

TE TARI TIAKI PŪNGAO
ENERGY EFFICIENCY & CONSERVATION AUTHORITY



Energy Efficiency & Conservation Authority

Request for Proposal (RFP)

GIDI: Clean Tech – Commercial Lighting Programme

RFP released:	06 10 2023
Deadline for Questions:	5:00PM 30 08 2024
Deadline for Proposals:	5:00PM 30 09 2024

Energy & Efficiency & Conservation Authority
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The opportunity

This RFP is issued by Energy Efficiency and Conservation Authority referred to below as “the Buyer” or “we” or “us” or “EECA.”

Overview

GIDI: Clean Tech – Commercial Lighting Programme (the programme) aims to accelerate the uptake of light-emitting diode (LED). The programme will target the commercial building sector by incentivising lighting systems upgrade projects (including controls and LED lighting including diffusers). It will use an approved supplier panel to deliver standardised efficiency assessments and lighting retrofits based on international best practice, across multiple commercial sites in New Zealand.

The goal of the programme is to remove inefficient luminaires from office and commercial buildings and see these replaced with high-efficiency commercial lighting systems that optimise lighting outcomes and energy efficiency. Where appropriate, this may include use of LED luminaires with built in control functionality (e.g. daylight and motion sensing).

The programme is targeting energy efficiency, with indirect emission reductions from electricity savings an additional benefit. Success factors will be defined by:

- Meeting or exceeding energy reduction and carbon abatement targets.
- The replacement of as many inefficient lights as possible in commercial with LEDs and lighting controls.
- The number of businesses that benefit from the programme.
- End-User customer satisfaction results measured by NPS scores.

Why Commercial Lighting Systems?

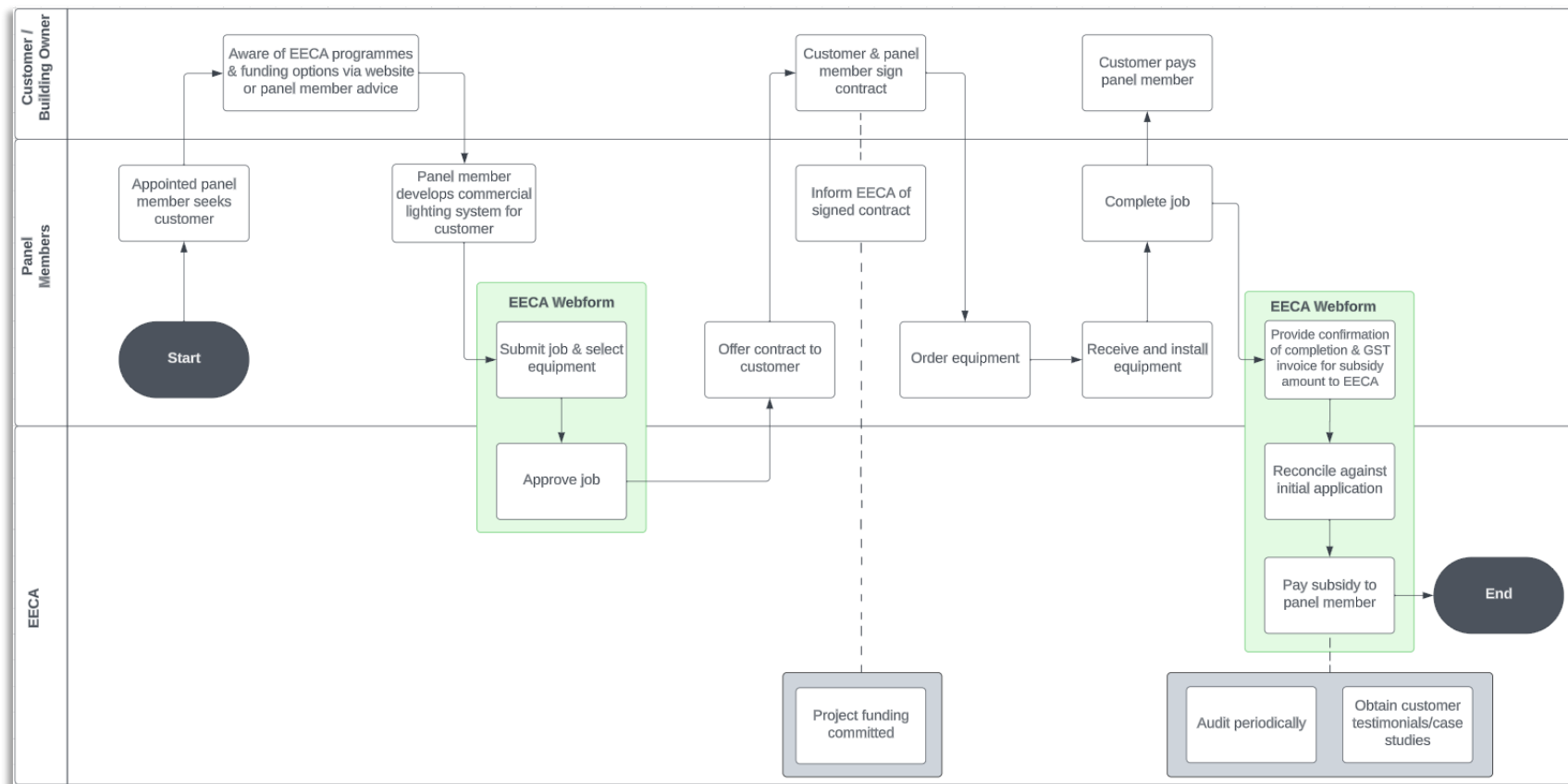
Many of New Zealand’s 160,000 SMEs are using inefficient technologies despite alternatives existing, resulting in at least 1 MtCO₂e/year of avoidable carbon emissions. The GIDI: Clean Tech programme is designed to specifically target this equipment used by SMEs. It aims to achieve direct carbon reduction of 4.2 million tonnes overall, or a peak of 270 kt per annum. Although the programme is focused on SMEs, it is also available to larger enterprises and local government.

