

REQUEST FOR QUOTATION

REQUEST FOR PROPOSALS SERVICE PROVIDER FOR FACILITATION AND EVENTS MANAGEMENT	
RFQ NUMBER:	REQ10528
RFQ ISSUE DATE:	14 September 2022
CLOSING DATE AND TIME:	23 September 2022 @ 16h00
RFQ VALIDITY PERIOD	
DESCRIPTION OF SERVICES	Appointment of a service provider facilitation and events management NB : Terms of Reference attached
SUBMISSION ADDRESS	Submissions to be sent electronically
PROCUREMENT ENQUIRIES	Name: Patricia Phogole 060771 0870 Email: patricia@nedlac.org.za
TECHNICAL ENQUIRIES	Name : Simphiwe Ngwenya 083 483 1132 Email : simphiwe@climatecommission.org.za

BIDDER NAME:

COMPANY REGISTRATION NUMBER:.....

CSD NUMBER :.....

ADDRESS:
.....
.....

CONTACT PERSON :

TEL:

FAX:

E-Mail :

Mobile:

<p>TOTAL RFQ PRICE R(VAT Incl.)</p>
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DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers,

tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

2.8 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

1. SBD 8 - DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Standard Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-

- a. abused the institution's supply chain management system;
- b. committed fraud or any other improper conduct in relation to such system; or
- c. failed to perform on any previous contract.

4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
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4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.4.1	If so, furnish particulars:
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CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Name of Bidder

.....

Position

.....

Date

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

—

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998

and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

.....

Signature

Date

.....

.....

Position

Name of Bidder

Js914w 2

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids/quotations:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid/quotations is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
or

- 1.3 Points for this bid/quotation shall be awarded for:

- (a) Price; and
(b) B-BBEE Status Level of Contributor.

- 1.4 The maximum points for this bid are allocated as follows:

1.5

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.6 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$		

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?
 (*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
 (*Tick applicable box*)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

.....
.....
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELlicoe AVENUE, ROSEBANK 2196
 TELEPHONE +27(0) 11 328 4200 WEBSITE: WWW.NEDLAC.ORG.ZA

REQUESTS FOR QUOTATIONS

**APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER TO
 PROVIDE SUPPORT FOR FACILITATION AND EVENTS MANAGEMENT**

1. INTRODUCTION

The Presidential Climate Commission (PCC) secretariate are running a series of events and a national colloquium in support of a PCC Commissioner report on energy planning, technology mix and governance needed to deliver a just transition within our Nationally Determined Contribution (NDC) commitments. The PCC requests proposals to be submitted for the following work package:

- Event and Communications Support: to provide expert and inclusive facilitation support of each of 6 dialogues, 1 in person expert event (50 to 70 people), and a national colloquium to encourage inclusive dialogue, to provide logistical support for each event and the colloquium (hosting, venue management, invite management, zoom and online broadcasting support).

A short proposal is requested by **September 23rd 2022**. The proposal should be around 3 pages, detailing the experience and qualifications of individuals to be assigned. Adjudication will be done shortly thereafter, and we intend work to begin as close as possible thereafter.

2. BACKGROUND

The PCC is a multi-stakeholder body established by the President of the Republic of South Africa to advise government on the country's climate change response and pathways to a low-carbon climate-resilient economy and society. The PCC conducts its work in an open and transparent manner with the aim of building social consensus around the complex and challenging decisions required to successfully navigate the climate transition. The PCC's mandate emanates from the Presidential Jobs Summit held in 2018, and the PCC is committed to ensuring that the transition is socially just and that the needs of vulnerable groups are addressed.

The Paris Agreement calls for countries to make efforts to reduce greenhouse gas emissions to limit warming to well below 20 C and to aim for limiting warming to well below 1,50 C above pre-industrial levels. The UNFCCC is building a coalition of support among countries for carbon neutrality by 2050, and in particular urging all countries including emerging developing economies to take bold steps to decarbonise the power sector through a systematic shift to clean renewable energy, taking into account its national circumstances and sustainable development priorities. In 2021, the PCC submitted its first report on South Africa's 2nd Nationally Determined Contribution Commitments (NDCs) under the Paris Agreement. A review by the PCC of acceptable emissions target ranges under the Climate Equity Reference Calculator, Climate Action Tracker and the University of Cape Town's own analysis shows that emission target ranges should be in the region of 350 to 420MT up to 2030 to meet the 2°C temperature goal.

