vendor or in the case of a consortium that at least 51% ownership by women can be demonstrated.**

3. Anticipated Scope of Work and Conditions - Security

Bidders are encouraged to make contact with the relevant Soutpan Solar Power contact persons and to complete a site visit before submitting their bid.

The envisioned scopes of supply for the plant are as follows:

3.1 Soutpan Solar Power (RF) (PTY) LTD:

3.1.1 Human presence on site and support

- 24/7 main gate guards.
- 3 day guards and 3 night guards at the gates, watching CCTV & patrolling. (Including supervisors)
- Supervisor, which will be one of the 3 guards, to check on each post at least once per shift, but must be on call 24/7.
- 8/5 contract manager.
- Local armed response.
- 24/7 monitoring:
 - Security and fire alarm monitoring.
 - The two buildings on site with alarms are the substation and the O&M Building.
 - 24/7 CCTV monitoring.

3.1.2 Equipment to be provided by the Service Provide

- 1 x Base radio
- 3 x Two-way radios and charger
- 3 Rechargeable flashlights
- 1 x guard patrol system
- 1 x site cell phone (entry level smart phone)
- 2 x Breathalyzer testers to operate with/without mouthpieces. To display values EN 15964:2011 compliant
- 3 x Stun guns
- 3 x Pepper sprays
- 2 x set of handcuffs
- 2 x road worthy vehicles (with towbar)- 1 for Site senior patrol (Day Night) and 1 for facility management (general waster disposal, grass cutting and PV modules cleaning)
- All defective equipment to be replaced by next shift

3.1.3 Reporting Obligations by Service Provider:

- Weekly and monthly reports summarising all security activities and incidents.
- Conclude daily reports in line with contractual obligations for example accurately completing the visitors log.
- Detailed written reports on all incidents identified by the security contractor.
- Face to face meeting with Site Manager at least once per week (supervisor).
- Face to face meeting with H&S Officer monthly.
- Monthly reports to include HSE statistics.
- Careful record keeping of personnel hours on site required. Must be auditable by the Department of Labour.

- Bi-annual submission of personnels employee contract, ID document and proof of residence for ED reporting requirements.
- All incidents regardless of the nature needs to be documented and any incident that can be deemed to be a risk for the company must be reported immediately to the site manager.

3.1.4 General requirements

- Competent Health & Safety Officer to do monthly inspections on employees & site.
- Security to at least have 1 first aider & 1 fire fighter on each shift.
- All employees to have medicals annually.
- Vehicles and uniforms should clearly show the main company or consortium's logos and colours. If a local contractor is used, then they must not be identifiable as a subcontractor and all personnel and vehicles must have the appearance of being direct main contractor equipment and employees.
- Preference should be given to recruiting personnel locally (within the 50-km radius of the plant).
- Establishment of a local office or branch (if not already present) would be beneficial.
- Participation in the daily 'toolbox' meeting on-site before the start of works by technical staff on weekdays.

The above scope is used for evaluation purposes and does not necessarily define the final scope. GSAMS or Globeleq South Africa Management Services (PTY) LTD and the Project Company retain the right to add, remove and edit the scope as required.

4. Facilities Management and Panel Washing

4.1. PV Module Cleaning

The scope of the work is to clean the 108 000 PV modules on the plant. The preferred method of cleaning is by means of manual cleaning methods. It is anticipated that the supplier will be expected to clean the entire plant at least twice in a 12-month period, with a preference for mid and late winter months.

4.2. Vegetation Control

The scope of the work includes, but are not limited, to the following:

Full cut:

This includes the cutting of all the vegetation within the PV field and the fire break. This area is approximately 75 Ha (750 000 m²). The full cut should include the following:

- cut the 75 Ha area to a height of less than or equal to fifteen (15) centimeters.
- cut a firebreak along the perimeter fence of the plant of 5 meters wide on the inside of the perimeter fence.

Partial cut:

This includes the cutting of some of the vegetation within the PV field, i.e. the path to the Trackers and Inverter Buildings to allow safe working for technical staff. This area is approximately 48 Ha (480 000 m²). The partial cut should include the following:

- cut a band of 1.5m wide to provide clear access to Trackers and around each Inverter station (in front, behind and at the sides), to a height of less than or equal to fifteen (15) centimeters.

For both the "full cut" and "partial cut" the contractor assumes responsibility for the removal and transportation of the cut vegetation to the designated municipal or other preapproved dumping site.

The service provider has the authority to choose a safe approach for vegetation control, provided that the approach has been approved by Soutpan Solar Power (PTY) LTD. The supplier will be expected to do two "full cuts" and two "partial cuts" yearly.

4.3. Other services

The scope will further include general facilities management tasks associated with the general maintenance of the non-electrical parts of the plant. These will include the following items:

- maintenance of access roads, the storm water discharge system and ant hill clearing.
- assist with PV module replacement under supervision of site technicians after having been properly trained.
- Assist with monthly HSE inspections
- Site monthly general housekeeping and disposing of general/domestic waste

The site staff could be redirected to other tasks to replace the above scope at the discretion of the site manager. Any cost impact of such will be addressed prior to the changes in plan.

