

REQUEST FOR QUOTATION (RFQ)

GreenCape corporate brand – monthly design retainer for 12 months

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.

We require a service provider to support us on a graphic design retainer for the GreenCape brand. Interested organisations are invited to submit quotations to undertake this work.

BACKGROUND TO THE PROJECT

GreenCape requires ad hoc monthly design support for website graphics, business cards, advertorials, newsletter graphics, social media graphics, corporate communication documents (including brochures and presentations) etc. The brand ID, icons and templates are already established, with a design application guide (attached).

SCOPE OF WORK

Please supply a quote for 10 hours per month x 12 months, with flexibility to roll-over hours should there be some months with more or less time required. Please factor in a monthly 30-minute status report meeting.

LOCATION

South African registered companies, close corporations or independent designers can submit a proposal.

DATE OF DELIVERY

Ongoing for 12 months (April 2024 – March 2025).

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 (for quotes below R150 000) will be evaluated on the basis of a functionality/price/B-BEEE weighting of 50/50/0.
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).

GreenCape Sector Development Agency

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Company Registration No. 2012/039750/08

Refer to the GreenCape website for director details

5. Functionality will be based on the following criteria: Portfolio of previous work, values fit with GreenCape brand, client service reputation, flexibility, within scope of budget (NPO rates).
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 approval of a bid, 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, if any.

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 cost per hour, totalled over 12 months.
2. Company profile and portfolio, indicating previous projects with similar requirements
3. Tax Clearance Certificate
4. Company Registration Certificate
5. Declaration of Interest
6. BEE credentials with certificate or affidavit as relevant
7. Signed declaration of conflict of interest (Annexure B of this document)

Please email the above documentation to cilnette@green-cape.co.za by 16 April 2024 using the reference: GC_design. 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: cilnette@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

CAPACITY