



REQUEST FOR QUOTATION (RFQ)

Document design and digital integration

Request for suitability qualified and experienced service providers to develop and integrate content from GreenCape's market intelligence reports (MIRs) onto the existing website.

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|------------------------------------------------|-----------------|
| Date advertised | 12 October 2023 |
| Closing date to submit quotation and proposals | 26 October 2023 |

Background and introduction

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. Our aim is to be globally relevant in driving the uptake of green economy infrastructure solutions in the developing world.

One of the current projects funded by the UK Pact (Partnering for Accelerated Climate Transitions), focuses on the development of 3 x energy [market intelligence reports \(MIRs\)](#) which provides potential investors in the energy services space with a greater understanding of market opportunities in South Africa, considering the size of the opportunities and the level of risk involved. The MIR is compiled for foreign and local investors (persons or organisations) looking to invest in the large-scale renewable energy market through project development, asset management, equity, debt, equipment manufacture, or support services.

As part of this project, GreenCape requires a service provider to:

- (1) Design 3 x MIRs Reports – Approximately 20 pages designed.
- (2) Restructure the current MIR landing page to integrate digital content - including sections of the energy MIRS with interactive functionality.

The service provider will work with the GreenCape communications team.

The expected start date for this work is 06 November 2023. Interested organisations are invited to submit quotations to undertake this work.

SCOPE OF WORK

The successful service provider would be required to:

a. Document design: MIRs

GreenCape Sector Development Agency

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Company Registration No. 2012/039750/08

Refer to the GreenCape website for director details

- Design 3 x energy market intelligence reports of approximately 20 pages each for publication by 31 January 2023.
- The design would need to consider the green-economy and specifically renewable energy. The 2023 Market Intelligence reports for the electric vehicles, energy services and large-scale renewable energy are available on the [website](#) and should be used as a guide to the format of the design required.

b. Digital integration: MIRs website page – see [here](#)

- Restructure the MIR landing page to integrate digital content with designed content (this also needs to seamlessly align with displaying previous' years' MIRs).
- The content (selected chapters only), of the above mentioned MIRs, would need to be extracted and displayed in user friendly manner.
 - i. Users should be able to view tables, highlight content, and
 - ii. easily contact our service team should more information be required.
- The page should be able to track traffic, views, and downloads.

Note: The designed content (a.) would also be available on the website for download. It is important that the website landing page and the MIR are linkable to each other and can flow.

DATE OF DELIVERY

| Description | Maximum Time Allocation | Date of Delivery | Approval |
|--------------------------------------------------------------------------------|-------------------------|------------------|-----------|
| a. 3 x designed MIRs | 2 months | 30 January 2024 | GreenCape |
| b. MIR landing page (restructure) with focused sections for the 3x energy MIRs | 4 months | 28 February 2024 | GreenCape |

SUMMARY OF DELIVERABLES

1. 3 x ~20 pages designed Market Intelligence Reports.
2. 1 x restructure of the MIR landing page
3. Training for the team to manage content

General Information for bidders

a. Terms and Conditions of applications

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. The awarding of this project or any part thereof to a bidder will be communicated in writing by GreenCape.
4. Following notification, the appointed bidder will be expected to enter into a service level agreement and a non-disclosure agreement with GreenCape.
5. 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.
6. 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 (professional and public indemnity) and any other insurances that may specifically be required by GreenCape in relation to its appointment on this project.

b. Submission Requirements

- All quotations will be evaluated on the basis of a functionality/price/B-BEEE weighting of 50/30/20. B-BBEE points will be calculated as per the table set out in Annexure A to this RFQ.
- 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).
- Quotation for the work, broken down by activity.
- Functionality will be based on the criteria below:

| Description | Evaluation Criteria (points) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A brief work plan that outlines the proposed approach and activities that would be taken to achieve the required scope of work. The work plan should include:</p> <ol style="list-style-type: none"> 1. the proposed activities to achieve the required scope of work. 2. the timeframes for each activity. | <p>8 – 10 = Well articulated work plan which is structured and demonstrates a clear understanding of the scope of work, timeline with key milestone, detailed approach and well thought out risk register.</p> <p>5 – 7 = Good work plan which is mostly structured and demonstrates a good understanding of the scope of work, timeline with key milestone, the approach is mostly detailed and includes a risk register. Consultant has included most elements of a detailed budget.</p> |