Lighting is often discounted as having minimal carbon impact. But the sheer size of the NZ commercial lighting systems (CLS) retrofit market, utilising LEDs, and controls, means the impact could be significant. For example, the ‘Energy Efficiency First’ 2019 report highlighted potential annual electricity savings of 1035 GWh/52 kt CO₂-e₂ from substituting commercial building fluorescents with LEDs.

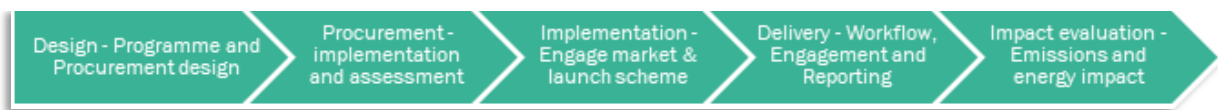
CLS retrofit lighting interventions are quick to implement and rapidly scalable and can provide a ‘door opener’ for commercial building owners to also address their more carbon intensive space and water heating technology.

How we plan to deliver

Figure 1: Programme Delivery Model



Delivery of the programme will span across five phases, as shown in the diagram below. We have detailed the key steps that we anticipate will fall under each phase:



- EECA approves and appoints the Commercial Lighting Panel members.
- Panel members review the Minimum Equipment Requirements (see Appendix 5) for the Commercial Lighting programme and submit preferred equipment to EECA for consideration.
- Panel members approach customers (commercial businesses) throughout New Zealand and inform them of the programme and co-funding opportunity.
- Customer agrees to Panel member undertaking a site evaluation to determine whether their project qualifies for co-funding.
- Panel member conducts site evaluation(s) to scope, size, and price the installation to determine the correct solution for the customer, and to collect information for EECA's pre-approval form. This includes seeking agreement from customers to allow EECA access to energy savings data pre and post install, and a declaration that the products installed comply with the European-Union eco-design requirements: EUR-Lex - 32019R2020 - EN - EUR-Lex (europa.eu).
- Panel member enters evaluation information into EECA's pre-approval form to determine whether the project qualifies for co-funding and to establish co-funding amount.
- For qualifying installations EECA will co-fund up to 50% of total project costs (these are defined as the costs invoiced to the end user).
- EECA promptly notifies Panel member of project co-funding approval and co-funding amount. EECA will advise on monitoring requirements for the project (this is to help verify the benefits of the new installations).
- Panel member takes the approved co-funding offer to their customer, the end-user.
- Upon customer acceptance of Panel members' offer, a contractual relationship is entered into by Panel member and customer. (Note: EECA is not a party to the contract and so accepts no liability for non-performance or any other content of the contract).
- Panel member will install lighting equipment that meet the minimum equipment requirements and undertake/oversee the decommissioning of the existing lighting system and arrange for safe, sustainable, and appropriate disposal.
- At completion of installation, customer pays panel member.
- Panel member notifies EECA of project completion by providing evidence of replacement with a project completion report and a GST invoice for the co-funding amount.
- EECA will promptly pay co-funding to the Panel member upon satisfactory reconciliation of project application and claim forms, invoice, and evidence of project completion.
- EECA will audit, at EECA's own cost, a sample of projects (across all panel members) to confirm the equipment installation was delivered in accordance with programme eligibility criteria, application and claim details and co-funding agreement.

