SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION

SALGA

Inspiring service delivery

Request for Proposals for the Appointment of a Service Provider to Support Climate Change Act Implementation in 10 District Municipalities within the Western/Southern Corridor

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Closing date and time: 04 November 2026 at 11:00

Bid Validity Period: 60 days

For Enquiries

TEL: (012) 369 8000

EMAIL: scm@salga.org.za

WEBSITE: www.salga.org.za

PLEASE NOTE THAT SALGA LAUNCHED A FULLY AUTOMATED SUPPLY CHAIN MANAGEMENT PLATFORM. TO REGISTER AS A SUPPLIER AND SUBMIT YOUR RESPONSE TO THIS REQUEST , PLEASE CLICK THE LINK BELOW:

https://scmportal.salga.org.za/

1. INTRODUCTION

The South African Local Government Association (SALGA) is a public entity established by the Organised Local Government Act (Act 52 of 1997) to assist in the comprehensive transformation of local government in South Africa. SALGA is managed within the framework of the Public Finance Management Act (Act 1 of 1999) and is listed as a schedule 3A public entity. Its main objectives are to:

- Represent, promote and protect the interests of local government.
- Transform local government to enable it to fulfil its developmental role.
- Enhance the role and status of its members as provincial representatives and consultative bodies of local government.
- Enhance the role and status of municipalities.
- Be recognised by national and provincial governments to be the representative and consultative body in respect of all matters concerning local government and to make representations to both provincial and national governments in respect of any matter concerning local government.
- Ensure the full participation of women in organised local government.
- Be the National Employers' Association representing all municipal members and, by agreement, associate members.

2. SALGA MANDATE

Developmental Local Government is an essential component of the machinery of government. In accordance with its constitutional mandate, SALGA is obliged to transform the local government sector to one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development and all socio-economic opportunities that the state has geared itself to provide for its people. SALGA also serves as the representative voice of all 257 municipalities in the country. For the past 20 years, since its establishment, SALGA has endeavoured to bring focus to its mandate of supporting local government transformation in a complex environment, characterised by a highly diverse and diffuse membership-base of municipalities. In terms of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

(1) **Representation, Advocacy and Lobbying** refers to representing the interests of members in legislatures and other policy making and oversight structures. It also refers to engaging with various stakeholders, public debates etc. in the interest of Local Government.

(2) **Employer Body** refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.

