



REQUEST FOR PROPOSAL (RfP)
**Accelerating a market transition in South Africa: New models for
Electric Bus Deployment**

C40 Cities Climate Leadership Group, Inc.
120 Park Avenue, 23rd Floor
New York, NY 10017
United States of America

10 January 2023

1. C40 Cities Climate Leadership Group Inc. ("C40")



C40 is a network of nearly 100 mayors of the world's leading cities, who are working to deliver the urgent action needed right now to confront the climate crisis, and create a future where everyone, everywhere can thrive. Mayors of C40 cities are committed to using a science-based and people-focused approach to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities. Through a Global Green New Deal, mayors are working alongside a broad coalition of representatives from labour, business, the youth climate movement and civil society to go further and faster than ever before.

C40's team of 200+ staff is headquartered in London, with offices in New York, Joburg, Singapore, Delhi, Rio de Janeiro, Copenhagen, Beijing and Paris, and individual staff based across 25+ different locations, with the Office of the Chair based in London.

The strategic direction of the organisation is determined by an elected Steering Committee of C40 mayors which is chaired by the Mayor of London, Sadiq Khan. Three term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. A nine-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40's three core strategic funders are Bloomberg Philanthropies, the Children's Investment Fund Foundation (CIFF) and Realdania.

To learn more about the work of C40 and our cities, please visit our [Website](#), or follow us on [Twitter](#), [Instagram](#), [Facebook](#) and [LinkedIn](#).

2. Summary, Purpose and Background of the Project

C40 Cities Climate Leadership Group (C40) seeks to hire a service provider for the development of a report evaluating the bus ownership and service provision models currently in use in five South African cities, namely, Johannesburg, Tshwane, Ekurhuleni, Cape Town and Durban. The report must also propose the most viable business and financial models that can support scaled deployment of electric buses in South Africa and to inspire other cities in the region.

C40 South Africa has received a grant from the Drive Electric Campaign Opportunity Fund. This campaign is made up of a coalition of philanthropic partners working with NGOs, foundations, and coalitions, and is working closely with governments and businesses around the world. The Opportunity Fund supports grantees that work at the local, national, or regional level in the Global South – with a goal of expanding the Drive Electric Campaign impacts while supporting local organisations.



The purpose of this project is to produce a report that analyses and documents the state of the South African bus market, highlighting the opportunities available in the country to provide support to cities on electric bus deployment. The analysis is expected to include the number and types of buses currently in use, as well as an assessment on the projected number of buses that could be procured by the different cities up to 2050.

This work is inspired by the rollout and success of the Zero Emission Bus Rapid Deployment Accelerator (ZEBRA) partnership, a support programme for cities in Latin America that led to the procurement of over 3600 electric buses, an investors commitment to make available US\$1 billion for e-buses, and 14 manufacturers and suppliers committing to bring the buses to the region. A similar report was developed, prior to the rollout of ZEBRA, and it provided invaluable insight into the Latin American bus market and the readiness of cities to deploy electric buses. The report can be found [here](#).

This proposed report will also provide an in-depth mapping of key stakeholders from the public and private sector including bus operators in all C40 South African cities and should serve as the foundation for developing ambitious city- and state-level bus deployment commitments, and studying the overall market potential.

3. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **03 February 2023, 5pm SAST**. Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work with C40, clear costs and detail on experience in this area.

If the bidder submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals that require outsourcing or contracting work must include a name and description of the organisations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

The proposal should give C40 evaluators all the information they need to assess your bid. Please clearly indicate where applicable:

- How your proposal is responsive to the Evaluation Criteria;

- The assumptions you are making about the project;
- Risks you have identified and appropriate mitigation measures;
- Information about your fee;
- Proposed timeline of implementation;
- Any additional support that you need to make the project a success, including any inputs you will need from third parties or C40 staff;
- Proposed working partnership with C40, including (as applicable) project governance and management, key personnel, key roles and responsibilities, and escalation procedure for issues.



You must include adequate information about how your costs were calculated to enable evaluation of cost reasonableness.

