

## REQUEST FOR QUOTATION (RFQ):

### *External Language Editor & Reviewer*

#### **UK PACT South African Renewable Energy Masterplan Extension (ZA2-000861)**

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 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, we require a service provider to provide the following services:

- Conduct a full and complete language review of the print version for each MIR report. Each report would be approximately 20 – 25 pages (cumulative to 60 – 75 pages).
- Review the language for website content chapters linked to the respective MIR. Each document would be approximately 30 pages (cumulative to 90 pages).

The service provider will work with the GreenCape communications team.

The expected start date for this work is 15 January 2023. Interested organisations are invited to submit quotations to undertake this work.

#### **SCOPE OF WORK**

The successful service provider would be required to review each of the MIRs as per language review requirements for formal reports and website content as per the GreenCape Style Guide *(to be shared directly with the service provider)*.

The service provider must ensure accuracy across both design and web **for all deliverables. Therefore, a uniform and consistent approach (table headings, numbering of headings, captions, figures, chapter headings, page numbering and footer and header styles) must be applied when reviewing all document.**

#### **GreenCape Sector Development Agency**

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Company Registration No. 2012/039750/08

*Refer to the GreenCape website for director details*

## SUMMARY OF DELIVERABLES

1. Reviewed Energy Services Market Intelligence Report (for design)
2. Reviewed Sustainable Mobility Market Intelligence Report (for design)
3. Reviewed Large Scale Renewable Market Intelligence Report (for design)
4. Reviewed Energy Services web content.
5. Reviewed Sustainable Mobility web content.
6. Reviewed Large Scale Renewable web content.

## DATE OF DELIVERY

05 February 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 Price/Functionality weighting of [50/50].
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. The applications will be reviewed on the following functionality criteria will be based on:
  - a. Value for services offered.
  - b. Experience in language reviews for formal documents and digital content
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 (attached each of the below items as a separate document in your submission):

1. Quotation for the work,
2. CVs of proposed team or applicant
3. Tax Clearance Certificate
4. Company Registration Certificate
5. Declaration of Interest
6. BEE credentials with certificate or affidavit as relevant

**Please email the above documentation to UK PACT SAREM Project Manager, Samuel Pillay; [samuel@green-cape.co.za](mailto:samuel@green-cape.co.za) by 05 January 2024, 17h00 (SAST), using the reference: UKP00180 – MIR External Language Editor and Reviewer.**

**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: [samuel@green-cape.co.za](mailto:samuel@green-cape.co.za)**

**Note:** GreenCape reserves the right not to make an appointment on this project.



**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?

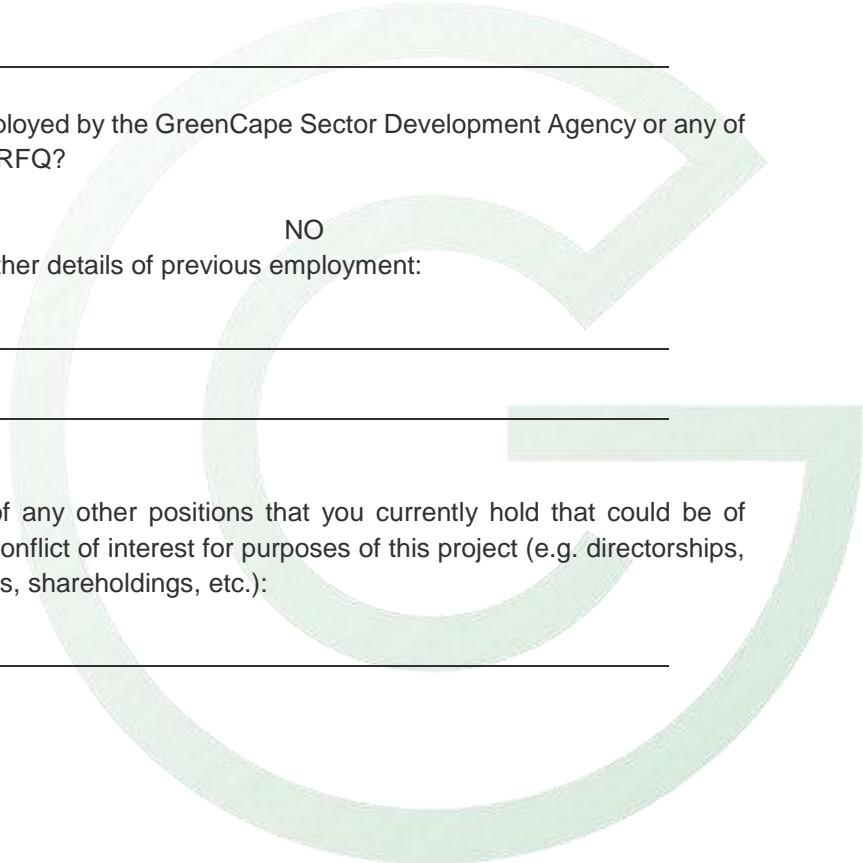
YES NO  
If yes, please specify further details of previous employment:

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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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DATE

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FULL NAME

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CAPACITY