Project Completion Evidence

At the end of the project, Panel members will need to provide the following information when submitting invoices to claim project co-funding:

- Confirmation of luminaires installed vs what was proposed. Information should include quantity, type of luminaires and other control systems installed.
- Updated LENI tool if there have been changes since the proposal.
- Updated floor plans if changes to proposed lighting system.
- Details of how the old lighting system was recycled, including the name of the recycling company used. A declaration that the components have been recycled in a way that it cannot be resold and reused, and that mercury and other harmful substances were disposed of appropriately.
- Confirmation that lighting requirements were met. Some simple measurements of the various areas will be enough.
- Photographs of the new commercial lighting system installed on site.

Monitoring Requirements

- Panel members need to submit evidence when requested by EECA to demonstrate energy savings achieved through the project 12 months after install.
- Evidence may be in the form of either:
 - a) Electricity consumption data for the lighting circuits. This option is only applicable if the current lighting system is being separately monitored, and the lighting system will continue to be separately monitored.
 - b) Electricity consumption data for a collection of circuits which include the lighting circuit. This option is applicable to situations with e.g. a single electricity meter for a building floor. In this case, Panel members will need to provide information on any other significant changes to the measured electrical load. In the simplest case, with no other changes to the electrical load in the circuits covered by a single meter, any should mostly reflect the expected change due to the lighting upgrade.
 - c) If the lighting system has monitoring capability, Panel members can describe how they determined annual energy savings, and/or emissions savings using the measured data and the values.

Funding Model

The funding model is based on lighting upgrade projects meeting two of the following three criteria:

- Maximum levelized cost to EECA of \$65/MWh
- Maximum full marginal abatement cost of \$200/t CO₂e
- Minimum of 60% efficiency improvement

NB: if a project does not meet the levelized cost per MWh criteria, funding would be scaled to meet the requirements.

For example: If the cost to EECA is \$70 per MWh for a project with payback of over 2 years, we would scale funding, so EECA is paying a maximum of \$65 per MWh. e.g. 50% gives EECA a \$/MWh of \$70, but 46% gives a \$/MWh of \$65. So, we offer 46%.

What we need

This procurement seeks to establish a panel of 30 LED lighting providers to assist with the supply and installation of EECA approved lighting equipment and the removal and disposal of existing systems (where applicable) for the programme.

The duration of the individual panel agreements will be for an initial period of 12 months with the option of two 12-month renewals at the discretion of EECA.

There are 6 key features to delivering the programme:

- Identifying and approaching suitable businesses to participate in the programme.
- Conducting standardised site assessments and reporting of findings, including costs for proposed work back to EECA.
- Presentation of EECA's co-funding proposals back to businesses.
- Sourcing a range of different commercial lighting system products that meet EECA's requirements.
- Arranging and managing lighting systems products on site and disposal of replaced equipment and any other waste.
- Providing progress and ad hoc reporting to EECA throughout the duration of the programme.

The intention is that suppliers will approach owners or tenants of commercial sites with the following characteristics, however, are not limited to these. EECA welcomes applications for any commercial site that can show outstanding energy efficiency potential regardless of size.

Office Lighting:

- Purpose-built private office space with a primarily open plan layout.
- Provides office space e.g. for an occupancy of 20 people at a minimum 5 square metres (sqm) per person. There is no upper occupancy limit. Calculations of space allocation per person exclude storage/amenities.