The 2019 Integrated Resource Plan sets out a power mix and pathway to 2030 comprising an emissions constraint on the electricity sector of 275 MT, some additional renewable energy, and decommissioning of older coal fired power stations could lower this. The PCC is developing a commissioner view of the generation and system mix and governance of power in South Africa, in support of the DMRE IRP update process and in support of a document to be submitted to Government on behalf of the PCC commissioners.

3. PURPOSE

A previously commissioned technical support work package will review the costs of the different technology options, grid network infrastructure requirements and technology options to manage intermittency of renewables, and peaking power capability. To meet the net zero emissions target by 2050, the pace and scale of the electricity sector transition will be key to ensure a just transition to a low carbon and climate resilient economy taking into account the overall financial costs, employment gains and losses, and economic impacts. A number of key issues need to be addressed in planning for the energy transition, including the appropriate energy mix that should be reflected in the IRP, industrialisation and localisation programmes that support the renewables rollout, energy sector governance and industry structure and ownership, and the key interventions that government and industry need to make to accelerate the transition.

The key considerations for the event support work package are to manage the logistics (venue, invite management) of each event (notably the end of year national colloquium), design the event formats in a way that is inclusive and leads to dialogue and ensure they work with the PCC secretariate and commissioners to respond to questions. Support will be required in identifying speakers for each event and supporting the secretariate in liaising with speakers and internal communications support. The consultant will also be expected to collate and respond to questions arising from the event.

The collective purpose of this programme is to build consensus between the social partners involved in the energy transition around the key decisions that need to be made to accelerate decarbonisation in the energy sector in ways that promote a socially just transition. The proposed dialogues under the auspices of the PCC, aim to bring together decision maker to discuss the pertinent energy policy and governance issues. The dialogues will run in parallel to technical work that has been commissioned by the PCC to develop a set of decarbonisation pathways for the energy sector focusing on electricity, petroleum and transport sectors over the short, medium and long term, as well as a broader set of research papers looking at assumptions embedded in existing modelling exercises, the potential impacts of air quality legislations and a general review of the regulatory environment. The PCC's intention is to make a set of recommendations to government regarding critical decisions that need to be made to accelerate decarbonisation in energy systems and grow jobs in new low carbon energy industries - the final report should be handed over to the President by the end of 2022/beginning of 2023.

As a multi-stakeholder body, the PCC's goal is to ensure the active participation by all sectors – government, business, labour and NGOs. The dialogues should be pitched at a senior decision maker level – government ministers / senior officials, business leaders and managers, labour leaders, activists, leading scientists involved in energy planning. The format of the dialogues would be virtual, convened as webinars which are open to the public, with a smaller group of panellists amongst whom substantive discussion takes place.

4. TERMS OF REFERENCE

4.1 The PCC has limited administrative capacity and requires support from an expert facilitation and event management team. The successful service provider will be required to undertake the following tasks as part of the event and communications work package:

- Act as facilitator/moderator on the day of the webinar/event ensuring an inclusive and participatory process.
- Organise, design and facilitate the final national synthesis workshop. This will be a hybrid event.
- Work with PCC and Technical team to prepare a speaker line-up
- Work with PCC to prepare a programme
- Set up the webinar, auto responder emails, registration page and registration link on Zoom, and add hosts and presenters.
- Prepare presenter CVs/intros with pics of presenters
- Prepare inputs for web page and link
- Prepare Outlook email invitation
- Prepare bulk email invitation
- Prepare and send instructions to all presenters
- Prepare and send running order of event to all presenters and hosts
- Collate online questions for PCC and Technical Team to respond to

- Prepare feedback report on webinar
- Distribute post-event material to attendees (presentations, responses to questions)

The PCC Secretariat in turn will perform the following tasks with respect to each dialogue:

