

# REQUEST FOR QUOTATION

<b>REQUEST FOR QUOTATIONS</b> <b>PRESIDENTIAL CLIMATE COMMISSION</b> APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER TO PRODUCE A SERIES OF ANIMATED VIDEOS AND CLIPS ON EMERGING ENERGY TRENDS AND NARRATIVES	
<b>RFQ NUMBER:</b>	REQ 10713
<b>RFQ ISSUE DATE:</b>	09 MARCH 2023
<b>CLOSING DATE AND TIME:</b>	20 MARCH 2023 @ 12 h00
<b>RFQ VALIDITY PERIOD</b>	1 Month
<b>DESCRIPTION OF SERVICES</b>	APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER TO PRODUCE A SERIES OF ANIMATED VIDEOS AND CLIPS ON EMERGING ENERGY TRENDS AND NARRATIVES
<b>SUBMISSION ADDRESS</b>	Submissions to be sent electronically
<b>PROCUREMENT ENQUIRIES</b>	Name: Tumelo Langa 072 337 8604 Email: <a href="mailto:tumelo@climatecommission.org.za">tumelo@climatecommission.org.za</a>
<b>TECHNICAL ENQUIRIES</b>	Email : <a href="mailto:procurment@nedlac.org.za">procurment@nedlac.org.za</a>

**BIDDER NAME:** .....

**COMPANY REGISTRATION NUMBER:**.....

**CSD NUMBER :**.....

**ADDRESS:** .....  
.....  
.....

**CONTACT PERSON:** .....

**TEL:** .....

**FAX:** .....

**E-Mail :** .....

**Mobile:** .....

<b>TOTAL RFQ PRICE R .....(VAT Incl.)</b>
---

**SBD 4**

### **DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, 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, shareholder<sup>2</sup>):  
.....

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.

<sup>1</sup>"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.

<sup>2</sup>"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 attach 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 **YES/NO** of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

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

Full Name	Identity Number	Personal Tax Reference Number	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

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted

to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)	Number of points allocated (80/20 system)	Number of points claimed (90/10 system)	Number of points claimed (80/20 system)



	(To be completed by the organ of state)	(To be completed by the organ of state)	(To be completed by the tenderer)	(To be completed by the tenderer)

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name \_\_\_\_\_ of company/firm.....

4.4. Company \_\_\_\_\_ registration \_\_\_\_\_ number: \_\_\_\_\_

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims

are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

**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

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 consortium<sup>3</sup> will not be construed as collusive bidding.
7. 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.

<sup>3</sup> 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.

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



## **NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL**

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

---

### **REQUEST FOR QUOTATIONS**

APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER TO PRODUCE A SERIES OF ANIMATED VIDEOS AND CLIPS ON EMERGING ENERGY TRENDS AND NARRATIVES

#### **1. INTRODUCTION**

The Presidential Climate Commission (PCC) is a multi-stakeholder body established in 2020 by the President of South Africa to advise on the country's climate change response and support a just transition to a low-carbon climate-resilient economy and society. The commission comprises of government ministers and 22 commissioners that represent diverse perspectives of social partners, including academia, business, civil society, labour and youth. The Commission emanates from the Presidential Summit held in October 2018, when social partners agreed that a statutory entity should be formed to coordinate and oversee the just transition towards a low-carbon, inclusive, climate-resilient economy, and society.

The PCC is currently hosted at the National Economic Development and Labour Council (NEDLAC), owing to its legal establishment processes currently underway. The PCC is seeking the services of a suitable vendor to produce a series of animated videos and clips on emerging energy trends and narratives. Companies or individuals may bid for the work, proposals are request by 15 March 2023.

## 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 key focus of the PCC mitigation programme aims to move the debate on power, establish increasingly granular net-zero pathways for the economy, and provide long-term stability and policy maker access to South African climate related socio-economic modelling. The four pillars consist of:

1. **Energy Transition Plans:** Develop a consensual energy plan, that government uses to inform regulatory and planning instruments, such as the Integrated Resource Plan (IRP).
2. **Net-zero pathways:** Understand the socio-economic and technology changes likely and needed to build a competitive net-zero 2050 economy. Including enhancing regional modelling, adaptation and co-benefit integration and labour market and social protection modelling.
3. **Decision support:** Connecting key policy decision makers to socio-economic climate modelling and supporting them in using such data. In the process build the long-term sustainability and sophistication of modelling support in South Africa.
4. **Employment strategy:** Using a combination of net-zero pathway modelling and local economic diversification methodologies to identify a specific employment strategy needed for a region and the short-, medium- and long-term skills demand.

