



TERMS OF REFERENCE:

A CALL TO INVITE SMALL, MEDIUM AND MICRO ENTERPRISES (SMMES) TO APPLY FOR A RESOURCE EFFICIENCY PROGRAMME AIMED AT SUPPLYING GREEN TECHNOLOGIES TO SMMES IN THE MANUFACTURING/ AGRICULTURAL SECTOR THAT ARE ENERGY AND/OR WATER INTENSIVE

2024/2025

CONDITIONS OF BIDDING

1 Proprietary Information

- 1.1 The Innovation Hub Management Company (TIHMC) considers this RFQ and all related information, either written or verbal, which is provided to the respondent, to be proprietary to TIHMC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of TIHMC.

2 Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this RFQ should be in writing and channeled to:
TIHMC Technology Innovation and Cluster Development Unit:
Email address: omohlokoane@theinnovationhub.com
Tel: (012) 844 0676

- 2.2 All the documentation submitted in response to this bid must be in English
- 2.3 The Bidder should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by The Innovation Hub Management Company (Pty) Ltd regarding anything arising from the fact that pages are missing or duplicated.

3 Validity Period

- 3.1 Responses to this bid received from suppliers will be valid for a period of 60 days based on the closing date of the RFQ.

4 Submission of RFQ

To respond to this challenge, please submit your response online at: challenges@theinnovationhub.com. Submissions of proposals and quotations must be submitted clearly marked "**A call to invite Small, Medium and Micro Enterprises (SMMEs) to apply for a Resource Efficiency Programme aimed at supplying green technologies to SMMEs in the manufacturing/ agricultural sector that are energy and/or water intensive**"

- 4.1 Kindly note that **TIHMC** is entitled to amend any bid conditions, validity period, or specifications, or extend the closing date of bids before the closing

- date. All bidders, to whom the bid documents have been issued, will be advised in writing of such amendments in good time
- 4.2 **TIHMC** reserves the right not to accept the lowest bid price of any quotation in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract in terms of outputs and services and who's financially advantageous to **The Innovation Hub Management Company**.
 - 4.3 **TIHMC** also reserves the right to award this bid to a purely empowerment companies or may award this bid on conditions that a joint venture with an empowerment company is formed. This may be added to the criteria when evaluating the bids.
 - 4.4 **TIHMC** also reserves the right to award this bid as a whole or in part without furnishing reasons.
 - 4.5 **TIHMC** reserves the right to amongst other things, conduct unscheduled or schedule site visit to satisfy itself, as to the validity of the information provided on this bid document.
 - 4.6 Failure to provide a total bid price with this submission shall result in automatic disqualifications.
 - 4.7 An incomplete price list shall render the bid non-responsive.

A2: TERMS OF REFERENCE

1. BACKGROUND

- The Gauteng Department of Economic Development (GDED) has launched a project titled “Resource Efficiency Programme for Small, Medium and Micro Enterprises (SMMEs)”. This programme seeks to provide the SMMEs in the manufacturing/ agricultural sector that are energy and/or water intensive with green technologies which will improve their efficiencies, reduce operational costs & environmental footprint, and further enhance their global competitiveness.
- The project is funded by GDED and implemented by The Innovation Hub Management Company (TIHMC), a subsidiary of the Gauteng Growth and Development Agency.
- The project is aimed at supporting at least ten(10) SMMEs by funding or co-funding the installation of energy-efficient/water efficient and /or renewable energy technologies to improve their efficiencies.

2. OBJECTIVES OF THE PROGRAMME

Some of the objectives that GDED seeks to achieve by supporting SMMEs adopt resource-efficient technologies, include

- Lowering operational costs which can boost profitability and sustainability, thereby fostering economic growth and job creation.
- Reducing environmental footprint, by lowering energy consumption, reduced water usage, and minimized emissions. Supporting these efforts aligns with broader environmental goals and helps address climate change.
- Ensuring that SMMEs are able to compete effectively on an international scale, maintaining and growing market share.
- Promote sustainable practices that lead to cost savings and increased competitiveness.

- Stimulate adoption of innovation within the SMME sector. As these businesses adopt new technologies, they contribute to the development and refinement of advanced solutions.
- Assist businesses to comply with environmental or green economy existing regulations, avoiding fines and legal issues while contributing to regulatory goals.
- Increase job opportunities and skills development thereby benefiting the labour market.

3. SELECTION CRITERION

The funding for the programme is limited and therefore the following criteria will be used to select the beneficiaries to be supported,

Stage 1 of the evaluation criteria (20)

- The business must be registered according to CIPC.
- Valid tax clearance certificate (Letter of good standing)
- SMME must be domiciled within the boundaries of Gauteng Province.
- SDB4 Form

Stage 2 of the evaluation criteria

Criteria: Functionality	Evidence Required	Maximum Points	Point Scored
1. Company profile (A brief overview of the business, including industry, target market and operational scale) and Proof of address <ul style="list-style-type: none"> ○ Not submitted =0 ○ Company profile =10 ○ Proof of address =10 	Company profile hard and proof of address not more than 6 months old	20	

<p>2. Motivation letter should cover the following</p> <ul style="list-style-type: none"> ○ Reason why you need support and how will the support impact your business =10 ○ The ratio of revenue to utilities expenses= 20 <ul style="list-style-type: none"> - 0%- 10% = 10 - 10 % and above =20 	<p>Letter of support outlining information requested on the first column</p> <p>12 months Municipal bills</p>	<p>30</p>	
<p>3. Number of years the business have been operating</p> <ul style="list-style-type: none"> ○ More than 5 years = 15 ○ Less than 5 years = 10 	<p>Financials/ billing statements /invoices</p>	<p>15</p>	
<p>4. Financial Sustainability of the company</p> <ul style="list-style-type: none"> ○ Non sustainable projections = 0 ○ Proof of sustainable projections = 15 	<p>Financials statements with 3 years projections</p>	<p>15</p>	
<p>Total</p>		<p>100</p>	

IF ANY OF THE ABOVE-MENTIONED CONDITIONS IS NOT MET AND/OR ANY OF THE MENTIONED DOCUMENTS ARE NOT SUBMITTED AS PRESCRIBED, YOUR BID WILL BE IMMEDIATELY DISQUALIFIED

A3: COMPANY DETAILS – to be provided by service provider

COMPANY	Company name:
	Telephone number:
	Company registration number:
CONTACT PERSON	Company VAT Registration number:
	Contact person:
	Contact person telephone number:
	Contact person cell number:
QUOTATION	Contact person email address:
	Full details of goods or services quoted for (attaché all information and supporting document where necessary) N/A
	Price per unit (where applicable): N/A
	Quantity to be supplied: N/A
	Total amount (VAT included) N/A
	Expected delivery date: N/A
DECLARATION OF INTEREST	Do you have a next of kin in the employ of TIHMC?
	Name of next of kin and nature

	of relationship (where applicable)
ADDITIONAL INFORMATION	Supply any additional information here:

- **Project administration**

The project will be administered by the project team together with the established Steering Committee. No support funding will be paid directly to the selected SMMEs, the project team will work with the SMME to select the service provider who will install the recommended technology. It should be noted that TIH /GDED procurement will still be followed during this process.

- **Appointment, Commencement and Duration**

The selected SMMEs will be notified upon completion of all processes including site assessments.

DECLARATION

I/We further declare that the information supplied herein is true and correct.

Signature:

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Date:

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