Commercial Lighting:

- Includes but not limited to large format retail, supermarkets, hotels, aged-care, retirement villages, private hospitals, big box retail and commercial warehouses etc.
 - Large format retail means an establishment with a medium to large commercial floor area.
 - Big-box retail means sites with showroom space (excludes storage/office space and amenities).
 - Commercial warehouse means sites with warehousing space (excludes storage/office space and amenities).

Covered car parks:

- An area which is designed to house at least 10 vehicles from exposure to weather and has commercial grade lighting.

Recreation facilities:

- A designated space for recreation activities that could be indoor or outdoor and has lighting for activities. Examples could be purpose-built centres or stadiums/parks, swimming pools or courts.

Other:

- Commercial or industrial sites that show outstanding energy efficiency potential.

What we don't want

EECA will not accept alternative proposals for increased scope of delivery or partial solutions. Each supplier before submitting their proposal must be confident, they satisfy all preconditions.

What's important to us?

EECA requires suppliers to demonstrate the following attributes and capabilities:

- An ability and willingness to work collaboratively with the EECA and all other pilot suppliers throughout the supply chain to achieve the programme outcomes.
- Evidence of delivering on time, to budget and to the required standard.
- Strong relationship management skills, data management and reporting systems.

Your commitment to this programme is very important to EECA. You will be the pilot's representatives to customers and your company and personnel's knowledge of the pilot, professionalism and commitment to its outcome will largely determine the pilot's success.

Why should you bid?

This is an opportunity for your business to be at the forefront of commercial lighting systems upgrades with a Government incentivized scheme to turbo charge the change. We need businesses to act now and switch from inefficient lighting to modern efficient technology; we don't have time to wait for old equipment to reach the end of its life. This is an opportunity for you to be part of a nationwide initiative that seeks to help businesses act now to make a change for good. Panel participants will be acting as energy efficiency leaders promoting the benefits of well-designed commercial lighting systems for the benefit of all New Zealanders.

A bit about us

EECA is a Crown Agency whose purpose is to mobilize New Zealanders to be world leaders in clean and clever energy use. We hope to achieve a sustainable energy system that supports the prosperity and wellbeing of current and future generations.

EECA works to create positive change across systems using a combination of three important levers – co-investing, motivating people and standards and regulations.

SECTION 1: Key Information

1.1 Context

- a. This Request for Proposals (RFP) is an invitation to submit a Proposal for the GIDI: Clean Tech Commercial Lighting Programme contract opportunity.
- b. This RFP is a single-step procurement process.

1.2 Our timeline

Here is our timeline for this RFP (all are New Zealand times and dates):

Request for Proposals open	6th October 2023
Respondent briefing session (three individual sessions to be held)	1. 17th October 2023
	2. 7th February 2024
	3. 4th June 2024
Deadline for Questions	5:00pm 30th August 2024
Deadline for us to answer questions (indicative)	Within 2 days of receipt
Deadline for Proposals	5:00pm 30th September 2024 or when programme budget is expended
Successful Respondent(s) notified	Within 30 days of receipt of proposal
Expected start date of Contract	On individual contract signing

1.3 How to contact us

- a. Contact us through our Point of Contact via email or the Government Electronic Tenders System (GETS).
- b. Our Point of Contact:

Name: Procurement Team
Email address: applications@EECA.govt.nz

- c. To register for our Respondent briefing session contact the procurement team on applications@eeeca.govt.nz

1.4 Developing and submitting your Proposal

- a. This is an open competitive tender process.
- b. Take time to read and understand the RFP.
- c. Take time to understand our Requirements. These are in SECTION 2: of this document.
- d. Take time to understand how your Proposal will be evaluated. See SECTION 3: of this document.

- e. For resources on tendering visit <https://www.procurement.govt.nz/suppliers-2/>
- f. If you have questions, ask our Point of Contact before the Deadline for Questions (see Section 1.2 above).
- g. Use the Response Form provided with this Proposal.
- h. Complete and sign the declaration at the end of the Response Form.
- i. Check you have provided all the necessary information in the correct format and order.
- j. Submit your Proposal before the Deadline for Proposals.

