**RESPONSE FORM**

**REQUEST FOR INFORMATION – GREEN ECONOMY 2019**

## NPO/NGO Information

### Contact Information

Provide the name, title, address, telephone and fax numbers for the primary contact for this RFI

Name of entity

|  |
| --- |
|  |

Registration Number

|  |
| --- |
|  |

Contact Person Name

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Title

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Address

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|  |

Telephone

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Fax

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E-Mail

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Website

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### Document Requirements

Please ensure that all the sections on this response form are completed and signed by the appropriate office bearer. Please use this checklist to make sure you are submitting the necessary documentation needed in order to process your response.

|  |  |
| --- | --- |
| Documentation Required | Included (Tick) |
| 1. All questions are answered
 |  |
| 1. An **original** completed and signed 38(1)(j) certificate **(See ANNEX D),** including the following supporting documentation:
 |  |
| * 1. Memorandum of Incorporation
 |  |
| * 1. Confirmation and approval of the current board of directors
 |  |
| * 1. **Original** **stamped** bank entity form (**See ANNEX E**)
 |  |
| * 1. Composition and approval of the audit committee by the Board of Directors
 |  |
| * 1. Proof of compliance with applicable laws **(All policies to be attached to the proposal)**:
 |  |
| * + 1. Delegation of Authority
 |  |
| * + 1. Procurement Policy
 |  |
| * + 1. Asset Management Policy
 |  |
| * + 1. Human Resource Management Policy
 |  |
| * + 1. Fraud Prevention Plan
 |  |
| * + 1. Risk Management Policy Plan inclusive of a Business Continuity Plan and/or Disaster Recovery Plan
 |  |
| * + 1. Monitoring and Evaluation Framework
 |  |
| * + 1. Travel and Subsistence Policy
 |  |
| 1. Audited Financial Statements for last 5 years (**Signed**)
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| 1. **Origina**l Valid SARS Tax Clearance Certificate
 |  |
| 1. Business Plan, business case or funding proposal
 |  |

### Type of entity (please tick)

|  |  |
| --- | --- |
| О | Non-profit organisation |
| О | Non-governmental organisation |
| О | Other |  |

**Other (please specify)**

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### Establishment of entity

|  |  |  |
| --- | --- | --- |
| **Year** | **Month** | **CIPC Registration Number** |
|  |  |  |

**For 1.1.5 – 1.1.16:**

**Do not complete these items if they are covered in the business plan, business case or funding proposal provided - please just note the page number and section in the relevant boxes below.**

### Entity background

### Briefly provide the aims and objectives of the entity, along with the entity’s profile/description.

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| --- |
|  |

### Outline the entity’s approach towards identifying economically viable green economy business opportunities in all green economy sectors

### Outline the entity’s approach towards acting as a trusted, ecosystem co-ordinated, independent and responsive industry-facing body in identifying and unlocking barriers that prevent the above green economy opportunities from being realised.

### Outline the entity’s approach to aiding green economy businesses (i.e. supply side - green technology, product or service suppliers) in all green economy sectors to help them grow, establish, invest and generate employment opportunities in the Western Cape

### Outline the entity’s approach to aiding the demand side of the green economy – i.e. supporting businesses to green e.g. their design / products / operations / logistics / value chains

### Describe and provide evidence of the entity’s strong delivery capabilities in the green economy as per the above.

### Describe how the work of the entity is / will be monitored and evaluated.

### Provide a track record of the entity’s ability to leverage additional funding

### Provide an overview of the skills set within the entity that enable the entity to meet its aims, objectives and above approaches

### Provide evidence that the entity has operated for at least 5 years in the green economy

### Provide evidence of the entity’s membership / affiliation of an internationally recognised organisation/ association whose interests are specific to the development of the green economy? And does the entity have experience networking or working with national and international stakeholders in the green economy?

### Any other information that you feel may be of interest

# **DISCLAIMER**

As this is a ‘Request for Information’ only. The Department reserves the right not to appoint any particular entity who does not comply with the conditions of this specification or if information is obtained by the department about the entity which could put the department at risk.

**CLOSING DATE 01 AUGUST 2019 AT 12H00**

**Annex D:**

**NGO/NPO Logo**

To:

AN Other

Department of Economic Development of Tourism

80 St George’s Mall

Cape Town

8000

**The Head of Department: Mr S Fourie**

Dear Mr Fourie

**COMPLIANCE WITH PFMA, ACT 1 OF 1999 (as amended) – SECTION 38 (1) ( j)**

I, **ABC**, the CEO of XYZ, do hereby certify that in terms of section 38 (1)(j) of the Public Finance Management Act, this entity has implemented effective, efficient and transparent financial management and internal control systems, particularly with regard to the disbursement of and accountability for funds transferred to our organisation.

To give effect to the above and to provide assurance in terms of King III, the following governance arrangements are in place and adhered to:

1. **Board of Directors**
	1. Memorandum and Articles of Association
	2. Composition and approval of the current board of directors
	3. Confirmation from the entity’s banking institution with regards to the approved signatories on all entity-related bank accounts submitted annually - attached).
2. **Audit Committee**
	1. Composition and approval of the audit committee by the Board of Directors.

Disclaimer 1: If no audit committee exists, its functions and fiduciary duties are carried out by the Board and stipulated as such in its charter.

1. **Compliance with applicable laws, rules, codes and standards**

3.1 Delegation of Authority

3.2 Procurement Policy

3.3 Asset Management Policy

3.4 Human Resource Management Policy

3.5 Fraud Prevention Plan

3.6 Risk Management Policy Plans inclusive of a Business Continuity Plan and / or a Disaster Recovery Plan

3.7 Monitoring and Evaluation Framework

3.8 Travel and Subsistence Policy

The policies as listed above have been adopted and approved by the board or CEO, as the case may be, for the current financial year.

Disclaimer 2: If any of the policies are revised during the current financial year, such policies will be duly approved for the year of transfer and proof thereof provided.

I herewith confirm that the afore-mentioned governance requirements are implemented and operating effectively.

Yours sincerely

**CEO**

**Date:**

**Annex E**

**PLEASE REQUEST THE DOCUMENT FROM:**

**Moyra Dick at** **Moyra.Dick@westerncape.gov.za** **or 021 483 9227**

**Or**

**Yumna Gihwala-Salie at** **Yumna.Gihwala-Salie@westerncape.gov.za** **or 021 483 9131**