Bidders should provide the following information as part of their proposal for consideration:

- Description of experience with similar projects, including work demonstrating an understanding of the South African context on public transport policy, operations and financing
- List and profiles of the staff working on the contract and their roles – bidders must include relevant experience and expertise and limit CVs to two pages per person; clearly indicate the project lead and the role of each team member. Resumes of proposed key personnel in the standard [C40 CV Template](#)
- Full disclosure of potential conflicts of interest with relevant stakeholders
- Communications strategy for how you will work with C40
- Confirmation of adherence to C40's terms and conditions
- At least two recent references with phone and email contact details.
- Data Protection: C40 is subject to the European Union and United Kingdom data protection regulations and the winning proposal must ensure its continued compliance. If a successful proposal will require that you process or control personally identifiable information (PII), please describe your familiarity, and ability to comply, with Directive 95/46/EC and the forthcoming General Data Protection Legislation
- Any additional deliverables and/ or information relevant to this tender

Supplier Diversity

C40 is committed to supplier diversity and inclusive procurement through promoting equity, diversity and inclusivity in our supplier base. We believe that by procuring a diverse range of suppliers, we get a wider range of experiences and thoughts from suppliers and thus are best able to deliver to the whole range of our diverse cities and the contexts that they operate within.

We strongly encourage suppliers (individuals and corporations) that are diverse in size, age, nationality, gender identity, sexual orientation, majority owned and

controlled by a minority group, physical or mental ability, ethnicity and perspective to put forward a proposal to work with us.



Feel welcome to refer to C40's Equity, Diversity and Inclusion Statement as supplier diversity and inclusive procurement is one element of applying equity, diversity and inclusion to help the world limit global heating to 1.5°C and build healthy, equitable and resilient communities.

Contract

Please note this is a contract for professional services and not a grant opportunity. Organisations unable to accept contracts for professional services should not submit bids. The work will be completed on the [C40 Standard Service Provider Agreement](#)

These terms and conditions are accepted as drafted by the majority of our suppliers and we reserve the right to penalise your bid on the basis of non-acceptance of terms. If you do wish to include any requested amendments with your proposal, please do not mark up the document in tracked changes but provide a separate document for review setting out clearly your rationale for the change.

If C40 are unable to execute a contract with the winner of this competitive process, we reserve the right to award the contract to the second highest Potential Supplier

Subcontracting

If the organisation submitting a proposal needs to subcontract any work to meet the requirements of the proposal, this must be clearly stated. All costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organisations being contracted.

4. RfP and Project Timeline

Contract Duration

7 months (1 March 2023 - 30 September 2023)

RfP Timeline:

RFP Timeline	Due Date
Request for Proposals sent out	10 January 2023
Questions submitted to C40	23 January 2023
C40 responds to questions	27 January 2023
Deadline for receiving Offers	03 February 2023
Clarification of Offers	09 February 2023 - 15 February 2023
Evaluation of Proposal	16 February 2023 - 21 February 2023
Presentation on Proposal	21 February 2023 (optional)
Selection decision made	21 February 2023
All Potential Suppliers notified of outcome	23 February 2023

Deliverables

Project Timeline	Due Date
Inception Report -report structure, brief content description for each section and sources of information used	15 March 2023
E-Bus Context in South Africa -draft submitted for review and comments	2 May 2023
Bus Operator Landscape -draft submitted for review and comments	15 June 2023
Commercial/Financing Arrangements -draft submitted for review and comments	21 July 2023
Final Draft Consolidated Report	18 August 2023

5. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria:

- Overall proposal suitability: ability to meet the scope and needs included in this document
- Organisational/ Individual experience
- Value and cost
- Expertise (technical, experience, etc.)



C40 will evaluate all proposals based on the following criteria and weighting:

Evaluation Criteria	Weighting
Overall compliance with Request for Proposals and Interpretation of the brief	5%
Relevant experience and expertise	30%
A project proposal that demonstrates the bidder's understanding of the South African transport/public transport landscape and public transport operations and financing	45%
Value for money (efficiency, time, budget, value-add, etc.)	10%
Overall price	10%

Note that C40 may/ may not choose to conduct interviews with shortlisted consultants to ask more detailed questions about the proposed approach, expertise, and to clarify any remaining questions.

6. Project Budget

All proposals must include proposed costs to complete the tasks described in the project scope, including all VAT and taxes. Costs should be stated as one-time or non-recurring costs or monthly recurring costs. Proposals should include an estimate of resource allocation per day for the duration of the project (xx staff available for xx hours per day for xx days), along with a daily rate for each staff involved.

All costs incurred in connection with the submission of this RfP are non-refundable by C40.