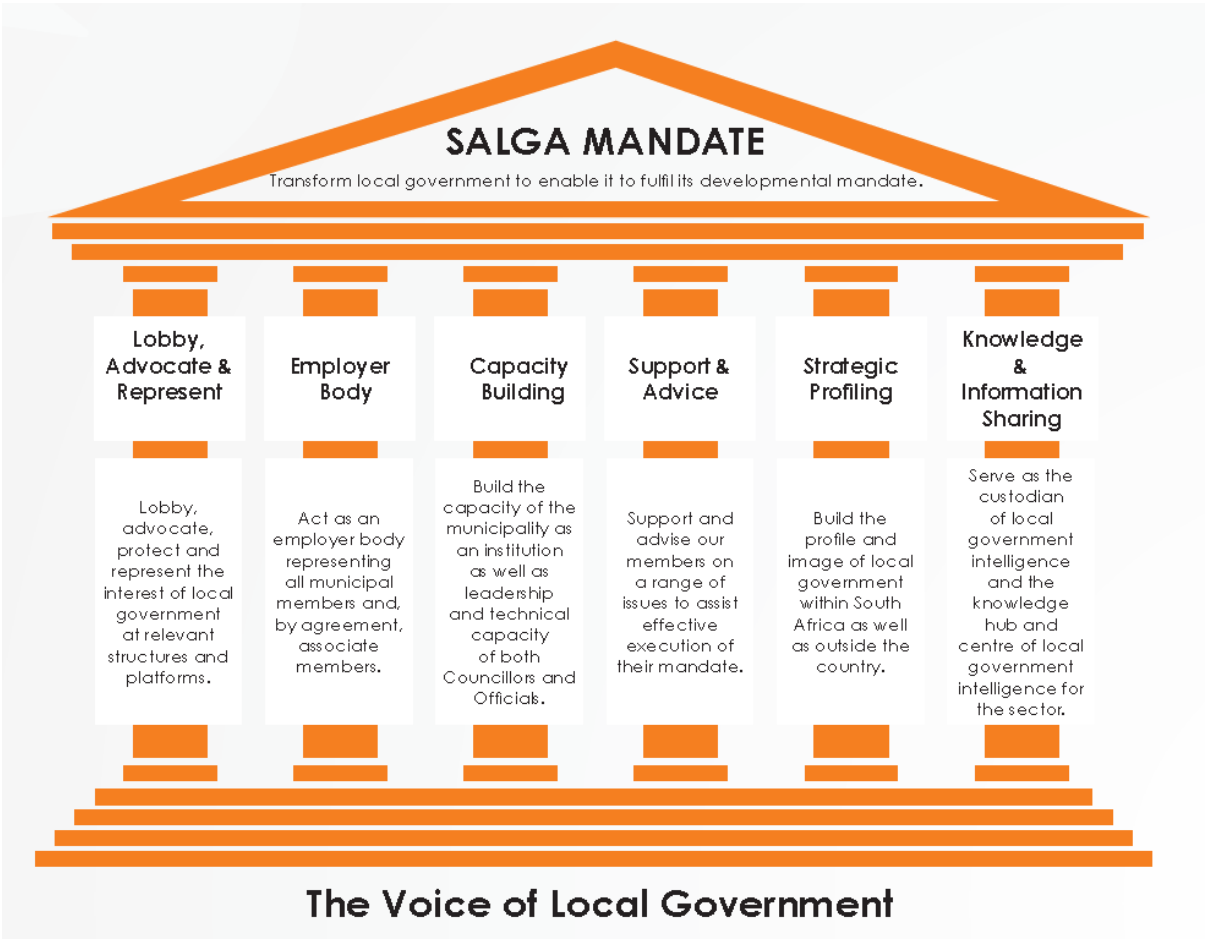
(3) **Capacity Building** refers to facilitating capacity building initiatives through among others, representing member interests in the Local Government Sector Education Authority (LGSETA). SALGA strives to facilitate a coherent, well-co-ordinated capacity building programme for municipal councillors and officials.

(4) **Support and Advice** refers to the provision of tools and services that enable municipalities to understand and interpret trends, policies and legislation affecting Local Government and to implement the said policies and plans

(5) **Strategic Profiling** of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses within South Africa, the African continent and the rest of the world.

(6) **Knowledge and Information Sharing** refers to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery of other SALGA mandates. The knowledge hub is also a useful reference point for all who seek Local Government information.

Diagrammatically the mandate is depicted as follows:



3. BACKGROUND AND CONTEXT

South Africa's climate governance framework has been significantly strengthened through the promulgation of the **Climate Change Act, 2024 (CCA)**. The Act places statutory obligations on all spheres of government, including provinces and municipalities, to plan, respond, implement, and report on climate change adaptation and mitigation actions. District municipalities, in particular, are required to undertake **Climate Change Needs and Response Assessments (NRAs)**, update Risk and **Vulnerability Assessments (RVAs),** and contribute to **Greenhouse Gas (GHG)** inventories, in line with mitigation and adaptation guidance issued by the Department of Forestry, Fisheries and the Environment (DFFE). The Climate Change Needs and Response Assessments are collectively being referred to as **Needs and Response Assessments (NRA)** in these ToRs. The service provider will also be responsible for verifying climate investment data across municipalities and producing a consolidated five-year climate investment report, while also refining a database of climate finance opportunities.

The Act also requires District Municipalities to develop climate change response implementation plans which **will not form part of the scope of these Terms of Reference.**

While national guidance documents, tools, and templates have been developed by DFFE, many municipalities continue to face challenges relating to:

- Practical application of these tools,
- Limited technical capacity,
- Fragmented climate investment tracking,
- Inadequate integration of climate action into planning and budgeting processes; and
- Limited consolidation of evidence on municipal climate adaptation and mitigation investments over time.

This project builds on the broader national effort to support all 44 district municipalities and metropolitan municipalities with climate change implementation support, including the development of climate change needs and response assessments, risk and vulnerability assessments, response planning and related institutional capacity-building. As part of this national support programme, DFFE supported 15 district municipalities. The district municipalities supported by DFFE are as follows:

- **Eastern Cape:** Amathole District Municipality, Chris Hani District Municipality, Joe Gqabi District Municipality.
- **Gauteng:** West Rand District Municipality.