1.5 Address for submitting your Proposal

All tender responses must be made through:

- The GETS website www.GETS.govt.nz It is recommended that the uploading process be undertaken with sufficient time to allow the upload to complete before the deadline for tenders. Tender size is limited to 50MB.
- EECA Website. <https://www.eeca.govt.nz/co-funding/industry-decarbonisation/gidi-clean-tech/>

We will not accept Proposals sent by post or delivered to our office.

Make sure you include all attachments and reference material

1.6 Our RFP Terms

a. Offer Validity Period

By submitting a Proposal, the Respondent agrees that their offer will remain open for 4 calendar months from the proposal being made

b. RFP Terms

By submitting a proposal, the Respondent agrees to the RFP-Terms described in SECTION 6: .

1.7 Later changes to the RFP or RFP process

- a. After publishing the RFP, if we need to change anything or provide additional information, we will let all Respondents know by placing a notice on GETS and the EECA Website.
- b. If you downloaded the RFP from GETS you will automatically receive notifications of any changes through GETS.

1.8 Defined terms

These are shown using capitals. You can find all definitions at the back of the RFP-Terms.

SECTION 2: Our Requirements

2.1 Background

GIDI: Clean Tech – Commercial Lighting Programme (the programme) aims to accelerate the uptake of light-emitting diode (LED). The programme will target the commercial building sector by incentivising lighting systems upgrade projects (including controls and LED lighting including diffusers). It will use an approved supplier panel to deliver standardised efficiency assessments and lighting retrofits based on international best practice, across multiple commercial sites in New Zealand.

The goal of the programme is to remove inefficient luminaires from office and commercial buildings and see these replaced with high-efficiency commercial lighting systems that optimise lighting outcomes and energy efficiency. Where appropriate, this may include use of LED luminaires with built in control functionality (e.g. daylight and motion sensing).

2.2 Key outcomes

Key outcomes EECA want to achieve are:

- a) To deliver anticipated energy savings of 58.33 GWh to enable a just transition from inefficient lighting in commercial buildings.
- b) To deliver emissions reduction of 2,782 tCO₂e by end of 2025 (EB1), 14 ktCO₂e by 2030 (EB2) and 32 ktCO₂e over lifetime (10 years).
- c) Deliver savings at an energy savings cost to EECA of \$60/MWh which is economic when compared with the cost of electricity generation between \$60 and \$75 per MWh.
- d) To develop working relationships with and an understanding of organizations that operate in the commercial buildings lighting value chain that can be leveraged on throughout GIDI: Clean Tech.
- e) To overcome end user and supply chain barriers with credible information and incentives thereby ensuring successful uptake of the programme.
- f) To evaluate and improve co-funding methodologies and procurement approaches through a post-implementation process review.

2.3 What we require from a Respondent:

We are looking to appoint up to 30 suppliers to the panel with the capacity, capability, and commitment to assist EECA to achieve its key outcomes and deliver the programme by 30 September 2025.

Suppliers will be required to deliver the following as part of their contract with EECA:

- Identifying and approaching suitable businesses to participate in the programme.
- Conducting standardised site/project assessments and reporting of findings back to EECA, including:
 - information on the site/business,
 - the current lighting system in use,
 - The proposed light system,
 - Product information,

- Lighting design information and floor plans,
 - Energy savings and mercury removal using EECA's approved LENI calculator methodology.
 - Proposed costings associated with undertaking the work.
- Presenting EECA's co-funding proposals back to businesses
 - Sourcing lighting system products that meet EECA's requirements
 - Arranging and managing replacement of commercial lighting systems products, packaging waste the on-site and appropriate disposal of replaced luminaires and any waste in a sustainable manner.
 - Provide high quality customer service.
 - Provide quality, cost-effective supply and installation of EECA approved lighting.
 - Provide a full installation warranty and any related backup service(s).
 - Maintain accurate records and allow open access to EECA's auditors.
 - Consents from end-users for EECA access, use and sharing of data about the new installed equipment and energy savings.