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| <p>3. a brief description of the proposed approach.</p> <p>4. a risk register and mitigation plan that addresses any key project risks.</p> | <p>2 – 4 = A work plan that has only some of the following details: (1) an understanding of the scope of work, timeline with key milestones. (2) a risk register and (3) a project budget.</p> <p>0 – 1 A simple or no work plan included most of the elements listed missing: (1) an understanding of the scope of work, timeline with key milestones. (2) a risk register and (3) a project budget.</p> |
| <p>Evidence of website development and strong digital marketing experience.</p> | <p>12 - 15 = excellent evidence, knowledge, and approach in the development of websites, extensive experience in digital marketing in the South African context.</p> <p>8 - 11 = good evidence, knowledge, and approach in the development of websites, extensive experience in digital marketing in the South African context.</p> <p>4 - 7 = some evidence, knowledge, and understanding of the approach required in the development of websites, and digital marketing in the South African context.</p> <p>0 - 3 = little evidence, knowledge, and experience in website development and no evidence in digital marketing.</p> |
| <p>Experience in working with green economy-based datasets and the development of robust reports and publications.</p> | <p>12 - 15 = extensive experience more than 4 years in working with environmental data and the presentation of outputs in publications, articles, reports both online and hardcopy. List of organisations and outputs included.</p> <p>8 - 11 = good evidence, less than 3 years in working with environmental data and the presentation of outputs in publications, articles, reports both online and hardcopy. List of organisations and outputs included.</p> <p>4 - 7 = 1 - 2 years in working with environmental data and the presentation of outputs in publications, articles, reports both online and hardcopy. List of organisations and outputs included.</p> <p>0 - 3 = little, less than 1 year experience in working with environmental data and the presentation of outputs in publications, articles, reports both online and hardcopy. List of organisations and outputs included.</p> |
| <p>Portfolio of previously developed platforms, websites and/or links to content to verify ability to undertake the scope of work.</p> | <p>Company profile, indicating previous projects with similar requirements.</p> <p>8 – 10 = evidence of 5+ developed website or platforms</p> <p>5 – 7 = evidence of 4 - 5 developed website or platforms</p> <p>3 – 4 = evidence of at least or either 2 developed platforms and/or websites</p> <p>0 – 2 = evidence at least 1 developed platform or website</p> |
| <p>Competence and expertise of bidder measured in years of experience, organisational footprint in South Africa and qualifications of project staff</p> | <p>Attach CVs of proposed team, and include team structure or organogram, and client reference letters.</p> <p>10 = 5+ years of experience</p> <p>8 – 9 = 4- 5 years of experience</p> <p>6 – 8 = 2- 3 years of experience</p> <p>3 – 5 = 1 -2 years of experience</p> <p>0 – 2 = 1 or less years of experience</p> |

Bidders are required to submit the following documents as part of their submission:

1. Tax Clearance Certificate
2. Company Registration Certificate
3. Declaration of Interest (Annexure B)
4. BEE credentials with certificate or affidavit as relevant
5. Letter of good standing from the Compensation Fund in South Africa (COID)
6. Proof of required insurances
 - a. Professional and/or Personal Indemnity Insurance
 - b. Public Liability Insurance
 - c. General Liability Insurance

Please email the above documentation to the UK PACT Project Manager, Samuel Pillay, samuel@green-cape.co.za by 17h00 on **26 October 2023, using the reference Demand Led Skills – Platform development. 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 and to receive a calendar invite to the non-compulsory briefing session related to this RFQ, please email: samuel@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 |



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.

SIGNATURE

FULL NAME

DATE

CAPACITY