- **KwaZulu-Natal:** Harry Gwala District Municipality, King Cetshwayo District Municipality, uMgungundlovu District Municipality, uMkhanyakude District Municipality, uMzinyathi District Municipality.
- **Limpopo:** Capricorn District Municipality, Vhembe District Municipality.
- **Mpumalanga:** Ehlanzeni District Municipality, Gert Sibande District Municipality.
- **Northern Cape:** Namakwa District Municipality, Pixley ka Seme District Municipality.

SALGA, through the African Climate Foundation (ACF)-funded support project, will support a total of 20 district municipalities. These are:

- **Western Cape:** West Coast District Municipality, Overberg District Municipality, Central Karoo District Municipality.
- **Northern Cape:** ZF Mgcawu District Municipality, John Taolo Gaetsewe District Municipality.
- **Free State:** Xhariep District Municipality, Lejweleputswa District Municipality, Thabo Mofutsanyana District Municipality.
- **Eastern Cape:** Alfred Nzo District Municipality, Sarah Baartman District Municipality.
- **North West:** Bojanala Platinum District Municipality, Dr Kenneth Kaunda District Municipality; Dr Ruth Segomotsi Mompati District Municipality.
- **Limpopo:** Waterberg District Municipality, Sekhukhune District Municipality.
- **KwaZulu-Natal:** iLembe District Municipality, Ugu District Municipality, uThukela District Municipality; Zululand District Municipality, Amajuba District Municipality.

For implementation purposes, these 20 district municipalities have been organised into two proximity-based corridors of 10 municipalities each: the Northern / Eastern Corridor and the Western / Southern Corridor. A separate service provider will be appointed for each corridor. Both service providers will work to the same overall scope, methodology, quality standards and reporting requirements, and the outputs from the two corridors will be reviewed and compared by SALGA to support consistency, quality assurance, shared learning and comparability across the project.

This Terms of Reference is specifically for the Western / Southern Corridor, comprising the following 10 district municipalities:

- **Western Cape:** West Coast District Municipality, Overberg District Municipality, Central Karoo District Municipality.
- **Northern Cape:** ZF Mgcawu District Municipality, John Taolo Gaetsewe District Municipality.

- **Free State:** Xhariep District Municipality, Lejweleputswa District Municipality, Thabo Mofutsanyana District Municipality.
- **Eastern Cape:** Alfred Nzo District Municipality, Sarah Baartman District Municipality.

The remaining 10 district municipalities form the Northern / Eastern Corridor and will be supported through a separate service provider appointment.

Based on this background, SALGA seeks to appoint a suitably qualified service provider to **develop or update NRAs, deliver technical support, data verification, analytical reporting, training, complementary tool refinement**, **verify climate investment data, consolidate a five-year climate investment report and refine a database of climate finance opportunities,** in support of effective and sustained implementation of the Climate Change Act across the local government system.

The assignment will therefore focus on 10 district municipalities within the Western/Southern Corridor. The other corridor will be implemented through a separate service provider appointment, and **SALGA will compare outputs across the two corridor assignments to ensure methodological consistency and quality**.

4. PURPOSE OF THE CALL

The purpose of this appointment is to support district municipalities to strengthen compliance with the Climate Change Act and enables focused, proximity-based technical support while maintaining national consistency and partner alignment by:

a. Supporting municipalities within the assigned corridor to update critical climate risk and mitigation instruments through a combination of direct technical support and coordination with SALGA partners.

b. Developing or refining NRAs for district municipalities. Climate Change Response Implementation Plans fall outside the scope of this assignment.

c. Strengthening institutional capacity through training and practical application of existing DFFE tools,

d. Enhancing knowledge sharing and accessibility of climate change tools, information, and lessons across the local government sector, and

e. Verifying climate investment data across municipalities and producing a consolidated five-year climate investment report, while also refining a database of climate finance opportunities.

5. OBJECTIVES

The specific objectives of this assignment are to:

a. Support the application, refinement, updating, and development of **complementary guidance documents, tools, and templates**, building on existing DFFE instruments, to enable municipalities to comply with the **requirements of the Climate Change Act**;

b. Operationalise climate planning tools through targeted training, mentoring, and hands-on technical support;

c. Support districts and municipalities to review and update Risk and Vulnerability Assessments (RVAs) and GHG inventories in line with DFFE NRA guidance for adaptation and mitigation, with implementation support potentially provided through SALGA's partners, where such support is confirmed;

d. Verify municipal climate change adaptation and mitigation investments and using the existing documents and compile a five-year analytical report; and

e. Enable the development of practical, investment-ready Climate Change Mitigation and Adaptation actions and projects for municipalities, supported by a climate finance database and funding opportunity mapping.