A. Track Record

EECA is looking for panel members who have a track record of delivering on time and on budget, panel members are asked to provide evidence of the following:

- Demonstrable competence and experience designing and providing commercial lighting systems in one or several commercial building types, such as office, warehouse, big-box, large retail, indoor/outdoor sports lighting, and covered car parks.
- Demonstrable experience in the past three years of:
 - Identifying energy efficiency opportunities in commercial lighting systems
 - Design lighting systems using lighting design software to ensure compliance with Standards (such as AS/NZS 1680) and client requirements.
 - Developing floor plans to show proposed lighting installation design.
 - Managing the installation and delivery of commercial lighting projects
 - Installing lighting controls to optimise energy efficiency.
- Experience delivering programmes/projects where there is a strong focus on:
 - Health and safety
 - Stakeholder management
 - Quality reporting

B. Capability

Panel members are to provide the following installation services:

- Site investigations/evaluations to determine the viability of installs.
- Installation of equipment identified by the supplier that meet the minimum requirements of EECA.
- Carry a manufacturers accreditation for installation to ensure terms and conditions of any warranty are valid.
- Meeting health and safety requirements.
- Ensuring sites are left in safe and tidy condition.
- Undertake/oversee the decommissioning of the existing lighting system and arrange for safe and appropriate disposal if required.
- Provide evidence to demonstrate energy savings achieved through the project installation.

C. Capacity

We are seeking Panel members that can demonstrate the capacity to deliver multiple installations by 30 September 2025. This requires sufficiency of resource in terms of personnel, internal financial controls and balance sheet management, management/technical services and installation.

D. Proposed Solution

Systems & Processes

The Panel member will be required to support their installation services by providing the following systems and processes.

- Escalation Protocols & Issue Resolution processes.
- Clear process for the replacement of product failures/faults.
- Have robust quality assurance and auditing processes.
- Demonstrate they have in place administration systems, including checks for accuracy and completeness.

E. Customer Service

Panel members must be able to provide:

- Evidence of a strong focus and commitment (e.g., training) to delivering good customer service, including customer engagement, complaints processes and honoring of warranties

F. Broader Outcomes

The Energy Efficiency and Conservation Authority aims to achieve long term, meaningful benefits for New Zealanders and the environment by using the procurement process to leverage positive social, cultural, economic, and environmental outcomes.

The demonstration of [New Zealand Government Procurement Broad Outcomes](#), this will include:

- Workforce Development
- Environmental sustainability
- Innovation

G. Public Liability Insurance

Panel members are to have sufficient public liability insurance to cover normal business engagements and provide evidence of currency to EECA on request.

2.4 Other Information

Co-funding payments will be made to the site owner on successful delivery of all milestones. Panel members are to make their own arrangements with site owners around payment for work

2.5 Supplier Code of Conduct

The Government is committed to sustainable and inclusive government procurement that delivers for New Zealand and New Zealanders. This Supplier Code of Conduct outlines the expectations the Government have of suppliers. As part of the tender process the Respondent is required to confirm that if they are successfully appointed, they will comply with the Code of Conduct.

Supplier Code of Conduct Link (documents also attached to this tender:

<https://www.procurement.govt.nz/broader-outcomes/supplier-code-of-conduct/>

2.6 Panel Term

We expect that the Contract will commence [insert month and year]. The anticipated Contract term and options to extend are:

Description	Years
Initial term of the Contract	12 months
Options for us to extend the Panel	up to two extensions of one year each i.e. 1+1+1
Maximum term of the Contract	3 years

2.7 Contract value

We estimate the value of EECA's co-funding to be up to \$30 million. It is noted projects at each site will vary in value. Funding will be approved on a first come first served basis.

2.8 Other tender documents

These documents have been uploaded on GETS and are available to Respondents – they form part of this RFP. These include:

- a) 001. Request for proposals (RFP)
- b) 002. RFP Terms and Conditions
- c) 003. RFP Response Form
- d) 004. Appendix 1_RFP Pre-Conditions Response Form
- e) 005. Appendix 2_Product Specifications
- f) 006. Appendix 3_Capability, Experience and Track Record Response Form
- g) 007. Supplier Code of Conduct
- h) 008. Supplier Code of Conduct Questions and Answers
- i) 009. GIDI: Clean Tech- Commercial Lighting Programme Panel Agreement

2.9 Delivery locations

Delivery of the required services will be national with consideration given to each supplier's ability to deliver based on current location and supply relationships. Where possible, distances and logistics should be kept to a minimum to support lower emissions outcomes.

SECTION 3: Our Evaluation Approach

This section sets out the Evaluation Approach that will be used to assess Proposals.

