



## REQUEST FOR QUOTATION (RFQ)

### German International Climate Initiative (IKI) Just Transition to a Decarbonised Economy for South Africa (JUST SA): Content design and dissemination campaign

Established in 2010, GreenCape is a non-profit organisation that drives the widespread adoption of economically viable green economy solutions from 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. Our aim is to be globally relevant in driving the uptake of green economy infrastructure solutions in the developing world.

One of our current projects for the German International Climate Initiative (JUST SA) supports the implementation of pathways towards a Just Transition towards and environmentally sustainable, climate-change resilient, low carbon economy and just society.

As part of this project, we require a Design agency to develop the design content for the materials listed below in collaboration with the GreenCape communications team.

Interested organisations are invited to submit quotations to undertake this work.

### BACKGROUND TO THE PROJECT

GreenCape is a key delivery partner on a 5 year project that is being funded by the German International Climate Initiative (IKI). The IKI “Just Transition to a Decarbonised Economy for South Africa” (JUST SA) project was jointly developed by the project implementing partners, including GIZ, GreenCape, TIPS, WWF SA, NBI and Yes4Youth. JUST SA supports the implementation of pathways towards a Just Transition towards an environmentally sustainable, climate-change resilient, low-carbon economy and just society. At the national level, the project supports the multi-level stakeholder dialogue set up by the Presidential Climate Commission (PCC) on Just Transition, ensuring an inclusive and results-oriented process. At regional level, the project assists the Mpumalanga provincial government in formulating a concrete, sustainable and just green economy transition plan for a diversified regional economy, which covers skills pathway development and finance mechanisms. At the local level, the project implements the plan, pilots and scales up in selected municipalities of Mpumalanga and private sector action is incentivised. Furthermore, mine rehabilitation is addressed with a focus on mine water treatment through research, policy implementation and community engagement.

### SCOPE OF WORK

#### A. Design

Year 1-Documents	Quantity
Market Intelligence Reports- Energy (30-40 pages)	1
Market Intelligence Reports-Water (30-40 pages)	1
Market Intelligence Reports-Agriculture (30-40 pages)	1
Industry Briefs-Energy (6-8 pages)	1

#### GreenCape Sector Development Agency

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Company Registration No. 2012/039750/08

Refer to the GreenCape website for director details

Industry Briefs-Water (6-8 pages)	1
Industry Briefs-Agriculture (6-8 pages)	1
Mpumalanga Strategic Plan document (10 pages)	1

Year 2-Documents	Quantity
Market Intelligence Reports- Energy (30-40 pages)	1
Market Intelligence Reports-Water (30-40 pages)	1
Market Intelligence Reports-Agriculture (30-40 pages)	1
Industry Briefs-Energy (6-8 pages)	1
Industry Briefs-Water (6-8 pages)	1
Industry Briefs-Agriculture (6-8 pages)	1
Mpumalanga Strategic Plan document (10 pages)	1
Industrial Development Strategic Plan document (30-40 pages)	1
Circular Economy Scan document (30-40 pages)	1

This is the current scope of work, but this can change as the project progresses. The selected Design agency will be required to work with an existing brand corporate identity of the Mpumalanga Green Cluster Agency. Please refer to the website <https://mpumalangagreencluster.co.za/> to get an indication of the brand and feel.

#### **B. Dissemination (This will be excluded from the scope work)**

Develop and execute a paid media campaign to disseminate the designed content. The campaign can include a mix of paid online media and social media.

#### **C. Brand Collateral**

Marketing material will be requested on an ad-hoc basis at a minimum of 10 hours per month.

#### **LOCATION**

The target region applicable is Mpumalanga. The work can be done remotely. Preference will be given to an Mpumalanga service provider with expertise in Design.

#### **DATE OF DELIVERY**

Deliverables are structured over a 2 year period. These are the Standard due dates and will be adjusted as the project progresses. The table below indicates the due date per deliverable per year.

Year 1 Deliverables	Due date
Market Intelligence Reports x 3 Water, Energy and Agriculture	29 September 2023
Industry Briefs x 3 Water, Energy and Agriculture	20 October 2023
Mpumalanga Strategic Plan document	1 December 2023

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Year 2 Deliverables	Due date
Market Intelligence Reports x 3 Water, Energy and Agriculture	15 September 2024
Industry Briefs x 3 Water, Energy and Agriculture	2 October 2024
Mpumalanga Strategic Plan document	1 December 2024
Industrial Development Strategic Plan document	1 December 2024
Circular Economy Scan document	1 December 2024

## GENERAL INFORMATION

1. Any quotation submitted after the closing date and time shall **not** be considered.
2. GreenCape reserves the right to cancel the procurement process without notice at any time and not make any appointment on this project.
3. All quotations will be evaluated on the basis of a functionality/price weighting of 50/30/20
4. Each bidder must include in its quotation a confirmation that it does not and will not have any actual or potential conflict of interest in submitting its quotation (see Declaration of Interest attached as Annexure B to this RFQ).
5. Functionality will be based on the expertise and independence of the service provider.
6. The acceptance of a quotation and the awarding of this project or any part thereof to a bidder will be communicated in writing by GreenCape.
7. Following acceptance of a quotation, the appointed bidder will be expected to enter into a service level agreement and a non-disclosure agreement with GreenCape.
8. The successful quote submitted by the bidder will form part of the service level agreement and may not be amended at any time after acceptance unless agreed to in writing by GreenCape and the service provider.
9. The appointed bidder will be expected to comply, inter alia, with the following:
  - 9.1. any applicable health and safety rules and regulations, including, but not limited to, the provisions of the Occupational Health and Safety Act No. 85 of 1993;
  - 9.2. registration and good standing with the Commissioner for Compensation for Occupational Injuries and Diseases and having the necessary employer's liability insurance in respect of its employees/agents in line with the provisions of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993, as amended; and
  - 9.3. sufficient insurance to cover its liabilities in respect of the services to be provided and any other insurances that may specifically be required by GreenCape in relation to its appointment on this project;

