



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

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELLCOE AVENUE, ROSEBANK 2196  
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<b>REQUEST FOR QUOTATION FOR ADAPTATION COSTING CONCEPT NOTE</b>	
<b>RFQ NUMBER:</b>	<b>RFQ10593</b>
<b>RFQ ISSUE DATE:</b>	<b>22 November 2022</b>
<b>CLOSING DATE AND TIME:</b>	<b>2 December 2022 at 16h00</b>
<b>RFQ VALIDITY PERIOD</b>	<b>N/A</b>
<b>DESCRIPTION OF SERVICES</b>	<b>APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER TO DEVELOP A CONCEPT NOTE FOR A FULL-SCALE ADAPTATION COSTING FOR SOUTH AFRICA</b>
<b>SUBMISSION ADDRESS</b>	<b>Submissions to be sent electronically</b>

PROCUREMENT ENQUIRIES	Name: Patricia Phogole 060 771 0780 Email: <a href="mailto:patricia@nedlac.org.za">patricia@nedlac.org.za</a>
TECHNICAL ENQUIRIES	Name : Dhesigen Naidoo 0828082988 Email : <a href="mailto:dhesigen@climatecommission.org.za">dhesigen@climatecommission.org.za</a>

COMPANY REGISTRATION NUMBER:.....

CSD NUMBER :.....

ADDRESS: .....

.....

.....

CONTACT PERSON : .....

TEL: .....

FAX: .....

E-Mail : .....

Mobile: .....

**TOTAL RFQ PRICE R .....(VAT Incl.)**

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## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
 (name)..... in  
 submitting the accompanying bid, do hereby make the following statements that  
 I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the

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<sup>2</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.

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- bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## 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>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 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
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## 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	
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- 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		
<b>OR</b>		
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**

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

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.....  
.....  
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: .....

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**REQUESTS FOR QUOTATIONS**

**APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER TO  
DEVELOP A CONCEPT NOTE FOR A FULL-SCALE ADAPTATION COSTING FOR  
SOUTH AFRICA**

**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. Nedlac requires a suitably qualified, experienced service provider to provide a comprehensive Concept Note on a National Adaptation Costing Exercise for South Africa

## 2. BACKGROUND

The National Economic Development and Labour Council (Nedlac) is a schedule 3A public entity that falls within the Department of Employment and Labour. Nedlac is the vehicle by which Government, labour, business, and community organizations seek to cooperate, through problem-solving and negotiation, on economic, labour and development issues and related challenges facing the country. The Presidential Climate Commission (PCC) is a programme hosted at Nedlac.

The IPCC 6<sup>th</sup> Assessment Report released in 2022 is clear that the world is already at +1.2°C compared to pre-industrial levels. On the back of this higher level of heat in the atmosphere and oceans, we are already witnessing the devastating impacts of global warming. In addition to new record high temperatures and heatwaves, we are also experiencing floods, droughts, high-energy storms, and wildfires. There is a need for robust Adaptation interventions to increase resilience to climate change. There has already been major loss and damage attributed to climate change. There is a need for a full-scale adaptation, including loss and damage, costing exercise for the country. To date the PCC has completed an Adaptation Costing Methodology Framework and would now like to commission a concept note to advise the detailed methodology of a National Climate Change Adaptation Costing Exercise.

## 3. SCOPE OF WORK

The successful service provider will be required to deliver on the following scope of work:

### 3.1. 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 establish the project steering committee (PSC) for this work.

Inception report

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

### **3.2. Literature review – Complexities in costing of adaptation initiatives**

The service provider will be expected to conduct a domestic and international literature review, to understand the complexities around the costing of adaptation initiatives. The review should assess both the developed and developing country contexts, at least three (3) countries from each context. The barriers analysis review should include:

- Funding design options;
- Its ability to respond and absorb various adaptation international financing mechanisms;
- Its capacity design and management approach; and
- An understanding of the governance mechanisms, including monitoring and evaluation.

Following this process, the service provider will be expected to deliver a report on the on the complexities of a National-level Climate Resilience and Adaptation Costing. This report will be considered, reviewed and signed-off by the Project Steering Committee. Following which the report will be tabled to an expert group agreed upon during the inception meeting and/or the PCC's Resilience and Adaptation Working Group.