4.4. Service Offering Schedule

The contractor will be expected to structure his/her services using the example of a schedule table below, keeping in mind that the time frames may shift slightly based on weather & other operational factors:

Contract Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Full cut												
Partial cut												
Full wash												

5. Method Statement

In addition to the items set out in clause 4 above, in respect of the bids for Soutpan the proposal must include:

- A detailed technical specification of the method and equipment used to supply the services;
- Water for the washing operations will be made available by Soutpan Solar Power. The proposal must state the expected water requirements including the necessary flow rates at the supply point, if known.
- The proposal must also include a typical organogram showing the staffing of the team engaged on the site during the operations.
- The proposal must include details of any products that may be used during the service. These details must show that the products are safe to use and that they will not lead to any pollution of the soil, contamination of ground water or pose any threat to wildlife and farm animals on the site or in surrounding areas.
- The proposal must include details of the processes and/or methods that will be implemented to ensure that no damage to the PV modules, their supporting structures or ancillary equipment will occur during the cutting process.
- The proposal must include details of the quality assurance (QA) process that will be implemented to ensure that service has been completed to the required standard. This QA process and the results of the vegetation control must be auditable, and proof of compliance will be a condition of payment of the services.

If the execution of work to be performed by your company includes the appointment of sub-contractors, then you must clearly state this in your proposal. The sub-contractors must be clearly listed and the work they are to perform must be defined. You must include a company profile for each sub-contractor which you intend to use. The client will not refuse proposals based on the use of sub-contractors; however, we retain the right to refuse sub-contractors which you have proposed.

Provisions of this RFP and the contents of successful responses will be considered to be available for inclusion in further contractual negotiations.

6. Health, Safety and the Environment

The contractor will be expected to conform to both general and site specific HSE regulations. An HSE file containing all relevant personnel details, work and emergency response procedures will be expected.

Bidders are encouraged to make contact with the relevant Soutpan Solar Power (PTY) LTD contact person/s to ensure that the HSE rules and regulations are understood. The bid should

mention specifically and identify costs associated with compliance to Soutpan Solar Power (PTY) LTD HS&E requirements.

Extra safety requirements would likely be needed for the solar site and the contract manager or supervisor might need to be trained in electrical safety at the site.

Globeleq runs an incentive scheme for 'permanent contractors' on site where individuals are incentivised (monetary) for good HSE performance. The Service Provider will be required to facilitate the payment of such bonuses

All persons engaged by the contractor will be vetted by Soutpan Solar Power (PTY) LTD before being accepted to work on site. This vetting process will include, but is not limited to, verification of Police clearances, medical surveillance certificates, employment status, and training and professional registration documents.

Any theft, loss or damage to the facilities or equipment of the Project Company, SOUTPAN SOLAR POWER (PTY) LTD and its contractors and sub-contractors attributable to failure of the security contractor to correctly perform its duties and/or negligence on the part of the security contractor will be invoiced to the security contractor and all sums will be payable within 30 days of receipt of the invoice. Bidders must demonstrate that they have sufficient insurance to cover this.

Bidders must ensure that transport, personal protection, grass cutting, panel washing and security equipment will be available to their staff whilst on the employer's facilities. This could include, but shouldn't be limited to, a guard tracking system, radio system, flashlights, alcohol testing and vehicles.

Bidders will need to be registered with PSIRA and their guards should hold PSIRA regulated grade levels.

7. Documents to be submitted with bid

All bids must be accompanied with the following supporting documentation.

- Proof of company registration and where applicable, joint venture agreement
- Proof of BBBEE status
- Proof of ownership structure
- Letter of good standing
- Proof of legal appointments
- Proof of registration with PSIRA
- Description of HSE management system
- List of current clients
- CVs and ID documents of all directors
- Security grading Documents
- Certification of individual guards
- List of clients where similar work have been undertaken – with references

- Latest set of financials
- CIPC document
- Terms and conditions

Bids submitted without the required documentation will be considered as invalid and will not be considered.

8. Costing

All bids must include a detailed cost breakdown with all scope items being costed on a monthly basis as they would appear on an invoice. Any additional costs for services not mentioned in the scope should be clearly defined and listed separately.

Bidders should clearly indicate the **cost difference for different PSIRA regulated guard grade levels** so that an accurate comparison can be made between the contending bidders.

All prices should be stated excluding VAT.

9. Bid submission

All bids should be submitted on or before the 08th May 2024 at 16:00 pm. Bids should be sent to the following addresses:

To: Hlayiseka.shibambu@globeleq.co.za and cc'd to: pieter.oosthuizen@globeleq.co.za

No late submissions will be accepted.

10. Approval process

After selection of the winning bidder or bidders a planning meeting will be organised to negotiate and finalise the scope, additional requirements and implementation timeline.

ED requirements such as BBBEE, EME, QSE and Women Owned Vendor will form part of the selection process. **As previously stated, it is a requirement that the winning bidder must be at least 51% women owned.**

11. Selection Criteria

All tenders will be subjected to the evaluation scoresheet shown below:

Evaluation Scoresheet for Tender

Evaluation Criteria	Weighting
Price	80%
Capability/Track Record	10%
Local	5%
BEE Level (minimum level 4)	5%
Total Score	100%

Capability and sustainability will be assessed on the following criteria. Please provide evidence to answer each question. Failure to provide evidence will be taken to mean that the bidder does not meet the criteria.

- a) Proof that the business is currently operational?
- b) Duration that the business has been in operation?
- c) Turnover during the last 12 months?
- d) Number of permanent employees at date of bid?
- e) Number of temporary employees during the past 12 months?
- f) Number of customers over the past 12 months?
- g) Location of these customers?
- h) Proof that the business owns or has access to the necessary equipment?
- i) Please indicate plans to expand the business. Please provide details on what the expansion plans involve and how and by when this are intended to be achieved.
- j) Please provide us with the latest Financial Statements of your company.
- k) All of the above should be presented in the form of business plan with up to date certificates including WC, Letter of Good Standing,

12. Special Terms

It is envisioned that the contract period will be 3 years for the full scope in Soutpan.

The service provider is expected to determine its own staffing requirements to deliver the scope but must retain the current 7 General Workers who are already working on site on a full-time basis, offering them equal or improved conditions of service, including remuneration and benefits.