In contributing to the above deliverables and to facilitate social consensus, in turn increasing the chances for RSA 2030/2050 climate policy targets and key energy/heavy industry sector policy reforms to make progress. The PCC has recently commissioned work on the implementation of a media and communications package and a stakeholder engagement package. The media and communications package will translate South Africa's Just Transition Framework into three languages (Venda, isiZulu and isiXhosa). This also includes the design of communications materials and infographics from the use of existing



data with the intention of informing and creating awareness to communities on elements of the JT Framework and the implications of the Energy Transition.

In support of the media and communications package and the stakeholder engagement package, the PCC seeks to undertake work on the design and compilation of visual communication materials that will inform and create awareness on key emerging trends and competing energy narratives using animated videos and clips. In particular, videos have the ability to inform and entertain at the same time, therefore they will be used to facilitate effective communication of key messaging to PCC stakeholders and consumers of social media platforms such as Twitter, Facebook and LinkedIn. As a more dynamic form of media, these videos and clips will allow for clear visual communication whilst being used to create awareness on key emerging issues and competing narratives as we transition towards a constrained carbon economy.

### **3. PURPOSE**

The purpose of the project is to produce a series of 10 compelling videos (4 - 6 minutes) and 10 clips (30 – 90 seconds) that will be used on the PCCs website and social media platforms such as Facebook, Twitter and LinkedIn.

### **4. SCOPE OF WORK**

The work to be undertaken consists of the following:

#### **4.1. Inception Phase**

##### **Inception Meeting**

The appointed service provider will engage in a PCC organised inception meeting, with a view to agree on the overall implementation methodology and timelines. This meeting will also discuss a pre-liminary plan on the content and production of videos and establish the project steering committee (PSC) for this work.

##### **Inception report**

Following the engagement with the PCC, the appointed service provider will be required to deliver an inception report capturing the discussions, the production plan, as well as other decisions as formulated during the inception meeting.

#### **4.2. A storyline for each animated video**

The storyline is expected to relate key emerging energy trends and narratives using topics that will be finalized with the PSC. Each storyline will serve as a basis for the development of video scripts that will detail the agreed topics. The story

line should be conceptualized such that all videos and scripts will be aligned and synchronized.

### 4.3. Video Script

The script will narrate the detailed content of each topic using simple and concise language. The narrative will document key findings and research on emerging energy trends. The narratives that will also highlight any key recommendations for the energy transition that will support a just transition. The PCC will provide strategic input into purpose of each script and structure of the script.

### 4.4. Animate videos and video clips

The primary audience for this animation is the PCC social partners and stakeholders and consumers of information made available on the PCCs social media platforms. The service provider will also be expected to secure background music rights for the PCC. All videos and scripts should be aligned and synchronized.

**Voice over:** It is expected that the animation will be narrated in a professional manner using a neutral accent.

### 4.5. Project meetings and close out

The service provider may be required to participate in an hour-long project management meeting, providing updates on the ongoing process for deliverables. These will be limited to a minimum of bi-weekly meetings for the project duration and will be agreed upon during the project inception meeting.

Following the successful delivery of the project scope above, the appointed service provider will engage in an hour-long meeting with the PCC to ensure alignment around project completion and finalization of all necessary deliverables.