### **3.4. Concept Note – Feasible methodology for a National Climate Change Adaptation Costing**

Building from the literature review exercise conducted above, the appointed service provider will be required to map out a feasible methodology for Costing National Climate Change Adaptation Actions. This should also include review inputs and recommendations from the experts' session. An outcome of this process will be a draft concept note to be considered, reviewed, and signed off by the PSC.

- Offer a succinct analysis of the challenges associated with the complexity of a National Climate Change Adaptation Costing Exercise,



- Map out a feasible methodology and roadmap for a National Climate Change Adaptation Costing Exercise.

### 3.5. Project meetings and Close out meeting

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 three 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.

## 4. DELIVERABLES

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	Report on National-level Climate Resilience and Adaptation Costing	Six (6) weeks after signing of contract
Concept Note	Concept Note on the Feasible methodology for a National Climate Change Adaptation Costing	Seven (7) weeks after signing of contract
Project Close out meeting	Participation in the project close out meeting	Eight (8) weeks after signing of contract

## 5. PROJECT TIMELINES

The project must be completed within a period of eight (8) weeks after the signatory of the service level agreement.

## 6. PROJECT TEAM

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

- A detailed understanding of public policy on adaptation and disaster management, development economics, and policy relating to a just transition and the interface between climate, development, and people.
- Extensive experience in strategic planning and programme management.
- Excellent analytical abilities and report writing.
- Experience in stakeholder engagement, communications, and facilitation.
- Demonstrable presentation and communication skills and experience, i.e. through publications, conference reports, etc.
- good track record of governmental and non-governmental stakeholder consultation.
- experience in working with government planning processes and related budgetary tools.
- Very good knowledge and understanding of the South African stakeholder landscape.
- 10 years' experience working in the key sectors of South Africa for climate adaptation responses, including agriculture, health, tourism, and water.
- Very good project management and client relation skills, including conflict management skills.
- Project team technical backstopping is a requirement.

The team members will amongst others comprise of the team leader, a climate change expert, including a climate finance expert.

## 7. PROJECT GOVERNANCE

The PCC, through its Secretariat will be represented in the Project Team comprised of the appointment service provider, representatives from the PCC secretariat and NEDLAC.

During the inception meeting, the PCC together will further propose representation for the Project Steering Committee (PSC), which will meet bi-weekly, to consider the progress of the project and reports from the appointed service provider.

The PCC Secretariat will lead all working group and expert consultations with technical backstopping from the service provider.

## 8. REQUIREMENTS OF THE SERVICE PROVIDER

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

- 8.1. Detailed c.v. of the project leader/manager and team members
- 8.2. At least three short descriptions of previous completed similar assignments, including:
  - Assignment name
  - Signed reference letters from contactable references linked to these assignments.

## 9. SUBMISSION OF DOCUMENTS

In addition to the requirements of 8.1. to 8.2. above, service providers must submit the following documents:

- Valid BBBEE certificate or sworn affidavit
- Completed SBD forms
- Proof of CSD registration

## 10. SELECTION AND EVALUATION CRITERIA

### 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

<b>A. Competence and expertise of bidder measured in years of experience</b>		
<b>What is required</b>	<b>Application of evaluation criteria</b>	<b>% allocation</b>
Detailed company profile indicating experience in climate change and the environment as well as costing. Program services and CVs for key personnel. The number of years must be for the company and key personnel.	5= >5 years of experience 4= 4-5 years of experience 3= 3 years of experience 2= 1-2 years of experience 1= less than 1 year of experience	30%
<b>B. Similar projects completed</b>		
<b>What is required</b>	<b>Application of evaluation criteria</b>	<b>% allocation</b>
Client reference letters bearing the letterheads from former clients on similar/related completed assignments as set out above.	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.	A project plan outlining the methodology and delivery= 25 points  No submission = 0 points  Novelty and innovation of methodology = maximum of 25 points	50%

### 10.2. 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 the PCC 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

- 11.1. Service providers should send their quotation and accompanying relevant documentation to SCM at [Patricia@nedlac.org.za](mailto:Patricia@nedlac.org.za) and copy [procurement@nedlac.org.za](mailto:procurement@nedlac.org.za) unit by **2 December 2022 at 16h00**
- 11.2. Technical enquiries regarding this RFQ should be emailed to [dhesigen@climatecommission.org.za](mailto:dhesigen@climatecommission.org.za)
- 11.3. Procurement enquiries regarding this RFQ should be emailed to [Patricia@nedlac.org.za](mailto:Patricia@nedlac.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, including payment structure as will be agreed upon on appointment of the successful bidder/service provider.