



Call for Collaboration to Alleviate Energy Poverty Response Template

July 2021

1. Information required

- Provide sufficient details of the proposed collaboration to enable an evaluation thereof.
- Provide evidence that the proposed intervention would be generally acceptable to low-income communities either through having implemented successfully similar interventions or having consulted with stakeholders
- If applicable, provide reasonable evidence in support of the likelihood of realising the external intervention funding.
- If applicable, propose how risk related to the intervention could be mitigated to prevent failure of the intervention.
- Propose a preferred business model for the intervention. The intervention should be fully self-funded, or alternatively co-financed. The levels and the nature (once off, monthly, loan or grant/ subsidy) of co-financing that would be required must be stated. The proposed business model must take into consideration the Municipal Finance Management Act 56 of 2003. Proposals to be accompanied with a spreadsheet based financial model demonstrating the financial viability of the proposed business model.
- If applicable, propose a minimum term of deployment of the intervention in order for the intervention to be financially feasible.
- Propose a methodology and timeframes for community engagement that will be necessary for successful implementation of the intervention. (Stakeholder engagement costs to be included in the intervention financial modelling and recovered through the main intervention)
- Describe any in-kind City resources which will be required (e.g. staff time, technology, access to other City-owned assets, etc.)
- Provide a list of what you view as the City's responsibilities versus what the external service provider would provide.
- Provide contactable references if/where the proposed intervention has been successfully implemented before.
- Advice regarding partnerships required with any other organizations or firms to deliver the proposed intervention.
- Highlight any other risks, challenges or areas of concern you may have based on your understanding of the context and the requirements of the intervention.
- Propose a timeline for the intervention.

In addition to providing the information requested above, [Appendix A](#) must also be completed.

2. Administrative Information

This call for collaboration is not a request for proposal, request for quotation, offer or invitation for bid, nor does its issuance restrict the City of Cape Town in its eventual implementation activities.

3.Submitting a Response

3.1 Who Should Respond

The City particularly welcomes proposals from organisations with proven experience in energy poverty alleviation interventions in Cape Town.

To fully comprehend the information submitted, the City may request further clarification in the form of brief verbal communication by telephone, written communication, electronic communication, or a presentation.

No feedback on the submissions will be provided by the City to respondents.

3.2 How to Respond

Kindly limit the size of your response to approximately 10 pages, including supporting documentation.

Questions and responses are to be submitted via email to SustainableEnergyMarkets.Enquiries@capetown.gov.za.

4 Confidentiality

All parties (the City of Cape Town and the organisation) shall keep all information obtained by them in the context of this call for collaboration confidential and shall not divulge it without the written approval of the other party.

All responses must be cognisant of the supply chain process as well as guiding principles and regulations that govern transactions with municipal entities.

5 Deadline

There is no deadline to this call for collaboration and submissions will be considered as and when they are received.