6. SCOPE OF WORK

The scope of work is structured into **six interlinked components** to ensure clarity, sequencing, and accurate costing by prospective service providers.

All components shall be implemented within district municipalities falling under the Western/Southern Corridor.

The Western / Southern Corridor will comprise of the following district municipalities:

- **Western Cape province:** West Coast, Overberg and Central Karoo
- **Northern Cape province:** ZF Mgcawu and John Taolo Gaetsewe
- **Free State province:**Xhariep, Lejweleputswa and Thabo Mofutsanyana
- **Eastern Cape province:**Alfred Nzo and Sarah Baartman

6.1 Phase 1: Inception and Project Planning

Purpose:

To establish overall project alignment, confirm partnerships, and finalise implementation arrangements.

Key activities include:

- Inception meetings with SALGA, DFFE, NDMC, COGTA, SAWS, SANBI, GIZ, Presidential Climate Commission and other relevant national, provincial, district, and municipal stakeholders;

- Stakeholder mapping across climate change, disaster management, planning, infrastructure, and finance functions;
- Finalisation of methodology, sequencing, and detailed workplan;
- Development of a communication and coordination approach that sets out corridor-level reporting lines, district and locals liaison arrangements, and alignment mechanisms with DFFE and UK PACT-led work in relevant provinces; and
- Submission of an Inception Report.

6.2 Phase 2: Climate Change Response Needs Assessment

Purpose:

To identify priority climate change response needs aligned with the Climate Change Act.

Key activities include:

- Desktop review of existing strategies, plans, and climate-related initiatives;
- Facilitated two rounds of workshops with all district municipalities within the assigned corridor, ensuring participation of relevant departments and avoiding overlap with municipalities already receiving DFFE or UK PACT-led support.
- Targeted engagements with national and provincial stakeholders as required; and
- Identification of gaps, priorities, and opportunities to inform NRA development.

6.3 Phase 3: Risk and Vulnerability Assessments and GHG Inventories

Purpose:

To strengthen evidence-based climate planning at district level.

Key activities include:

- Develop new Risk and Vulnerability Assessments (RVAs) for municipalities that do not yet have them, and review and update existing RVAs using DFFE guidance;
- Confirmation and documentation of municipalities with **recently approved and valid RVAs**;
- Use the Let's Respond Toolkit guidance and the Needs and Response Assessment Guide to support the development of basic municipal Greenhouse Gas (GHG) Inventories, including application of simplified municipal GHG reporting tools.
- Mentoring and technical support to officials during data collection, calculations, and reporting; and
- Identification of high-impact mitigation and adaptation actions informed by RVAs and inventory findings.

6.4 Phase 4: Data Verification and Climate Investment Reporting

The service provider must:

1. **Verify municipal climate change adaptation and mitigation project investment data** submitted to SALGA by municipalities;
2. **Assist municipalities with climate finance matchmaking readiness process**
3. **Produce a consolidated Five-Year Climate Investment Report**, analysing trends, funding sources, sectoral focus, geographic distribution, implementation gaps, and opportunities; and
4. **Develop and maintain a Climate Finance Database**, including climate finance institutions, funding programmes, funder profiles, eligibility criteria, application requirements, funding windows, and financing pathways relevant to district and local municipalities. The database should be structured in a user-friendly format and support municipal climate finance project development, matchmaking, and investment readiness activities

This component is a critical element of the assignment and directly supports national climate reporting, investment prioritisation, and evidence-based decision-making.

6.5 Phase 5: Development and Refinement of NRAs.

Over a period of **eleven (11) months from the commencement date**, the service provider shall:

- Develop or refine Needs and Response Assessments for ten (10) district municipalities within the Western/Southern Corridor. Please note that NRA development occurs in stages within the 11-month project.
- Ensure full alignment of NRAs with:
  - The **Climate Change Act (2024)**;
  - **DFFE Guidelines for NRA development**; and
  - National and municipal planning instruments, including **Integrated Development Plans (IDPs)**, **Spatial Development Frameworks (SDFs)**, and the **District Development Model (DDM)**;
- Package NRAs as **council-ready, implementable documents**, including priority actions, sequencing, indicative costs, responsible institutions, and potential funding sources; and
- Provide phased technical support, validation, and finalisation assistance to municipalities.