- PCC to provide Zoom Webinar platform for the event
- PCC to provide strategic input into purpose of each dialogue and structure of agenda
- PCC to provide communications support in the form of (1) Media Relations, (2) Branding (3) Oline Broadcast and Streaming (branding for even marketing materials)
- PCC to send all invitations by Outlook email
- PCC to invite Commissioners to attend dialogues
- PCC to send invitations to selected media
- PCC to maintain registration spreadsheet
- PCC to send social media posts to Twitter, Facebook and LinkedIn, with links to register
- PCC to prepare final registration and attendance report after the webinar
- PCC to host all presentations and video on web server after the webinar with links to view
- PCC to send feedback to report to all registrants and attendees by email
- PCC to send feedback to report to media

4.2 Process and Timeline

Each of the 6 dialogues will need to conclude by November 2022; the expert event in December 2022 and the national colloquium in February 2023.

The appointed service provider will also be required to participate in regular working group meetings, convened by the Presidential Climate Commission, to share progress.

5. REQUIREMENTS OF THE SERVICE PROVIDER

The successful service provider must provide the following to demonstrate experience:

- 5.1 A company profile indicating the number of years offering expert and inclusive facilitation services
- 5.2 Detailed c.v. of the project manager and team members
- 5.3 At least three short descriptions of previous completed similar arrangements, including:
 - Assignment name
 - Signed reference letters from contactable references linked to these assignments,
- 5.4 Methodology and approach for the delivery of the full programme.

6. SUBMISSION OF DOCUMENTS

In addition to the requirements of 5.1. to 5.4. above, service providers must submit the following documents:

- BBBEE certificate / Sworn affidavit
- Completed SBD forms
- Proof of CSD registration

7. SELECTION AND EVALUATION CRITERIA

7.1 Evaluation criteria

The following evaluation criteria will be utilised:

5= Excellent, 4 = Good, 3 = Satisfactory, 2 = Poor, 1= Unacceptable

The below matrix will be used in scoring the submissions:

What is required	Application of evaluation criteria	% allocation
A. Competence and expertise of bidder measured in years of experience		
What is required	Application of evaluation criteria	% allocation
Detailed company profile indicating the number of years offering expert and inclusive facilitation services and CVs for key personnel. The number of years must be for the company and key personnel.	5= 10 or more years of experience 4= 6-9 years of experience 3= 5 years of experience 2= 3-4 years of experience 1= 1-2 years of experience	30%
B. Similar projects completed		
What is required	Application of evaluation criteria	% allocation
Client reference letters for services rendered for a period of 3 years or more for successfully completed projects in line with the required services as set out above. Service provider must submit reference letters bearing a letterhead of the organisation who were the recipient of your services, contacts details and signed by that organisation's representative. Reference letters that do not meet the listed requirements will not be considered.	5= 5 or more reference letters 4= 4 reference letters 3= 3 reference letters 2= 2 reference letters 1= 1 reference letter	20%
C. Methodology and approach		

Provide a detailed methodology and approach for the delivery of the full program.	5 = excellent understanding, elements of innovation 4 = good understanding, good quality proposal 3 = adequate understanding of the assignment, competent proposal 2 = inadequate understanding 0 = no proposal	50%
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7.2 To note

- The minimum functionality points of seventy (70%) is required to qualify to be evaluated for pricing and BEE in phase two.
- The final decision and successful appointment will be made by Nedlac and no correspondence will be entered into thereafter.
- Nedlac reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this call for quotations.

8. SUBMISSION AND ENQUIRIES

8.1 Service providers should send their quotation and accompanying relevant documentation to SCM at Patricia@nedlac.org.za and copy procurement@nedlac.org.za unit by 23rd September 2022.

8.2 Technical enquiries regarding this RFQ should be emailed to simphiwe@climatecommission.org.za

8.3 Procurement enquiries regarding this RFQ should be emailed to Patricia@nedlac.org.za and copy procurement@nedlac.org.za

9. PAYMENT TERMS

Payments will be made within 30 days from receipt of invoice and against presentation of satisfactory deliverables as will be agreed upon on appointment of the successful bidder/service provider.