## 5. OUTPUTS

In fulfilling the scope of work as detailed above, the appointed service provider will be expected to deliver on the following:

Project Scope	Deliverable	Timelines
Inception Phase	Inception Meeting Participation	One (1) week after signing of contract
	Inception report	Two (2) weeks after signing of contract

Concept note and story line	Concept note and story line for each animated video	Four (4) weeks after signing of contract
Video script	Script for each video	Eight (8) weeks after signing of contract
Animated videos and clips	Videos and clips on emerging energy narratives and trends	Fourteen (14) weeks after signing of contract
Project Close out meeting	Participation in the project close out meeting	Sixteen (16) weeks after signing of contract

## 6. PROJECT TEAM

The project team will require the following expertise and skill sets to successfully deliver on this work:

- Copywriter with at least 10 years' experience, must be knowledgeable in climate change and have an honors degree or equivalent.
- Animator/s with minimum 5 years' experience and a university degree in the relevant discipline (for example, graphic design)
- Male and female narrators with a neutral accent and voice, must have minimum 5 years' experience.
- Experience working with and simplifying complex information for easy consumption.
- Extensive experience in the design and production of animated videos

## 7. PROJECT TIMELINES

The project must be completed by within a period of 4 months after the signing of the service level agreement with NEDLAC.

## 8. REQUIREMENTS OF THE SERVICE PROVIDER

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

- A company profile indicating a minimum of 7 years offering similar expertise and services.
- Detailed C.V of the project manager and team members reflecting the relevant experience as stated in section 6 above.
- A least three short descriptions of previously completed similar projects, including:
  - ⇒ Assignment name
  - ⇒ Signed reference letters from contactable references linked to these assignments, and
  - ⇒ Scale of the assignment, i.e., national, provincial, municipal.

- Methodology and approach for the delivery of the full programme, including strategy for stakeholder consultation.

## 9. SUBMISSION OF DOCUMENTS

In addition to the requirements of section 8 above, service providers must submit the following documents:

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

## 10. SELECTION AND EVALUATION CRITERIA

As this procurement is expected not to exceed a maximum of R50 million, the 80/20 preferential procurement measure is applicable. In order to achieve specific goals, a maximum of 20 points will be awarded to a tenderer for broad-based black economic empowerment as follows:

- B-BBEE status Level 1 contributor: 20 points
- B-BBEE status Level 2 contributor: 16 points
- B-BBEE status Level 3 contributor: 10 points
- B-BBEE status Level 4 contributor: 8 points
- B-BBEE status Level 5 contributor: 6 points
- B-BBEE status Level 6 - 8 contributor: 0 points

### 10.1. 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 and requisite experience.	5 = 7 or more years of experience 4 = 6 years of experience 3 = 5 years of experience 2 = 3-4 years of experience 1 = 1-2 years of experience	10%
Copywriter – Detailed CV indicating the number of years and requisite experience.	5 = 10 or more years of experience 4 = 8-9 years of experience 3 = 6-7 years of experience 2 = 3-5 years of experience 1 = 1-2 years of experience	10%
Animator/s – Detailed CV indicating the number of years and requisite experience.	5 = 5 or more years of experience 4 = 4 years of experience 3 = 3 years of experience 2 = 2 years of experience 1 = 1 years of experience	10%
Narrators, Male and female - Detailed CV indicating the number of years and requisite experience.	5 = 5 or more years of experience 4 = 4 years of experience 3 = 3 years of experience 2 = 2 years of experience	10%

	1 = 1 years of experience	
<b>B. Similar projects completed</b>		
<b>What is required</b>	<b>Application of evaluation criteria</b>	<b>% Allocation</b>
Client reference letters for services rendered or 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%
<b>C. Methodology and approach</b>		
Provide a detailed methodology and approach for the delivery of the full program. Include detailed project costing.	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	40%

**10.2.** To note

- The minimum functionality points of seventy (70%) is required to qualify to be evaluated for pricing and specific goals 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.

## **11. SUBMISSION AND ENQUIRIES**

Service providers should send their quotation and accompanying relevant documentation to SCM at [Tumelo@climatecommission.org.za](mailto:Tumelo@climatecommission.org.za) and copy [procurement@nedlac.org.za](mailto:procurement@nedlac.org.za) unit by 15 March 2023 at 12:00

Procurement enquiries regarding this RFQ should be emailed to [Tumelo@climatecommission.org.za](mailto:Tumelo@climatecommission.org.za) and copy [procurement@nedlac.org.za](mailto:procurement@nedlac.org.za)

## **12. PAYMENT TERMS**

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