6.6 Phase 6: Guidance, Tools, Capacity Transfer and Knowledge Sharing

Purpose:

To strengthen long-term municipal capacity to comply with the Climate Change Act.

Key activities include:

- Orienting municipalities to the **existing DFFE-developed tools**, including NRAs and Climate Change Response Implementation Plans (RIPs) tools to ensure that they are as practical and adoptable as possible, these tools will be shared with an appointed service provider during the project inception.
- Development of any necessary **complementary tools and templates** where gaps are identified, without duplicating national instruments;
- Two rounds of practical training and skills-transfer sessions for municipal officials;
- Ongoing mentoring and troubleshooting support; and
- Contribution to SALGA platforms for dissemination of tools, knowledge products, and lessons learned in liaison with partners.

7. KEY DELIVERABLES AND INDICATIVE TIMELINES

The service provider will be required to deliver the following outputs over the implementation period, in line with the scope of work and phased approach outlined in these Terms of Reference. The deliverables are designed to ensure a structured progression from inception and assessment, through technical support, capacity building, and plan development, to final reporting and knowledge products. Deliverables must be reported to SALGA in accordance with approved reporting requirements while also reflecting alignment with DFFE and UK PACT-led support in relevant provinces.

Indicative timelines are provided to guide implementation sequencing and milestone planning; however, these may be refined in the approved Inception Report and Workplan in consultation with SALGA, provided the overall project duration is maintained.

The deliverables and associated timelines are set out in the table below.

Deliverable	Description	Indicative Timeline
1. Inception Report & Workplan	Methodology, detailed schedule, roles and responsibilities, tools to be applied, alignment with SALGA priorities and DFFE guidelines, partner coordination arrangements, and confirmation of	Month 1

Deliverable	Description	Indicative Timeline
	alignment with DFFE and UK PACT-led provincial support	
2. Status Quo Review Framework & Assessment Tools	Diagnostic tools, data collection templates, and quality benchmarks to support needs assessments, RVAs, GHG inventories and NRA development	Months 1–2
3. Assessment Framework & Standardised NRA Template	NRA quality criteria, vulnerability matrices, mitigation and adaptation response frameworks, and implementation templates aligned with the Climate Change Act and DFFE guidance	Months 2–4
4. NRA Technical Support Package – Phase 1 (Draft Development)	Initial development or refinement of draft NRAs with district municipalities allocated to the corridor, informed by needs, RVAs and GHG inventories.	Months 4–8
5. Capacity Building & Training Delivery – Round 1	First round of district-based workshops and hands-on training on NRAs, RIPs, RVAs, tools, and Climate Change Act compliance	Months 2–9
6. NRA Technical Support Package – Phase 2 (Validation & Refinement)	Review, validation and refinement of NRA drafts through municipal engagements, technical clinics, and feedback sessions	Months 8–11
7. Verified Climate Investment Dataset, matchmaking support & Five-Year Climate Investment Report	Verification of submitted municipal adaptation and mitigation investment data, municipal matchmaking support and production of a consolidated analytical five-year report	Months 1–4
8. Climate Finance Database	Database of climate finance institutions, funder profiles, eligibility requirements, and funding pathways relevant to municipalities	Months 6–11

Deliverable	Description	Indicative Timeline
9. Capacity Building & Training Delivery – Round 2	Second round of training and mentoring focused on implementation readiness, financing, reporting, and integration into IDPs and budgets	Months 9–11
10. NRA Technical Support Package – Phase 3 (Finalisation)	Finalisation of council-ready NRAs for district municipalities allocated to the corridor, incorporating climate actions, costing, sequencing, and funding options	Months 8–11
11. Final Technical Reports & Knowledge Products	Consolidated NRAs, district case studies, lessons learned, synthesis reports, and knowledge products for SALGA platforms	Months 9–10
12. Project Close-Out Report	Final project report summarising outputs, outcomes, challenges, and recommendations for future Climate Change Act implementation support	Month 11

The implementation period for this project is eleven (11) months from the date of appointment.