3.1 Initial Checks

An initial review of the proposals will be undertaken by the procurement team to establish compliance and completeness. A compliant proposal must:

- Meet all pre-conditions.
- Include a signed declaration.
- Pass the Declaration check.

EECA reserves the right to put aside any responses that are generally non-compliant or materially incomplete from further assessment. As part of the initial check a review of the preconditions will be undertaken.

Any response deemed by EECA at its sole discretion to have not meet the preconditions will be put aside from further Consideration.

3.2 Pre-conditions

A respondent's proposal must meet all the following pre-conditions. Proposals which fail to meet one or more of these will not be considered for evaluation.

#	Pre-Conditions	
1	Are you New Zealand-based, registered with the New Zealand companies' office, and have a New Zealand Business Number?	Yes/No
2	Can you confirm that your company is a full-service supplier, i.e. you manage the entire process, including: <ul style="list-style-type: none">• accurately scoping and pricing each lighting upgrade.• sourcing and installing the LED lighting equipment.• training the end users in its use; and providing warranty and back up service.	Yes/No
3	Have you completed commercial lighting design, supply, and installation projects at 10 sites in the last 3 years of a minimum value of \$10,000 NZD each?	Yes/No
4	Do you have qualified lighting designers in house or in your business consortium, who have experience meeting light standards such as AS/NZS 1680?	Yes/No
5	Can you provide evidence of a New Zealand recognised Health and Safety pre-qualification accreditation? If so, please attach to your submission.	Yes/No
6	Can you confirm your company's compliance with the NZ Government Supplier Code of Conduct.	Yes/No

3.3 Evaluation model

All compliant responses will be evaluated on the criteria listed below:

Criterion	Weighting
Pre-conditions	Pass/fail
Capacity	45%
<p>Extent to which the supplier can demonstrate the capacity to assist EECA to deliver the Programme by 30 September 2025.</p> <p>This requires sufficiency of resource both in terms of project management and installation. Respondents must identify who will be designing the lighting system and performing the onsite installation work for the first 12 months of delivery.</p>	
Capability of the supplier to deliver	45%
<p>Extent to which the supplier can demonstrate:</p> <ul style="list-style-type: none"> • Experience delivering in the same or similar environments. • Experience delivering programmes/ projects with a strong focus on: <ul style="list-style-type: none"> ▪ health and safety ▪ stakeholder management ▪ quality reporting • A sufficient installation solution with demonstrable experience evidenced through a track record. • Named personnel named in the solution have experience evidenced by: <ul style="list-style-type: none"> ▪ the nature and amount of recent relevant experience ▪ track record • Experience working with sub-trades/ installers. 	
Broader Outcomes	10%
<p>Extent to which suppliers can demonstrate an approach to this Programme that incorporates the following Government procurement 'Broader Outcomes'</p> <ul style="list-style-type: none"> ▪ Workforce Development ▪ Environmental sustainability ▪ Innovation 	
Total Weightings	100%

- The procurement team will check that all new suppliers meet the pre-conditions, those that do will then be eligible to be assessed against the scored evaluation criteria. Those suppliers that fail on one or more pre-conditions will have their response removed from consideration.
- Evaluators will score all compliant responses against the criteria using a weighted attribute model, only those responses that can fully deliver against the requirements will be recommended preferred supplier(s).
- Those suppliers that fail on one or more criteria will be removed from further evaluation.
- The evaluation model is a “weighted attribute” model.

EECA will score all compliant responses initially based on the scoring criteria using a weighted attribute model. Only those responses that can fully deliver against the requirements will be appointed to the panel.

Evaluation of Existing Lighting Pilot Suppliers

Should existing Lighting Pilot suppliers wish to be considered for appointment to the Commercial Lighting Panel via the RFP, they will require to:

Respond to all questions in the Capacity and Broader Outcomes sections of the RFP and confirm that there has been no material change in the Supplier’s circumstances since appointment to the Commercial Lighting Pilot Panel.

(Note: Suppliers will be evaluated on Capacity and Broader Outcomes criteria as EECA is satisfied that capability has already been demonstrated in the evaluation process that led to pilot panel appointment.)

A score of 7 or more is required for the evaluation panel to recommend for approval.

