



REQUEST FOR QUOTATION (RFQ)

Green Outcomes Fund: Phase II Project

BACKGROUND TO GREENCAPE

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 Jobs Fund focuses on Breaking Barriers to Employment in the Green and Informal Economies.

As part of this project, we require a service provider to conduct Monitoring and Evaluation services.

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

BACKGROUND TO THE PROJECT

The GreenCape Sector Development NPC (GreenCape) has been awarded a grant by the National Treasury's Jobs Fund (JF) to implement the Green Outcomes Fund Phase II project. The Fund aims to operate as a catalyst for innovation and investment in activities that directly contribute to long-term employment creation.

As part of the Grant Agreement with the Government Technical Advisory Centre (GTAC) / Jobs Fund, the project is required to adhere to strict reporting requirements over its 3-year implementation period. To fulfil these contractual obligations, GreenCape is issuing this open call for Proposals from suitably qualified, independent Service Providers to provide financial and project performance audits.

OBJECTIVES

The objective of this request is to appoint a suitably qualified and independent Service Provider to deliver Financial, Performance and Compliance auditing services for the Green Outcomes Fund Phase II project.

The objective of the audit is to obtain reports on factual findings related to the project on the following headline matters:

GreenCape Sector Development Agency

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Company Registration No. 2012/039750/08

Refer to the GreenCape website for director details

- The financial position of the project, including funds received, expenditure incurred, and funds transferred out to third parties (for financial support or beneficitation in terms of the project model).
- The performance of the project and the results generated by the project.
- The compliance of the JF Partner with the tenets of the grant agreement and its management of the project in accordance with the agreed (and where applicable, amended) Project Implementation Monitoring Plan and Budget, identifying internal control and other deficiencies that need to be addressed.

SCOPE OF WORK

The audit services must be conducted in accordance with the Jobs Fund Operating Guidelines, which require the assessment of both the financial position of the project and the achievement of contracted outcomes.

The audit work shall test the extent to which the JF Partner has adhered to or implemented key project-related agreements (such as the grant agreement (including the Project ABC PIMP), offtake agreements, partnership agreements, loan agreements, beneficiary agreements) that are critical to the success of the project and its outcomes.

The audit work shall cover:

- The process to deliver such outputs/outcomes and how this process is documented.
- The controls in this process that allow for appropriate confirmation of delivery.
- How these outputs/outcomes are measured and whether the means of verification allows for confidence in the accuracy of reported achievements.
- Testing the completeness and reliability of the project's portfolio of evidence.
- Testing the existence of jobs/placements created as evidenced by the means of verification where applicable.
- How project outputs/outcomes are consolidated and reported and whether the collected portfolio of evidence supports the reported results.
- Whether the project resources are producing the planned results. For example, are the costs being incurred for training producing the planned number of trained beneficiaries? It is the auditor's role to identify where the inputs are not producing the planned outputs/outcomes from a factual observation. The JF Partner would be required to respond to these findings, with appropriate explanations.

Deliverables:

1. Conduct Annual Financial, Compliance, and Performance Audits x 3.

The audit must verify:

- 1.1 The financial position of the project, including funds received, expenditure incurred, and transfers made.
- 1.2 Alignment of expenditure with the approved Activity Based Costed Project Implementation Monitoring Plan (ABC PIMP) and the Jobs Fund Standard Chart of Accounts (SCOA).
- 1.3 Compliance with the Grant Agreement and applicable financial management requirements.

2. Conduct Quarterly Job Verifications x 12.

The performance audit must verify project outcomes and assess the extent to which the project is achieving its intended goals. This includes evaluating the relationship between resources utilised and results achieved and confirming the accuracy and reliability of reported performance information.

Job verification processes must include validation of reported achievements against contracted indicators and confirmation of the completeness and reliability of the Portfolio of Evidence.

3. Conduct the Project Close-out Audit x 1.

The project close-out audit will be a consolidation of the annual audits (relying on the detailed work completed annually), with some roll-forward of the audit work to complete the implementation period, providing an audit report on the project's performance and financial position.