8. PREFERRED SERVICE PROVIDER COMPETENCIES

8.1. Demonstrated expertise in climate modelling and climate action implementation planning, municipal climate governance, Risk & Vulnerability Assessments, Greenhouse Gas Inventory development and climate policy.

8.2. Proven experience of working with South African municipalities.

8.3. Knowledge of the Climate Change Act and related climate change strategies as well as environmental management legislation

8.4. Ability to design remote sensing analytical tools, report templates, and quality assurance frameworks for district municipalities.

8.5. Demonstrated experience in facilitating capacity-building workshops on climate action planning for municipalities or similar institutions.

8.6. Proven capability in climate-related environmental data verification, investment tracking, and funder mapping/database development.

9. CONTENT OF PROPOSAL

The proposal should include:

9.1. Project methodology providing enough detail on how the project will be completed based on the information provided as per the Terms of Reference.

9.2. All relevant perceived strengths and weaknesses of the firm bidding for the service, e.g. similar previous experience, in-house skills, etc; providing information which will assist SALGA to assess its capabilities, competitive advantages, etc.

9.3. The summary of the bidder's mission statement, the vision statement, values and long-term strategies and objectives as comprehensively as possible.

9.4. A list of references of previous and current appointments relevant to the required services; examples of such services capabilities and experience and more specifically the number and size of organisations where service rendered in specific sectors in government and areas of expertise.

9.5. An organogram or list of partners, managers, specialists, together with the *curriculum vitae* of the staff who will be available for the duration of the work; any staff changes regarding staff allocated to SALGA must be done in consultation with the Project Manager representing the organisation. The successful bidder should provide experienced specialists relevant to the required services.

9.6. A breakdown of the tariff, VAT inclusive, per category as required for services rendered. Expenditure incurred without the prior approval of SALGA will not be reimbursed. An analysis of costs must be given to cover the full amount, and where possible, costs should be linked with specific tasks to be undertaken. All other incidental costs should be included in the budget breakdown.

9.7. In so far as is possible, a comprehensive budget, showing the service of activities proposed, with charge-out rates and budgeted hours per activity, detailing all assumptions made in arriving at a proposed budget, including all cost factors such as virtual meetings and virtual workshop sessions and appropriately motivated traveling if required.

9.8. The rate of remuneration of consultants will be subject to negotiation, not exceeding the applicable rates as contained in the DPSA Guide on Hourly Fee Rates for Consultants.

9.9. The remuneration framework of consultants shall take the following into consideration:

a) The "Guidelines on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)" as issued by the South African Institute of Chartered Accountants (SAICA).

b) The "Guide on Hourly Fee Rates for Consultants "as issued by the department of Public Service and Administration (DPSA); and/or

c) Remuneration guidelines issued by professional service organisation or regulatory bodies, as may be relevant.

9.10. How the bidder proposes to provide governance assistance to SALGA; and

9.11. In so far as is possible, provide an overview of the methodology to be applied.

9.12. How the bidder will ensure that there is transfer of skills to the SALGA team.

9.13. An approach to develop or refine NRAs for ten (10) district municipalities.

9.14. A Western/Southern Corridor implementation plan, including how the bidder will coordinate with SALGA, DFFE, UK PACT, provinces and municipalities to avoid duplication and ensure methodological consistency.

9.15. A statement confirming alignment with DFFE tools/guidelines/templates under the Climate Change Act.

10. APPOINTMENT, COMMENCEMENT AND DURATION

The appointed service provider is anticipated to commence the work upon appointment for a duration of 11 months period and ensure completion of the work within that timeframe.

11. INSTRUCTION TO BIDDERS

11.1 General Instructions

This document constitutes a Request for Proposal (RFP) for the Appointment of a Service Provider to Support Climate Change Act Implementation in 10 District Municipalities within the Western/Southern Corridor.

The information contained herein provides a format to facilitate bidder's responses to this RFP. It is important that the format be followed closely to help maintain the decision-making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses. All pricing information should be fully disclosed with all charges clearly defined, i.e. a per unit fee based on activity.

11.2 Terms of Contract

The term of the contract shall be regulated by the Service Level Agreement (SLA) to be concluded with the winning bidder. It is anticipated that the term of the contract shall be for

the duration of the assignment and shall expire upon fulfilment of the scope of work. The contract may be extended by mutual agreement. Thirty (30) days written notice must be given if either party wishes to terminate the agreement prior to the contract's expiry date.