Evaluation of New Suppliers

New Suppliers will be evaluated firstly on pre-conditions and should they pass this initial evaluation, will be evaluated on all the evaluation criteria.

A score of 7 or more is required for the evaluation panel to recommend for approval.

Appointment to the Panel

Suppliers will be informed of the outcome of their application within 30 days of receipt. To ensure that there is no bias towards existing Commercial Lighting Panel suppliers, EECA will delay in awarding any contracts until 30 days from the date that the RFP goes live on GETS and EECA website : <https://www.eeca.govt.nz/co-funding/industry-decarbonisation/gidi-clean-tech/>

The tender will remain open for 12 months.

EECA reserves the right to close the panel based on the demands of the programme.

Panel membership will be capped at 30 suppliers.

3.4 Clarifications

It is intended that, where appropriate, suppliers are provided an opportunity to provide clarifications, to support the EECA’s evaluation being as accurate as possible. This will be in response to evident minor omissions or ambiguity in a generally compliant response.

EECA will determine whether to invite further clarifications from respondents at its sole discretion. EECA does not intend to seek further clarifications where initial responses are generally non-compliant or materially incomplete or inadequate.

3.5 Scoring

The following scoring scale will be used in evaluating Proposals. Scores by individual respondents may be modified through a moderation process across the whole evaluation panel.

EXCELLENT	Respondent demonstrates exceptional ability, understanding, experience and skills. The Proposal identifies factors that will offer potential added value, with supporting evidence.	9-10
GOOD	Respondent demonstrates above average ability, understanding, experience and skills. The Proposal identifies minor additional benefits, with supporting evidence.	7-8
ACCEPTABLE	Respondent demonstrates the ability to meet the criteria, with supporting evidence.	5-6
RESERVATIONS	Satisfies only a minimum of the criteria but not all. Reservations about the Respondent to adequately meet the criteria. Little supporting evidence.	3-4
SERIOUS RESERVATIONS	Extremely limited or no supporting evidence to meet the criteria. Minimum effort made to meet the criteria.	1-2
UNACCEPTABLE	Does not comply or meet the criteria at all. Insufficient information to demonstrate the criteria.	0

3.6 Price

Price is not a weighted criterion

3.7 Compliance

Proposals will be checked for compliance with the RFP conditions, including whether the submission:

- Has arrived in advance of the RFP closing date and time.
- meets compliance requirements i.e., format, signatures and requested attachments are provided.
- Is complete, sufficient in content/quality and/or provides a response to each component of the Response Forms. If a submission is manifestly short of the required standard, a recommendation may be made that it should not proceed to the full evaluation process; and

- Is relevant to the scope and/or Requirements outlined in this RFP. If a submission is manifestly not relevant, a recommendation may be made that it should not proceed to the full evaluation process.

Conflicts of interest declared or identified by respondents will also be considered and compared to internal declarations already made. Any material issues will be raised with the relevant respondent.

At our discretion, we may decide to progress or not progress any non-compliant response to the next stage of the process.

3.8 Due diligence

EECA may undertake any of the following due diligence actions in relation to suppliers or any subcontractors. The findings will be considered in the evaluation process:

- Reference check the respondent, any other organisation and named personnel in the response.
- Interview the respondent or any other organisation they propose to use.
- Complete relevant health and safety checks including, but not limited to, assessing the robustness of the respondent's or any other organisation they propose to use health and safety documentation and processes against industry standards.
- Other checks against the respondent or other organisation they propose to use e.g., Companies Office.
- Request the respondent make a presentation.
- Inspect audited accounts for the last three financial years (required).
- Undertake a credit check.
- Product testing undertaken by a EECA appointed third party supplier.

SECTION 4: Pricing Information

Pricing information is not requested as part of this tender

SECTION 5: Our Proposed Contract

5.1 Proposed Contract

The Panel Agreement that we intend to use for this procurement is attached to this RFP.

In submitting your proposal you must let us know if you wish to question any of the terms or conditions in the Proposed Panel Agreement or wish to negotiate new terms or conditions.

The RFP Response Form contains a section for you to state your position. If you do not state your position, you will be deemed to have accepted the terms and conditions in the Proposed Panel Agreement in full.

SECTION 6: RFP Terms

View the [RFP Terms](#) dated June 2021