In addition to the scope of work outlined above, where a project is approaching completion, the audit work is to:

- Review the status and actions of previous audit findings and recommendations.
- Quantify the amount of surplus cash, including the amount of cash earmarked for use in sustaining the project, the jobs created, its benefits and/or its beneficiaries.
- Confirm the transfer of assets in line with the Grant Agreement and or as stipulated in Annexure M.
- Confirm that all authorized contingent liabilities have been settled.
- Determine the extent to which the JFP is in a position to meet outstanding obligations for the project.

Data Quality and Evidence Requirements

All reported financial and performance information must be supported by appropriate and verifiable evidence. The auditor must assess the adequacy, accuracy, and completeness of supporting documentation, including Tier 1 and Tier 2 evidence where applicable, to ensure compliance with Jobs Fund reporting standards.

Reporting Requirements

The Service Provider must:

- Submit audit reports aligned with Jobs Fund standards

- Clearly highlight findings, risks, and non-compliance (if any)
- Provide recommendations for corrective action

LOCATION

Remote & On-Site

DATE OF DELIVERY

Annual Financial & Compliance Audits – due 30 June for the period ending 31 March.

Job verification Audits - 7 business days after the end of each quarter (in accordance with the national government's financial year, which starts on 1 April and ends on 31 March each year).

Close-Out Audit – due 3 months post project implementation.

GENERAL INFORMATION

1. Any quotation/proposal 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 whatsoever nature to any party at all.
3. All quotations/proposals will be evaluated on the basis of a price/B-BEEE weighting of 80:20. B-BEEE points will be calculated as per the table set out in Annexure A & B to this RFQ.
4. Each bidder must include in its quotation/proposal 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 C to this RFQ).
5. The awarding of this project or any part thereof to a bidder will be communicated in writing by GreenCape, but shall be subject to a service level agreement, non-disclosure and other terms as may be determined by the funder(s), which the successful bidder will be expected to enter into with GreenCape, prior to any liability arising.
6. The successful quote/proposal 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.
7. The appointed bidder will be expected to comply, amongst others, with the following:
 - 7.1. 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;
 - 7.2. 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
 - 7.3. to have acceptable insurance policies in place in line with general industry standards, in respect of at least the usual risks of public liability and health and safety, as well as any other required to sufficiently cover its liabilities in respect of the services (if any) which policies it shall provide to GreenCape upon request
 - 7.4. 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).

7.5 provisions of the grant agreement in terms of which subcontractors/service providers must be appointed (if any).

7.6 comply with the requirements of the Protection of Personal Information Act No.4 of 2013.

7.7 ensure as much as possible that their data collection tools comply with standard accounting practice and the financial management rules (as contained in the Jobs Fund SCOA definitions) where these tools collect financial data.

This RFQ incorporates provisions from the Jobs Fund Operating Guidelines (Version 5, June 2024). These provisions retain the original intent and terminology of the Guidelines. Service providers are expected to demonstrate full compliance with these requirements in both methodology and execution.

SUBMISSION REQUIREMENTS

Interested organisations are invited to submit a bid for the outlined scope of work that should include the following:

1. Quotation/proposals 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 proposed activities to achieve the required scope of work, separated by deliverable (Annual Audits Year 1, 2, 3, Close-out audit, Quarterly Jobs Verification).
 - b. the timeframes for each activity
 - c. a brief description of the proposed approach
 - d. a risk register and mitigation plan that addresses any key project risks.
3. CVs of proposed team and team structure/organogram
4. Company profile, indicating previous projects with similar requirements
5. Tax Clearance Certificate
6. Company Registration Certificate
7. Declaration of Interest
8. BEE credentials with certificate or affidavit as relevant
9. Letter of good standing from the Compensation Fund in South Africa (COID)
10. Proof of required insurances

GreenCape reserves the right to request further due diligence documentation from the bidders.

Please email the above documentation to kashiefa@green-cape.co.za by 15 May 2026, using the reference: JF-GOF Phase II - RFQ. 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: kashiefa@green-cape.co.za

Annexure A: B-BBEE score weighting

Table 1 – B-BBEE score weighting

B-BBEE Status Contributor	Level of	Number of Points
1		20
2		18
3		16
4		12
5		8
6		6
7		4
8		2
Non-compliant		0

Annexure B: Evaluation Criteria.

Table 2 – Evaluation Criteria

Price	B-BBEE Weighting	Total Score
80	20	100

Annexure C: 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