## SUBMISSION REQUIREMENTS

Interested organisations are invited to submit a quote for the outlined scope of work that should include the following:

1. Quotation for the work, broken down by activity (including agency project fee, design fee and proposed media budget). The **maximum** budget for this project is R650 000 over the 2 year project.
2. Shortlisted service providers will be requested to present their proposal.
3. Company profile, indicating previous projects with similar requirements
4. Tax Clearance Certificate
5. Company Registration Certificate
6. BEE credentials with certificate or affidavit as relevant
7. Declaration of Interest
8. Proof of required insurances
9. Letter of good standing from the Compensation Fund in South Africa(COIDA)

**Please email the above documentation to [zorina@green-cape.co.za](mailto:zorina@green-cape.co.za) by **31 August 2023 at 12pm** using the reference: IKI JUST SA. Please note that a failure to submit any of the required documentation could result in the bidder being excluded from the tender process.**

**For any queries related to this RFQ, please email: [zorina@green-cape.co.za](mailto:zorina@green-cape.co.za)**



## Annexure A: B-BBEE score weighting

Table 1 – B-BBEE score weighting

B-BBEE Level Status of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant	0



**Annexure B: Declaration of Conflict of Interest**

Any legal person/s having a relationship with persons employed by The GreenCape Sector Development Agency or any of the funders listed in this RFQ may make an offer/s in terms of this invitation to bid. In view of the possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to The GreenCape Sector Development Agency or any of the funders listed in this RFQ, it is required that the bidder or his/her authorized representative declare his/her interest as required below.

- 1. Have you previously provided services/products to The GreenCape Sector Development Agency or any of the funders listed in this RFQ?

YES NO

If yes, please furnish further particulars:

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- 2. Do you have any relationship (family, friend or otherwise) with employees of The GreenCape Sector Development Agency or any of the funders listed in this RFQ?

YES NO

If yes, please furnish further particulars:

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- 3. Were you previously employed by the GreenCape Sector Development Agency or any of the funders listed in this RFQ?

YES NO

If yes, please specify further details of previous employment:

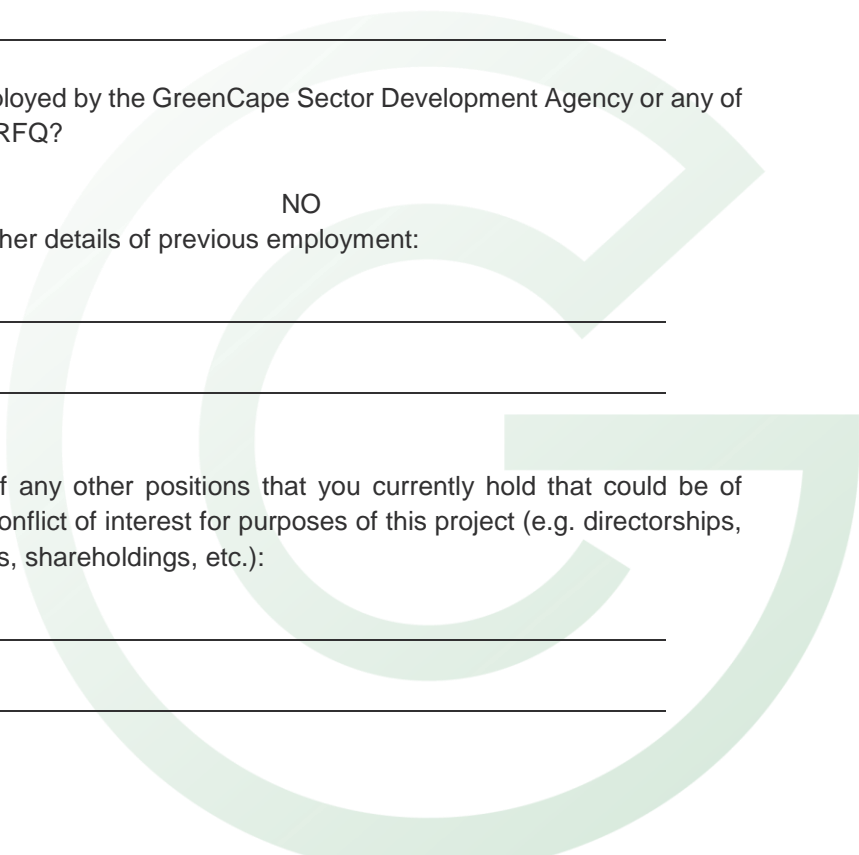
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- 4. Please provide details of any other positions that you currently hold that could be of relevance to assessing conflict of interest for purposes of this project (e.g. directorships, partnerships, trusteeships, shareholdings, etc.):

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I am aware that in the event of not accurately declaring any of the above, The GreenCape Sector Development Agency is entitled to terminate the agreement, and take any further action it deems necessary.

I hereby confirm that all the information provided above is true and correct.

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SIGNATURE

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FULL NAME

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DATE

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