11.3 Questions during Proposal Process

Any enquiries regarding this RFP should be directed to Mayenziwe Mahlalela, SCM at scm@salga.org.za, located at the SALGA National Office – 012 369 8000. Questions will only be taken up to four days prior to the closing date.

Bidders finding apparent discrepancies or omissions in the RFP should notify Supply Chain Management at scm@salga.org.za at once. Bidders may during the bidding period be advised by Addenda of any additions, clarifications, deletions or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from other than this RFP and any written addenda will not be considered as valid or official.

11.4 Submission of Proposal

PLEASE USE THE BELOW LINK TO SUBMIT YOUR PROPOSAL.

https://scmportal.salga.org.za/

Please respond to this RFQ 0n the 4th of November 2026 at 11:00am, Late submissions will not be accepted.

Bidders remain solely responsible for the method of conveyance of their proposal to the receiving point.

SALGA will not be responsible for any costs incurred by the bidders associated with the preparation of responses to the RFP.

11.5 Contract Award

SALGA reserves the right to accept any proposal submitted or reject all proposals.

Any proposal submitted, that is not in complete compliance with the requirements of the proposal documents may be accepted or disqualified, at the option of SALGA.

Please outline in your proposal the assistance your institution is prepared to provide to meet the estimated contract duration period for the full implementation of the scope of work.

11.6 Termination of Contract

SALGA reserves the right to terminate the agreement with 30 days written notice to the winning bidder subject to the following:

- the winning bidder fails to perform in accordance with the specified service requirements as set out in the RFP.

• the winning bidder otherwise violates the provisions of the RFP to a substantial degree.

11.7 Liability

SALGA will not be held liable for any actions of the winning bidder and/or its employees.

11.8 Important Dates

30 October 2026 - Last day for questions.
04 November 2026 at 11:00am– Proposals submission due date and time.

12. CONDITIONS OF BID (FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW MAY RENDER YOUR BID PROPOSAL NON-RESPONSIVE)

12.1. The requirement for content of the project proposal section below outlines the information that must be included in bid offers. **Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.**

12.2. A contract will be signed with the appointed Service Provider.

12.3. The Service Provider will be required to sign confidentiality and indemnity agreements with SALGA.

12.4. SALGA may at its own discretion vary an instruction to include more work.

12.5. Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal.

12.6. If any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.

12.7. SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.

12.8. Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.

12.9. Bidders shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.

12.10. Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.

12.11. The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 120 days from the date of submission.

12.12. Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.

12.13. Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.

12.14. In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.

12.15. All returnable bid documents must be completed in full and submitted together with the bidder's proposal.

12.16. SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.

12.17. Completion of the Standard Bidding Documents stated herein below is **mandatory**, failure to do so **may** render your bid offer invalid.

12.18. Standard Bidding Forms

12.18.1. Preference Points Claim form

Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to section 8 and 9. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

12.18.2. Declaration of Interest

Form SBD 4 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

13. EVALUATION

For the purpose of comparison and to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance with the evaluation criteria mentioned below. The bidder/s will be evaluated in three phases as stated below:

Phase 1	pre-compliance check on Mandatory requirements
Phase 2	Technical Functionality
Phase 3	Price and BBBEE Status Level contribution

PHASE 1: MANDATORY REQUIREMENTS FOR THE BIDDER

The prospective bidder must be registered on Central Supplier Database (CSD) before submitting bids.

NB: Failure to adhere to the Mandatory requirements above will automatically disqualify your bid/s and will not proceed to Phase 2.

For functionality, the following criteria will be applicable and the maximum value of points breakdown for each criterion using these scale level descriptors:

Points Breakdown:

Description	Criteria For Functionality	Breakdown of Points	Weight
Relevant project experience	The bidder must have performed a minimum of 5 projects of a similar nature in the fields of climate change planning and implementation, municipal governance, environmental management, geospatial and climate data analysis, climate finance, and capacity building. The bidder must provide SALGA with proof of similar work undertaken in the form of appointment letter and a positive letter of recommendation from various clients on the clients' letterhead (N.B. SALGA reserves the right to verify the letters submitted by service providers)	0=No Projects submitted 5=1 to 2 projects submitted 10= 3 to 4 projects submitted 15= 5 or more projects submitted	20
Quality of Proposal	Comprehensiveness and clarity of proposal, approach and methodology, including a detailed project plan to	0=No submission of Project plan and approach 20=Bidder with submission of project plan, management plan	40

