



REQUEST FOR QUOTATIONS (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO CONCEPTUALISE, DESIGN AND PRODUCE PCC JUST TRANSITION PORTABLE MULTIMEDIA EXHIBITION

Date of Issue	Tuesday 23 September 2025
Closing Date	Tuesday 30 September 2025, 12h00
Bid Title:	APPOINTMENT OF A SERVICE PROVIDER TO CONCEPTUALISE, DESIGN AND PRODUCE THE JUST TRANSITION PORTABLE MULTIMEDIA EXHIBITION
Reference No.:	PCC/09/01

1. BACKGROUND

- 1.1 The Presidential Climate Commission (PCC) is a multi-stakeholder advisory body tasked with facilitating South Africa's just transition to a low-emissions, climate-resilient economy and society.
- 1.2 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.

2. INVITATION FOR QUOTATIONS

- 2.1 The PCC is inviting a service provider to provide fixed prices quotation for the development of a PCC Portable Exhibition Stand to be deployed at various events and activations around the country.
- 2.2 The service provider will manage all aspects, including proposed design for functional use of space, physical production of all components, including and content artwork, assembly of the exhibition and provision of storage components.

3. SCOPE OF WORK AND DELIVERABLES

3.1 CONCEPT DEVELOPMENT

Deliver an end-to-end solution covering conceptualisation, design and artwork, production/printing, and delivery. Integrating both hardware and digital display elements.

- 3.1.1 Develop a high-level exhibition concept covering design and artwork, production and delivery.
- 3.1.2 Provide 3D renderings/visuals for approval before production. The PCC will provide Images and Text from its current creative assets.
- 3.1.3 Apply PCC corporate identity guidelines across all physical and digital elements.

3.2 EXHIBIT DISPLAY HARDWARE

From the Approved concept, Design and produce exhibition hardware including

3.2.1 Modular branded backdrops and display stands, Lightweight, durable casing/storage for safe transport by road and air and ensure easy assembly and disassembly (by two staff members).

3.2.2 Produce and or Source the following Exhibition Peripheral Furniture

- 3.2.2.1 2x Tablet Stands
- 3.2.2.2 1 Exhibition Counter
- 3.2.2.3 2 X Lightweight Chairs
- 3.2.2.4.1 x Table (1mx1m) Square
- 3.2.2.5 2 x Brochure / Book Display Stands

3.3 DIGITAL DISPLAY COMPONENTS

- 3.3.1 Tablets with Exhibition Stands:
 - 3.3.1.1 1 × 15Inch" Tablets (iOS/Windows 10 compatible; Samsung, Huawei, or HP).
 - 3.3.1.2 Interactive Microsite and Home Page Design
 - 3.3.1.3 Office 365 Software Licenses (1 Year)
- 3.3.2 **LED Smart TV Screen:**
 - 3.3.2.1 1 × 90" LED with HDMI input and built-in speakers (Sony, LG, or Samsung – Lightweight Casing for storage

3.4 CONSOLDATEDED TECHNICAL SPECIFICATIONs

PRODUCT/ SERVICE		QUANTITY
1	DESIGN AND CONCEPT 1. Full Exhibition (Backdrop, Screen/Monitor) 2. 3 D Rendered and Artwork (PCC to provide photos and logos)	1

2	EXHIBITION BACKDROP 1. Design, Production of Backdrop Panels Lightweight Framing with Storage Casing	1
3	DIGITAL HARDWARE	
	1. 2x Tablets (Samsung/Huawei/HP) – With Windows 10	2
	2. 1 X Smart TVLED 90cm with stand and Built in Speakers	1
	3. Software Licenses (1 Year)	2
4	EXHIBITION PERIPHERAL HARDWARE	
	1. Brochure Stands (With Storage bag)	2
	2. Welcome Counter (Branded) foldable with bag	1
	3. Directors Chairs (Aluminium frame and PCC Branded)	2
	1 X Table (1mX1m) (with storage bag)	1
5	CONTENT DEVELOPMENT – MCROSITE /HOMEPAGE FOR TABLETS	
	1. Design Interactive Microsite and Home Page – PCC Alignment	1
	2. Microsoft 365 Software Licenses (1 Year)	2

4. TIMEFRAMES

This is a once-off service. The service provider should work around the timelines given below and provide an outline of dates that will ensure that the exhibition is completed by 15 October

1	RFQ: Issued	23 September 2025
2	Closing Date for Quotations	30 September 2025
3	Appointment of Service Provider	Beginning of October
3	Submission of Design Mock-up & Material Sample (Technical Specs for Digital hardware)	7 October 2025
4	Approval of Concept & Design	7 October 2025
5	Sign-off of Final Artwork & Proofs	8 October 2025
6	Printing and Production Assembly & Demonstration:	8-10 October 2025
7	Delivery of Digital Files and Exhibit Displays	15 October 2025

