

REQUEST FOR PROPOSAL

APPOINTMENT OF A PRODUCT DEVELOPMENT ORGANISATION (PDO) TO PROVIDE PRODUCT DEVELOPMENT SUPPORT SERVICES

PROPOSAL DEADLINE: 17h00, FRIDAY, 19 JUNE 2020

Established in 2010, GreenCape is a non-profit organisation that drives the widespread adoption of economically viable green economy solutions in South Africa. GreenCape works with businesses, investors, academia and government to unlock the investment and employment potential of green technologies and services, and to support a transition to a resilient green economy.

GreenCape requires the services of a Product Development Organisation (PDO) to develop new products or value chains from a selection of currently unwanted materials from production processes so that they can be incorporated into the current production of existing businesses in Cape Town.

The project brief and requirements for the submission of proposals are provided below.

BACKGROUND TO THE PROJECT

The Western Cape Industrial Symbiosis Programme (WISP) delivered by GreenCape is an initiative that identifies opportunities for secondary material utilisation by enabling companies to share their under-utilised resources (wastes, by-products, spare capacity etc.) with other companies that can use them. WISP recently conducted a Material Flow Analysis (MFA) to determine the material flows in and out of the Atlantis Industrial Area. This enabled the identification of critical nodes for intervention for improved resource efficiency and waste management i.e. the closing of more material loops, which could open enterprise development opportunities. By diverting these streams from going to landfill, it is possible to open opportunities for existing businesses to cut costs and generate revenue..

As a result of the study, a list of under-utilised materials were identified. WISP intends to work with a selected Product Development Organisation (PDO) that will develop, together with suitable companies, viable products, either through integration into existing production lines or new product lines.

WISP requires assistance to address (as many as feasible) opportunities which will be selected by the appointed PDO from a list of materials. The task is to develop and progress these opportunities so that they become attractive for existing local companies to include into their production capabilities.

TARGET MARKET

The project focuses on the manufacturing sector, where by-products or waste materials are relatively homogenous and large quantities are generated consistently. Manufacturing partners

will span multiple sectors as in many instances materials from one sector would be the most useful as an input to another unrelated sector.

OBJECTIVES

- To identify and evaluate potential value adding solutions for a selection of wastes and by-products from manufacturing processes in the Atlantis area (materials list provided)
- To identify and consult businesses that are potential partners for the development of product ideas (to be done through GreenCape)
- To collaborate with GreenCape and selected manufacturers to briefly assess market readiness and viability of the suggested value adding solutions (early market analysis)
- To develop products and production methods that can be incorporated into existing manufacturing businesses
- To assist manufacturers which show an interest in using the suggested secondary materials to plan for the adaptation of their production processes to take up the secondary materials and/or produce the products that have been developed

ACTIVITIES TO BE INCLUDED

- An inception meeting will be arranged by WISP with the PDO. The aim of this meeting will be to discuss the proposed approach and methodology, as well as the broader framework to achieve the objectives and outputs of the project (i.e. approach, methodology, feedback, etc.). Any deviations or amendment to the original RFP will be discussed and resolved at this meeting.
- Regular consultation with the GreenCape project manager to address all challenges and barriers associated with the development of selected products
- Product development brief/ plan which presents the best use for the materials with details of what to manufacture from the material and how this can be done
- Selection of manufacturers best suited to implement the opportunities for inclusion of new materials (on criteria such as suitability of match, willingness of recipient, etc)
- Consultation process with manufacturers to assess the viability of the new production methods and practices.
- Individual close out and project review meetings will be arranged by the PDO with WISP and the participant businesses to discuss products and the project success. In order to strengthen future projects a SWOT type analysis will be carried out as part of these meetings to understand what worked well and areas that need improvement or change.

CONSTRAINTS

- This is a pilot project to test if this methodology can be used on a greater scale in future projects aimed at value add to manufacturing by-products.
- It is anticipated that the proposed project will be completed within 3 months from the day of contract signing and acceptance of the inception note (July to the end of September 2020).
- The project has a budget limitation of R300,000 to be spent over this 3-month period.
- The PDO should provide the brief outline to their approach and methodology and explain how much is possible within the time and budget constraints provided.

- The PDO and WISP will hold an inception meeting to discuss the programme before work commences. At this meeting, time plan, project outputs and payment schedule will be discussed and agreed upon before commencement of work.
- WISP will make arrangements as far as possible and practicable for samples of the materials in question and details/introductions to all relevant parties to be provided to the appointed PDO.

PROJECT PROGRESS TRACKING

- Brief minutes of inception and any other progress meetings with project manager (can be via email).
- Minutes / meeting notes of business engagements (can be via email)
- Short overview of process of selecting and developing products and production processes for value add to the selected materials (3-5 pages).
- Brief individual proposals to companies for production of the recommended products.
- Brief minutes of close out meetings with companies and with project manager (can be via email, with SWOT analysis as attachment).

TIMEFRAMES

- Proposal delivered to GreenCape by 17h00 on Friday 19 June 2020
- Project inception: expected 1 July 2020
- Project completion: 30 September 2020

PROPOSAL SUBMISSION DETAILS

GreenCape can provide (upon appointment):

- The full list of materials identified by WISP during the Atlantis MFA study
- Sourcing of material samples for product development
- Facilitated interactions and consultations with relevant manufacturing companies

Please email the following to Senior Facilitator, Oliver Bonstein (oliver@greencape.co.za) by 17h00 on Friday 19 June 2020, including:

1. Project proposal including a draft time plan and cost of services
2. Costing must include the VAT exclusive cost for the services
3. Company profile (or CV if bidding as an individual), indicating previous projects with similar requirements
4. B-BBEE credentials with certificate or affidavit as relevant
5. Tax Clearance Certificate
6. VAT Registration verification
7. Company Registration Certificate
8. Declaration of Interest

Questions for clarification can be directed to Oliver Bonstein (oliver@greencape.co.za).

Note: GreenCape reserves the right not to make an appointment on this project. Feedback on the success of the bid will be provided within three weeks of the closing date.