07. C40 Policies

C40 expects third parties to be able to abide by these C40 policies

- Ethical Business Conduct Policy [here](#)
- Environmental Policy [here](#)
- Equity , Diversity and Inclusion Policy [here](#)
- Safeguarding Policy [here](#)
- Whistleblowing Policy [here](#)
- [Global Travel and Expenses Policy - [Here](#)]

08. Submissions

Each Potential Supplier must submit 1 copy of their proposal to the email address below by **03 February 2023, 5pm SAST**

Ms Lusanda Madikizela
Senior Program Manager: TUMI E-Bus Mission
Imadikizela@c40.org

All questions related to this RfP should be directed by email no later than , 4.00 pm, **23 January 2023**. Anonymised responses to questions will be provided [here](#) when the Q&A period closes.

Disclaimer

C40 will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this RFP.

Neither the issue of the RFP, nor any of the information presented in it, should be regarded as a commitment or representation on the part of C40 (or any of its partners) to enter into a contractual arrangement. Nothing in this RFP should be interpreted as a commitment by C40 to award a contract to a Potential Supplier as a result of this procurement, nor to accept the lowest price or any tender.

Appendix

- Rockefeller Philanthropy Advisors Flowdown Requirements (bidders are expected to comply with this, it is a funder requirement)



Rockefeller Philanthropy Advisors Grant – Contractual Flowdown Requirements



The Parties recognise and agree that this Statement of Work is funded under Rockefeller Philanthropy Advisors, dated 13 October 2022 between C40 Cities and Rockefeller Philanthropy Advisors (RPA).

Accordingly, in addition to the standard agreed position under the Service Provider Agreement, the Service Provider recognises and agrees the following:

Rockefeller Philanthropy Advisors requires the Service Provider to:

- Comply with all applicable U.S. state and federal laws and regulations and other relevant laws and regulations in relation to this statement of Work.
- Not to offer, give, or agree to offer or give (either alone or in agreement with others) any payment, gift, or other advantage which could be interpreted as an inducement or a reward for any act or failure to act related to this Statement of Work.
- Comply with any anti-bribery or anti-corruption laws or regulations in any applicable jurisdiction, including the U.S. Foreign Corrupt Practices Act of 1977, as amended, and the UK Bribery Act 2010, as applicable.
- To ensure that slavery and human trafficking is not taking place in any part of the business or the supply chain. The Service Provider shall not engage in activities that support or promote trafficking in persons and shall comply with the laws of the United States and other applicable jurisdictions relating to modern slavery and human trafficking.

- The Service Provider shall notify C40 Cities promptly of becoming aware of any concerns, disclosures or allegations relating to modern slavery or human trafficking and provide C40 Cities with all information and assistance.
- The Service Provider shall not use any portion of money from C40 Cities to carry on propaganda, or otherwise attempt to influence legislation; to participate or intervene in any political campaign, on behalf of, or in opposition to, any candidate for public office; to induce or encourage violations of law or public policy; to cause any private inurement or improper private benefit to occur; or to take any other action inconsistent with Code Section 501(c)(3).
- Comply with all applicable sanctions and anti-terrorism laws, including support to any individuals, entities or groups subject to the U.S. Treasury Office of Foreign Asset Control (“OFAC”) sanctions or any other persons known to the Grantee to support terrorism, terrorist organizations, or to have violated OFAC sanctions.
- The Service Provider shall notify C40 Cities immediately upon becoming aware of any actual or suspected activity that could constitute a breach of these conditions.
- The Service Provider shall comply with RPA and C40 Cities Safeguarding and Child Protection requirements and shall comply with all applicable laws and shall notify C40 Cities promptly of becoming aware of any concerns, disclosures or allegations relating to safeguarding or child protection and provide C40 Cities with all information and assistance.
- In regard to publicity and publication the Service Provider must not at any time refer to or disclose information regarding this Grant in its public communications without the prior, written approval of C40 Cities.



- The Service Provider acknowledges that C40 Cities have to maintain for a period of at least four years after the Grant funds have been fully expended separate records regarding the receipt and expenditure of the Grant funds. These records will be available for inspection by C40 Cities if requested.
- C40 Cities is obliged by the terms of their grant to provide financial and narrative reports to RPA and will be subject to audit by the organisation for their use of grant funds. Accordingly, the Service Provider agrees to provide reasonable cooperation, including promptly responding to requests for additional information and allowing C40 Cities to audit the Service Provider, to enable C40 Cities to fulfil its obligations to the donor.
- C40 Cities and RPA promotes and maintains a work environment that is free from discrimination and harassment, where all employees, consultants, grantees, and partners are treated with respect and dignity. Accordingly, the Service Provider agrees that it promotes and maintains and, during the Grant Term, shall continue to promote and maintain such a work environment.
- Accordingly, the Service Provider will not take any action in violation of this policy, and will not, through any act or omission, cause the counterparty to violate this policy.