Description	Criteria For Functionality	Breakdown of Points	Weight
	deliver scope of work on the proposed solution highlighting its capabilities and features aligned to SALGA requirements. Project plan must highlight deliverables, time-frames milestones, resources, etc.) The Bidder to submit a detailed proposal with clear deliverables, activities, tasks, times lines, reporting timeframes and detailed costing that is within the project budget	and methodology approach in line with scope of work but without an outline of the details of all the elements of the project from development to close out), 40= Bidder with submission of project plan & management plan (that outlines the details of all the elements of the project from development to close out)	
Project Team Capability	The bidder to provide a comprehensive CV/Profile of the team leader and the members with postgraduate qualification and at least five years of working experience in the fields of climate change planning and implementation, municipal governance, environmental management, geospatial and climate data analysis, climate finance, and capacity building (certified copies of qualifications to be attached).	0=Bidder with no project team C.V.s/Profiles, with no experience and no qualification 5=Project team C.V.s/Profiles provided, indicating 1 to 2 years' experience and a postgraduate qualification 10=Project team C.V.s/Profiles provided, indicating 3 to 4 years' experience and a postgraduate qualification. 15=Project team CVs or Profiles provided, indicating 5 or more years of experience and a postgraduate qualification.	20
Innovation	Provide innovative approaches, tools, or methods you will apply to strengthen the evidence base	0=Bidders with no relevant innovations. 5=Bidders with fairly articulation	20

Description	Criteria For Functionality	Breakdown of Points	Weight
	(including RVAs and GHG inventories), climate change planning, data verification, and capacity building under this assignment, including practical ways to improve uptake of DFFE tools and enhance efficiency in developing CCNRAs.	of innovations 15=Bidders with very clear articulation of innovations.	
	Total for functionality		100
	Minimum Threshold Score		70

Bidders who score 70 (average) points and above will be considered in phase 2 of the evaluation.

PHASE 3: PRICE AND BBBEE STATUS LEVEL CONTRIBUTION

The 80/20 points system will be used when evaluating this Request for Proposal.
The remaining 20 points will be allocated in terms of specific goals below.

The maximum points for this tender are allocated as follows:
Table 1:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1

Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

Phase 3 of evaluation will include the sum of the two criterions below:

CRITERIA	WEIGHT
Price	80
B-BBEE status level of contribution	10
Specific Goals	10
TOTAL	**100**

Bidders must submit proof of their B-BBEE status level of contributor. A bidder failing to submit proof of B-BBEE status level of contribution or is a non-compliant contributor to B-BBEE may not be disqualified but may only score point out of 80 for price and score 0 points out of 20 for B-BBEE.

14. GENERAL CONDITIONS

The following should be noted by interested parties:

14.1. Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in SALGA.

14.2. Materials and products may not be made available to any unauthorized person or institution or sold for profit without prior written consent from SALGA.

14.3. On completion or termination of the agreement, all materials and products must be handed over to SALGA.

14.4. No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from SALGA.

14.5. SALGA may at its own discretion vary this instruction to include more scope / work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.

14.6. All copyright and intellectual property rights that may result as a consequence of the work to be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.

14.7. SALGA may dictate the framework in which documents (policies, plans, report etc.) shall be submitted; however, the service provider should be able to submit a proposal on the lay-out of his/her choice for consideration by SALGA.

14.8. SALGAs (general conditions of bid, contract and order) shall be applicable to this bid.

14.9. The service provider shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment.

14.10. SALGA reserves the right not to award the bid to any bidder at its own discretion.

14.11. A Service Provider may not be appointed for both the Northern/Eastern Corridor and the Western/Southern Corridor. If a bidder is recommended for appointment in respect of both corridors, SALGA reserves the right to appoint that bidder to one corridor only and to appoint another qualifying bidder to the other corridor.

Supplier portal response submission information (link for supplier portal on attached TOR)

- Please capture the total price quoted on the supplier portal and upload the quotation on your company letterhead. Total price on quotation must match the total price captured on the supplier portal.
- Upload your valid BEE certificate or sworn affidavit.
- Download, fill out, sign and upload the system generated SBD 4 and SBD 6