

REQUEST FOR QUOTATION (RFQ): Language review and design of technical report and supporting design deliverable

UK PACT Finance: Increasing International Alignment and Interoperability of South Africa's Green Finance Taxonomy

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 increasing international alignment and interoperability of South Africa's Green Finance Taxonomy (SA GFT) while further addressing usability concerns and making recommendations for future iterations of the SA GFT. The work makes a multi-jurisdictional comparison of other taxonomies—both existing and under development—to assess how interoperable the SA GFT is currently to other international taxonomies; its usability; identifying best global practices; and lastly to make recommendations on improving the current SA GFT, addressing interoperability and usability.

As part of this project, we require a service provider to:

1. Conduct a language review of technical report (~40 000 words)
2. Design the technical report (approximately 160 pages) on Increasing International Alignment and Interoperability of South Africa's Green Finance Taxonomy.
3. Design a master slide deck which should support the technical report design. Deck should include: cover page, text page, section page, table page, figure page, graphics page and closing page (6-8-page deck).

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

BACKGROUND TO THE PROJECT

The SA GFT serves as a vital tool to guide investments toward sustainable projects, providing clarity and consistency in defining what constitutes "green" finance. The SA GFT, aligned with global frameworks, is particularly important in driving the country's transition to a low-carbon, climate-resilient economy. It supports the South African Renewable Energy Master Plan and broader climate strategies, offering a transparent framework for investors, businesses, and policymakers to assess environmental impacts and align with sustainability goals.

GreenCape Sector Development Agency

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Company Registration No. 2012/039750/08

Refer to the GreenCape website for director details

In the South African context, this taxonomy plays a pivotal role in addressing unique challenges such as high unemployment, energy poverty, and the imperative for a Just Energy Transition. It ensures that green investments not only tackle climate change but also drive socio-economic benefits like job creation and energy access. Moreover, it enhances the credibility of South African financial products in global markets, aligning with COP28 and G20 objectives to mobilize private capital toward sustainable development.

Improving the taxonomy is essential for increasing adoption, usability and strengthening governance. Clearer definitions, robust verification processes, and continuous stakeholder engagement will build investor confidence, reduce greenwashing risks, and ensure inclusivity across sectors. By refining and expanding the taxonomy, South Africa can foster a resilient green finance ecosystem, demonstrate leadership in sustainable finance, and contribute meaningfully to global climate goals.

The appointed service provider will design and conduct a language review of a comprehensive technical report and supporting presentation materials, ensuring high-quality, and visually engaging outputs.

SCOPE OF WORK

The service provider will be responsible for the following deliverables:

1. Design and language review of the technical report:

- Edit and review the language of the technical report to ensure clarity, accuracy, and alignment with professional standards.
- Create a professional and visually cohesive design for the technical report, ensuring ease of readability and alignment with the project's branding and messaging.
- The report is approximately 160 pages in length and contains detailed technical and research-based content.

2. Design of master deck:

Master slide deck: Recommendations on the Increasing International Alignment and Interoperability of South Africa's Green Finance Taxonomy

- Create a concise, visually impactful 6-slide presentation with cover page, text page, section page, table page, figure page, graphics page, and closing page (6-8 page deck).
- Ensure the deck pulls through the design elements from the technical report.
- The deck should adhere to the project's branding and communication guidelines and be compatible with standard presentation platform (i.e., PowerPoint).

LOCATION

Remote, in South Africa.

KEY DELIVERABLES:

- A professionally language reviewed and designed ~**160-page / ~40 000 words technical report**.
- One master slide deck: **6-8 slides**, that pulls through the design of the technical report.

DATE OF DELIVERY

- First draft of language edited report: 18 December 2024.
- First draft of designed report for review: 15 January 2025.
- First draft master slide deck for review: 15 January 2025.
- Final technical report and master slide deck: **24 January 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, without attracting any liability of what so ever nature to any party at all.
3. 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.
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 following criteria:
 - a. Expertise in professional document design and language review, particularly for technical or research-intensive content.
 - b. Previous experience working on projects related to the green economy, just energy transition, or environmental sustainability.
 - c. Prior experience in developing outputs (e.g., reports, presentations) tailored for public entities or government stakeholders.
 - d. A strong portfolio showcasing high-quality, visually appealing reports and presentations.
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, amongst others, 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 to comply with legislation relating to corruption, bribery, prevention of terrorism funding and any other legislation which may be applicable to it (which is also applicable during the bidding process).
 - 9.3 provisions of the grant agreement in terms of which subcontractors/service providers must be appointed (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 activity
2. 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:
 - a. The timeframes for each deliverable.
 - b. The number of reverts allowed.
 - c. Company profile, indicating previous projects with similar requirements:
 - Expertise in professional document design and language review, particularly for technical or research-intensive content.
 - Proven ability to present complex information clearly and effectively to diverse audiences.
 - Previous experience working on projects related to the green economy, just energy transition, or environmental sustainability.
 - Prior experience in developing outputs (e.g., reports, presentations) tailored for public entities or government stakeholders.
 - A strong portfolio showcasing high-quality, visually appealing reports and presentations.
 - Capacity to adhere to project branding guidelines and deliverables within tight deadlines while maintaining exceptional quality standards.
3. Tax clearance certificate
4. Company registration certificate
5. Declaration of interest
6. BEE credentials with certificate or affidavit as relevant

HOW TO SUBMIT YOUR APPLICATION

Please email the above documentation **to:** samuel@green-cape.co.za and **cc:** cilnette@green-cape.co.za by **Close of Business (COB) 3 December 2024**, using the reference: **UKP Finance: Design and Language review.**

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

Annexure A: 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

Annexure C:

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
 - The enterprise is _____% black owned;
 - The enterprise is _____% black woman owned;
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths Signature & stamp