

REQUEST FOR QUOTATION

REQUEST FOR PROPOSALS SERVICE PROVIDER FOR UNDERTAKING INITIAL SCOPING AND CONSULTATION ON SOCIAL OWNERSHIP MODELS IN THE ENERGY TRANSITION	
RFQ NUMBER:	REQ10616
RFQ ISSUE DATE:	13 December 2022
CLOSING DATE AND TIME:	22 December 2022 @ 16h00
RFQ VALIDITY PERIOD	
DESCRIPTION OF SERVICES	Appointment of a service provider to undertake initial scoping and consultation on social ownership models in the energy transition. 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:

TOTAL RFQ PRICE R(VAT Incl.)

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**

2.9.1If 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**

2.10.1If 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**

2.11.1If 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	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? (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). 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.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	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)? 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.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	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?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	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?	Yes ☐	No ☐

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

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	☐	NO	☐
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- 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 least 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
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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
UNDERTAKE INITIAL SCOPING AND CONSULTATION ON SOCIAL OWNERSHIP
MODELS IN THE ENERGY TRANSITION**

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.

One of the first tasks of the Presidential Climate Commission has been to develop a Just Transition Framework, setting out a shared vision for the just transition in South Africa, the principles to guide the transition, and the policies and governance arrangements to give effect to the transition. Amongst

others, the Just Transition Framework argues for major industrial development to take place around new green economy and local carbon sectors, and argues for a diversity of ownership models that should be developed in the energy transition,

1. BACKGROUND

The PCC, through a multi-stakeholder process successfully delivered the first Just Transition Framework for South Africa, adopted by the Commission in May 2022 and recently approved by Cabinet in July 2022. South Africa's economy is characterised by concentration of wealth and income and high levels of energy and overall poverty. A core element of just transition in the post-apartheid context aims to address this concentration and ensure restorative and distributive justice. As one way of progressing this ambition, the national Just Transition Framework thus calls for a "diversely owned renewable system" and for a broadening of ownership of productive assets in support of a just transition. This follows calls over many years from social partners for including social ownership. Social ownership can refer to a wide diversity of ownership models, including state ownership at different levels (for example, municipalities), employee ownership, co-operative ownership, citizen ownership of equity in private companies or vehicles, individual ownership, and collective ownership (and management). Social ownership therefore includes multiple options, including enhanced participation in private utility scale renewable energy, household use with or without grid feed in, community-owned use and feed-in, or worker and community ownership shares (amongst others, and in sectors other than electricity). The model that should be chosen will depend on community identified problems and associated needs, be it local investment and jobs, income-generation, poverty alleviation, energy security, and participation in and management of assets.

2. PURPOSE

The purpose of the project is to undertake an initial literature review and consultation regarding social ownership models for the energy transition, leading to the development of a work programme to develop viable models for diverse ownership of new electricity generation assets, and increased community ownership in renewable energy.

3. SCOPE OF WORK

The work to be undertaken consists of the following:

4. 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. The meeting will also discuss a pre-liminary plan on Stakeholder engagement and management. Further establish the project steering committee (PSC) to guide 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 stakeholder engagement and management plan, as well as other decisions as formulated during the inception meeting.

5. Literature review

The literature review should document the experience of social ownership models globally and domestically in order to understand the extent to which distributed, socially owned renewables can offer low-income households both access and revenue generating opportunities, if financial (e.g., affordability and access) and other barriers (including regulatory) can be addressed. Within South Africa the literature review should examine the experience of local community and workers ownership models and the extent to which these have constituted viable projects for further rollout. In addition, community ownership as part of the REIPPP since 2011 should be critically analysed, including the extent to which projects have delivered benefits through allocating shareholding to entities representing communities.

6. Stakeholder Consultation

The just transition is based on the principle of procedural justice, which means that the views of those most affected by the transition need to be taken into account in planning processes. Accordingly, the work on social ownership needs to be developed in a consultative manner. A preliminary stakeholder analysis should identify the key sectors, social partners and support agencies that are interested in or will be integral to the success of socially owned renewable energy models, and the key constituencies and actors that need to be consulted in the process of formulating recommendations.

This should be followed by a series of one-on-one consultations with key players in order to solicit their views and inputs, followed by a half day workshop with the key players in order to assimilate the learnings from the literature review and stakeholder engagement, with the aim to formulate recommendations regarding a work programme. Upon completion of all engagements with Stakeholders, the appointed service provider will prepare and submit a detailed stakeholder engagement report, reflecting on key themes and recommendations from the stakeholders.

7. Work programme for social ownership models

The work programme should outline the measures required to develop alternate forms of ownership of energy generation assets with the potential to contribute to inclusive growth in new low-carbon sectors and bring benefits for vulnerable groups. The initiative should enable innovation and learning in the development of new ownership models with the purpose of advancing inclusivity and benefits to vulnerable groups. Amongst others, the report and suggested work programme should cover:

- The diversity of ownership models for further exploration, including options for community participation in utility-scale renewable energy projects; options for household/cooperative/community ownership; and related options for small-scale enterprises.

- Further research that may be required around models and financing modalities, institutional and other barriers, and the testing of scalability including the identification and evaluation of existing pilot projects in differing social and geographic circumstances.
- Work required to identify barriers and challenges and to match such solutions to community-identified problems.
- Work with municipalities around guidelines on their participation in new models of generation, institutional planning and grid strengthening to enable them to participate actively in public ownership.
- The possible identification and implementation of two or three projects, including support for participants to enhance their capacity; grants and concessional financing to invest in the pilot projects and monitor results.
- Requirements for capacity development support and further community engagement.
- The possible establishment of a community of practice in community/social ownership.

8. 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
Literature Review	Literature review of not more than 20 pages covering both local and international experience.	Six (6) weeks after signing of contract
Workshop and stakeholder consultation report	A workshop and stakeholder consultation report which indicates what consultations have taken place, when and what topics were discussed.	Ten (10) weeks after signing of contract
Work programme on social ownership models	A work programme on social ownership models which sets out the further work that is required in terms of stakeholder consultation, research, project identification, feasibility studies, financing, and institutional and capacity support.	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

9. PROJECT TEAM

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

- Experience and exposure to public policy, development economics and policy relating to a just transition and the interface between climate and development.

- Experience in strategic planning and programme management.
- Excellent analytical abilities and report writing.
- Stakeholder engagement, communications, and facilitation.
- At least 10 years' experience working as an economist, on governance to public policy and on energy & development interface
- Experience working on energy and related sectors in South Africa will be advantageous.

10. PROJECT TIMELINES

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

11. REQUIREMENTS OF THE SERVICE PROVIDER

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

- A company profile indicating the number of years offering similar expertise and facilitation services
- Detailed C.V of the project manager and team members
- A short description 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.
- Risk management and mitigation strategy for COVID-19 pandemic-related inconveniences.

12. SUBMISSION OF DOCUMENTS

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

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

13. SELECTION AND EVALUATION CRITERIA

13.1. 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 CVs of key personnel indicating the number of years and requisite experience as well as a detailed company profile. 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,	50%

	good quality proposal 3 – adequate understanding of the assignment, competent proposal 2 – inadequate understanding 0 – no proposal	
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13.2. 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.

14. SUBMISSION AND ENQUIRIES

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 22 December 2022 at 16:00.

For Technical enquiries regarding this RFQ should be emailed to simphiwe@climatecommission.org.za <mailto:dumisani@climatecommission.org.za>

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

15. PAYMENT TERMS

Payments will be made within thirty (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.