

REQUEST FOR QUOTATION (RFQ)

Full conference package – Annual conference

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 conference venue to host and accommodate the delegates for the annual conference in conjunction with a programme prepared by GreenCape. The successful service provider will work in collaboration with GreenCape.

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

SCOPE OF WORK

A. Conference venue

A full-day conference venue will be required over three days of the programme, from 22 – 24 May 2024, and must be able to host 30 delegates.

The conference venue must be able to make provision for all of the following requirements/items tabulated below as per the event needs:

Item	Detail
Full day conference venue	<ul style="list-style-type: none"> - For three days (22– 24 May 2024) - Capacitate 30 delegates - From _08_:00_ to _17_:00_ daily
Setup/layout	U-shape
Chairs	Seating for 30 delegates
Tables	Tables for 30 delegates
Flat podium	Flat podium for speaker to present
Wi-Fi	Uncapped, stable, high-speed Wi-Fi
Data projector	Yes
Projector screen	Yes
HDMI cord	Yes
Microphones	Yes
A/V technician on site	Yes
Multi-plugs	Yes
Backup power	Yes

GreenCape Sector Development Agency

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Air-conditioning	Yes
Signage	Yes

B. Catering

Provide food and beverages for the duration of the programme.

Be flexible in making provisions for special dietary requirements such as allergies, gluten-free, halal, vegan and vegetarian options.

Catering is to be provided during the following times tabulated below:

Requirement	Time	Pax
Arrival check in: 21 May 2024		
Dinner	20h00 SAST	30
Conference Day 1: 22 May 2024		
Breakfast	08h00 SAST	30
Morning Tea & Coffee	10h30 SAST	30
Lunch	12h00 SAST	30
Afternoon Tea & Coffee	15h30 SAST	30
Dinner	19h00 SAST	30
Conference Day 2: 23 May 2024		
Breakfast	08h00 SAST	30
Morning Tea & Coffee	10h30 SAST	30
Lunch	12h00 SAST	30
Afternoon Tea & Coffee	15h00 SAST	30
Conference Day 3: 24 May 2024		
Breakfast	08h00 SAST	30
Morning Tea & Coffee	10h30 SAST	30
Lunch	12h00 SAST	30
Afternoon Tea & Coffee	15h00 SAST	30
Dinner	19h00 SAST	30
Departure check out: 25 May 2024		
Breakfast	08h00 SAST	30

C. Accommodation

Provide accommodation in the form of single, individual rooms for all 30 delegates for the duration of the programme. The duration of the stay is as follows:

Check in: 21 May 2024

Check out: 25 May 2024

Rooms should feature the following:

- Single, Three-quarter, Double, Queen or King bed size
- Bathroom
- Desk
- Wi-Fi
- Television

- Seating/lounge area
- Air-conditioning

D. Recreational activity

Provide one evening game drive for all 30 delegates for night of the programme.

LOCATION

The target region applicable is Kruger Lowveld in Mpumalanga. The list of target regions for consideration is listed below:

- Bushbuckridge
- Hazyview
- Hectorspruit
- Kaapmuiden
- Komatipoort
- Kruger National Park
- Malelane
- Nelspruit/Mbombela
- Sabie
- White River

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 reservations.
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 reservation or any part thereof to a bidder will be communicated in writing by GreenCape.
7. The successful quote submitted by the bidder will be in terms of terms and conditions agreed to in writing and may not be amended at any time after acceptance, unless agreed to in writing by GreenCape
8. 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. 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 requirements that should include the following:

1. Quotation for the reservations, broken down by activity (including community levy and conservation fee, if any). Shortlisted service providers will be requested to present their proposal.
2. Company profile
3. Tax Clearance Certificate
4. Company Registration Certificate
5. BEE credentials with certificate or affidavit as relevant
6. Declaration of Interest

Please email the above documentation to zorina@green-cape.co.za by **23 February 2024 at 12pm using the reference: ICN conference. 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 or tyrese@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:

- 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:

- 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:

- 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.):

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

DATE

FULL NAME
