



REQUEST FOR INFORMATION (RFI) 04/2022: ALTERNATE POWER OR ELECTRICITY GENERATING, MANAGEMENT, STORAGE AND DISTRIBUTION SOLUTION FOR LEGAL AID HOUSE

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Date of Issue	Sunday, 29 January 2023
Closing Date:	Tuesday, 28 February 2023 at 11h00
Contact Person:	Ndivhuho Madzhie
Non-Compulsory Briefing	Non-Compulsory Briefing will be held at Legal Aid House on 10 February 2023 at 11:00 am
Validity Period	120 days
Contact Email:	NdivhuhoM@legal-aid.co.za

1. DISCLAIMER

- 1.1 This Request for Information (“RFI”) is issued by Legal Aid SA and is intended to solicit information on alternate power or electricity generation, management, storage and distribution solutions from interested parties.
- 1.2 The RFI is an information gathering exercise. It is an open, non-compulsory, non-binding process and does not preclude Legal Aid SA from engaging with other parties that have not responded to the RFI. Legal Aid SA reserves the right to postpone, withdraw, amend, modify or cancel the RFI process at any time, without prior notice and without liability to compensate or reimburse any person pursuant to such postponement, withdrawal, amendment, modification or cancellation.
- 1.3 Legal Aid SA intends to use the information provided in response to this RFI in order to identify potential interested parties for an alternative power solution for electricity generation. Legal Aid SA holds sole discretion over the selection of potential interested parties.
- 1.4 The costs of responding to this RFI shall be solely borne by the responding interested parties and Legal Aid SA will not be held liable for any claims or costs whatsoever incurred in responding to the RFI, and the responding interested parties hereby indemnifies Legal Aid SA in this regard.
- 1.5 Neither Legal Aid SA nor any of its employees accept any liability or responsibility for the completeness, accuracy or adequacy of any of the information or opinions stated in this RFI. It will be incumbent upon the interested parties to independently determine, verify and/or confirm such accuracy or adequacy of the information, and the interested parties further indemnifies Legal Aid SA in this regard.
- 1.6 Legal Aid SA, in its sole discretion, anticipates engaging with some of the interested parties who submit responses to the RFI to discuss their information with a view to seeking clarity in relation to information contained in such responses to the RFI.
- 1.7 No act or omission by Legal Aid SA relating to this RFI shall create or be deemed or interpreted to create any expectation of future business dealings concerning the subject matter of this RFI between the aforementioned parties on the one hand and the responding party on the other.
- 1.8 For avoidance of any doubt, this disclaimer and the accompanying indemnity shall at all relevant times apply equally to protect Legal Aid SA, and any of its officers, employees, servants, agents, advisors and/or representatives.

2. BACKGROUND

Legal Aid SA is an independent statutory body established by the Legal Aid Act, 1969 (Act 22 of 1969), replaced by the Legal Aid South Africa Act 39 of 2014. Its aim is to render legal aid to indigent persons as widely as possible within its financial means, including providing legal representation and advice at state expense as contemplated in the Constitution. Legal Aid SA is a high-performance organisation delivering its constitutional mandate to provide legal assistance to the indigent.

Legal Aid House is the Head Office and houses the data centre for the organisation. The centre is a critical component of the day-to-day operations of the organisation and supports 64 Local Offices and 64 Satellite Offices, as well as six Provincial Offices. It is imperative that Legal Aid House has uninterrupted power supply to maintain connectivity and ensure that there is uninterrupted productivity capability.

The organisation would also like to reduce energy costs and diesel consumption during load shedding.

Legal Aid SA is investigating the possibility of an alternate power or energy solution, to:

- 2.1 Capture energy for use as electricity supply;
- 2.2 Store excess electricity generated and stored from alternate energy until required;
- 2.3 Distribute alternate power or energy as required to various machinery, equipment and the facility;
- 2.4 Ensure that there is an uninterruptible power supply in the transition from electricity from grid service provider to electricity generated from alternate power or energy and vice versa;
- 2.5 Reduce costs associated with electricity supply from grid service provider;
- 2.6 Reduce costs associated with electricity supplied from diesel generators;
- 2.7 Improve productivity by reducing downtime and equipment breakdowns due to load shedding;

- 2.8 Allow for excess electricity capacity to current requirements to cater for future office and equipment expansion and upgrades;
- 2.9 Allow for a reporting system to determine quantities/volumes of alternate power or energy generated, quantities/volumes of alternate power or energy converted to electricity, quantities/volumes of electricity used from alternate power generation and quantities/volumes of electricity used from grid service provider;
- 2.10 Provide a monitoring and evaluation system for real time electrical usage indicators to identify excess electrical usage;
- 2.11 Provide a monitoring and evaluation system for real time electricity usage costing.

In addition, potential Service Providers must provide the following information:

- 2.12 Expected lifespan of the proposed alternate power or energy solution and associated equipment;
- 2.13 Maintenance requirements and expected maintenance costs for the proposed alternate power or energy solution;
- 2.14 Computer systems (hardware and software) required for management, monitoring and evaluation of the proposed alternate power or energy solution;
- 2.15 Licencing requirements for software required (if any);
- 2.16 Type of Human Capital requirements for operating and monitoring of such a proposed system;
- 2.17 Legislative requirements for installation, storage and distribution of alternate power or energy applicable.