5. EVALUATION CRITERIA AND PRICING SCHEDULE

5.1 EVALUATION CRITERIA

Proposals will be evaluated on the following basis:

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SELECTION AND EVALUATION CRITERIA		Weight
A. Competence and expertise of bidder measured in years of company experience		
What is required?	Application of evaluation criteria	
Detailed company profile indicating the number of years of design, developing the exhibition stands.	5= 5+ years of experience 4= 4-5 years of experience 3= 4 years of experience 2= 3-4 years of experience 1= 2 years of experience 0= 1 year of experience or less	30%
B: Competence and expertise of bidder measured in years of experience and qualifications of project staff		
What is required	Application of evaluation criteria	30%
The number of years key personnel experience and Qualifications – 1. Graphic Design 2. Information Technology 3. Exhibitions designs	5= 5+ years of experience 4= 5 years of experience 3= 4 years of experience 2= 3-4 years of experience 1= 2 years of experience 0= 1 year of experience or less	
C. Competence and expertise of bidder measured in similar projects completed		
What is required?	Application of evaluation criteria	20%
1. Client reference letters for similar services rendered for a period of 5 years or more. 2. Reference letters bearing a letterhead, contacts details and signed by that organisation's representative.	5= 5 or more reference letters 5= 4 reference letters 4= 3 reference letters 2= 2 reference letters 1= 1 reference letter 0= 0 reference letters	
D. Functionality of Bid in terms of quality of proposal and workplan		
What is required?	Application of evaluation criteria	20%
1. Proposal outlining approach h. 2. Detailed quotation for the work	5 = Comprehensive understanding of ToRs. 4 = Good understanding of what is required in the terms of reference; 3 = Adequate understanding of what is required in the terms of reference; 2 =Inadequate comprehension (misinterpretation) of what is required in the terms of reference 1 = Quotation submitted and missing critical components such as detailed breakdown of charges 0 = No proposal, action plan and quotation submitted.	

5.2 PRICING SCHEDULE

Bidders are required to provide pricing quotation or cost estimates covering the following services or/ or products

NO	Product/ Service	FIXED PRICE (EX VAT)
1	<u>DESIGN AND CONCEPT</u> 1. Full Exhibition (Backdrop, Screen/Monitor) 2. 3 D Rendered and Artwork (PCC to provide photos)	
2	<u>EXHIBITIONS BACKDROP</u> 1. Design, Production of Backdrop Panels 2. Storage Casing	
3	<u>DIGITAL HARDWARE</u> 1. 2x Tablets (Samsung/ Huwai/ HP) – Windows 10 2. 1 X Smart TVLED 90cm with stand and Built in Speakers 3. Software Licenses (1 Year)	
4	Exhibition PERIPHERAL HARDWARE 1. 2 x Brochure Stands (With Storage bag) 2. 1 X Welcome Counter (Branded) foldable with casing / bag 3. 2 x Directors Chairs Branded in full colour (Aluminium Frame)	
5	<u>CONTENT DEVELOPMENT</u> - 1. Interactive Microsite and Home Page / Scree Tablets 2. Software Licenses (1 Year)	
	SUB TOTAL	R
	VAT - PROOF VAT REGISTRATION REQUIRED	R
	NETT TOTAL (INCL OF VAT)	R

6. COMPLIANCE DOCUMENTS

The following must be submitted with quotations:

6.1 SARS Clearance Certificate and Tax Status PIN.

6.2 Proof of Company Registration (CIPC Directors Certificate).

6.3 Company Profile.

6.4 Bank Account Confirmation Letter.

6.5 Reference Letters

7. CONTRACTING ARRANGEMENTS

The Particip GmB is donor-funded for this project, is commissioned by PCC. All contracts, cost estimates and invoices should be addressed as such. In this capacity, the PCC will act as the contracting authority for the implementation of this assignment.

7.1 Quotations must always be addressed to

Particip GmbH
Merzhauser Str. 183
79100 Freiburg / Germany

8. SUBMISSION & ENQUIRIES

8.1 Quotations must be submitted by **Tuesday, 30 September 2025, 12h00.**

8.2 Submissions should be sent to: procurement@climatecommission.org.za
ONLY! (No other submission method will be accepted).

8.3 Technical Queries: email ignicious@climatecommission.org.za (cc: procurement@climatecommission.org.za)

8.4 Late submissions will not be considered.