3. OBJECTIVE OF THE RFI

The overall objective of the RFI is to identify potential alternate power or energy solutions which satisfy the current and future strategic and operational requirements of Legal Aid SA.

The RFI process is aimed at soliciting information on alternate power or energy solutions to:

- Survey the market to identify potential service providers available in the marketplace.
- Provide a scope of work for an alternate power or energy solution, storage and distribution, with identified pricing structures and metrics, which will integrate into Legal Aid SA electrical systems by:

Providing electricity which is independent of the supply from the grid service provider.

OR

- Providing electricity which integrates into the supply from the grid service provider.
- Electricity storage solutions.
- Identify key performance indicators for monitoring and evaluation of alternate power or energy system.

4. PARTICIPANT INFORMATION

4.1 Submissions are open to any public or private company or consortium of such companies intending to provide information based in Gauteng province or have an operational branch/office in Gauteng province.

In the case of consortia, interested parties should confirm that the submission is on behalf of the consortium.

4.2 The alternate power or energy solution service providers must meet the following requirements:

4.2.1 Manufacturer of alternate power or energy systems with installation and service support in Gauteng province;

OR

- 4.2.2 Installer of alternate power or energy system and associated components to confirm that there is a service agent with trained service technicians based in Gauteng province, South Africa; and
- 4.2.3 Service agent based in Gauteng province, South Africa to confirm that there is availability of service spares and critical spares for the alternate power or energy system.

5. GENERAL

5.1 Format of RFI Responses

- 5.1.1 The Respondent is requested to complete the RFI Response and provide all the information required in terms of this RFI and to address every item in paragraph 2 (Information to be provided by Respondents in their RFI Responses) of this RFI. **Printed responses to the RFI must be supplied electronically via USB (no CDs or DVDs are permitted).**
- 5.1.2 All pages should be numbered consecutively from beginning to end and there should be a detailed index to the entire RFI Response.
- 5.1.3 The RFI Response can be contained in more than one document and with annexures as the Respondent may consider appropriate to provide the information requested in this RFI. All the documents comprising the RFI Response must be visible from the index to the RFI.

5.2 Project Submission Process

The RFI Responses must be submitted to:

Legal Aid House
29 De Beer Street
Braamfontein
Johannesburg
2017

By Tuesday, 28 February 2023 at 11:00 am.

5.2.1 All costs incurred by a Respondent in connection with this RFI and the preparation of its RFI Response shall be borne by the Respondent.

5.2.2 Interested suppliers/manufacturers must register on CSD (Central Supplier Database at National Treasury) and be tax compliant.

5.3 Confidentiality

Legal Aid SA shall:

5.3.1 Use its reasonable endeavours to keep all data and details submitted by responding parties strictly confidential, save to the extent that such data or details are required to be disclosed by applicable law or order of a court of competent jurisdiction; be entitled to disclose all data and details to their officers, employees, agents, advisors and representatives who are involved in the project and the evaluation of the responses; and

5.3.2 Not be liable for any loss incurred or damage suffered as a result of any disclosure of any information (confidential or otherwise) of the responding party.

5.3.3 The responding parties shall not have, and hereby waives, any claim against Legal Aid SA arising out of the disclosure of any information, confidential or otherwise.

In compliance with the POPIA; Legal Aid SA undertakes to process personal information or special personal information as defined by the POPIA as follows:

- Personal information may only be processed in a fair and lawful manner and only with the consent of the data subject or a competent person where the data subject is a minor.
- Personal information may only be processed for specific, explicitly defined and legitimate reasons.
- Personal information may not be processed for a secondary purpose unless that processing is compatible with the original purpose.

- Reasonable steps will be taken to ensure that the personal information collected is complete, accurate, not misleading and updated where necessary.
- The data subject whose information is collected will be made aware that Legal Aid SA is collecting such personal information and for what purpose the information will be used.
- Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party.
- Personal information will be kept secure against the risk of loss, unlawful access, interference, modification, unauthorised destruction and disclosure.
- Data subjects may request whether their personal information is held, as well as the correction and/or deletion of any personal information held about them.

5.4 Reservation of Rights

- 5.4.1 Legal Aid SA reserves the right to use information submitted in response to this RFI for the purpose of compiling and aggregating data for public release, related to the information submitted, without mentioning/identifying specific parties/bias.
- 5.4.2 Legal Aid SA reserves the right to verify any information contained in a response to this RFI.
- 5.4.3 Legal Aid SA reserves the right to cancel or withdraw this RFI as a whole or in part.

5.5 Contact Information and Clarifications

Interested parties are welcome to attend a non-compulsory Briefing on 10 February 2023 at 11:00 am at

Legal Aid House
29 De Beer Street
Braamfontein
Johannesburg
2017

Alternatively, parties can engage directly with Mr Phumlani Ngidi via email at PhumlaniN@legal-aid.co.za or call 011 877 2000.