



## REQUEST FOR PROPOSAL

|                                      |                         |
|--------------------------------------|-------------------------|
| <b>Tender Title:</b>                 | HOME TREES DISTRIBUTION |
| <b>Tender Reference Number:</b>      | JICP202410HT            |
| <b>Client:</b>                       | JICP                    |
| <b>Publication Date</b>              | 10 October 2024         |
| <b>Proposal Submission Deadline:</b> | 18 October 2024, 17h00  |

### 1. INTRODUCTION

The Johannesburg Inner City Partnership (JICP) invites qualified vendors to submit proposals for **the delivery and distribution of 10 000 fruit trees and 10 000 indigenous trees to 10 000 households in Alexandra and Lombardy East. This includes monitoring, reporting, and training for community representatives** as part of the Scaling Urban Nature-based Solutions for Climate Adaptation in Sub-Saharan Africa (SUNCASA) project. This initiative is implemented in collaboration with the International Institute for Sustainable Development (IISD) and the World Resources Institute (WRI).

### 2. SCOPE OF WORK AND DELIVERABLES

#### PROJECT SUMMARY

The Jukskei River originates beneath the Johannesburg Inner City, where the ridges that contribute to the catchment area are also prominently situated, and it ultimately flows northward, merging with the Crocodile River before continuing its journey toward the Indian Ocean. By strategically integrating the river's natural pathways with the walkability of the city's core, we aim to create a network of green, accessible, and welcoming spaces. These initiatives will not only improve the quality of life for residents but also contribute to the ecological sustainability of the region.

The SUNCASA Project aims to revitalise the Upper Jukskei River catchment by addressing flooding, managing urban heat, improving water security, and enhancing biodiversity—ultimately increasing climate resilience for over a million people.

Working with local partners, the project aims to provide trees to Alexandra households in order to increase the number of trees in Alexandra and to build capacity in the community.

The SUNCASA Project aims to implement gender-responsive, nature-based solutions by empowering women and engaging them actively in climate resilience and community development efforts. Central to this approach is fostering active citizenry, encouraging local



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communities to take ownership of the revitalization process. By involving residents, especially women, in planning and stewardship, the project ensures that the transformation of the Jukskei River and surrounding public spaces is inclusive, sustainable, and reflective of community needs.

### 3. SCOPE OF WORK AND DELIVERABLES

The Scaling Urban Nature-based Solutions for Climate Adaptation in Sub-Saharan Africa (SUNCASA) project requires the **procurement and delivery of 10,000 fruit trees and 10,000 indigenous trees, each with a 10-litre capacity for home planting**. The selected fruit tree varieties may include Avocado (Hass), Lemon, Orange, and Peach, while the indigenous tree options are listed in Annexure A. **Compost necessary for planting must also be provided**.

All trees must be suitable for Johannesburg's climate, which features hot summers, cool winters, and occasional frost. Trees will be distributed to households across **Alexandra Township and Lombardy East via designated distribution points**. Additionally, the supplier will assist in setting up a temporary nursery during the initial distribution phase.

Quantity: 10 000 fruit trees and 10 000 indigenous trees, each with a capacity of 10 litres (10,000 households to receive 2 trees each).

#### DELIVERY TIMELINE

|   |               |
|---|---------------|
| Trees will be delivered in batches of 5000 (2500 fruit trees and 2500 indigenous trees) on the following dates: |               |
| Batch 1   | November 2024 |
| Batch 2   | January 2025  |
| Batch 3   | February 2025 |
| Batch 4   | March 2025    |

#### PROJECT DELIVERABLES AND COMPLETION DATE:

|                           |  |
|---------------------------|--|
| Project Start Nov 2024    | Training of 40 community representatives managed by a local partner on tree planting and tree care   |
| Initial Delivery Nov 2024 | Delivery of the first batch of 5,000 trees and assistance with the temporary storage setup for trees |
| Subsequent Batches        | Delivery as per the indicated timeline   |
| Monitoring and Reporting  | Per quarter starting from November 2024 until December 2025  |

#### Additional Vendor Requirements:

- Trees must be healthy, resilient, and ready for planting at the time of delivery.
- Vendors will be responsible for replacing any trees that are damaged upon delivery.



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- Each household should receive guidance on tree planting and care by trained community representatives. A list of community representatives will be supplied by the local implementing partner.
- Vendors must assist the local partner responsible for distribution in establishing temporary tree storage at distribution points.
- Vendors must ensure a tree survival rate at households of at least 80%, through monitoring and reporting in partnership with the local implementing partner
- Vendors should demonstrate experience in supplying trees in similar urban environments.

#### 4. PROPOSAL SUBMISSION REQUIREMENTS

Interested vendors should have access to the resources required to fulfil the requirements of this RFP.

To ensure a comprehensive evaluation, proposals should be structured with detailed narrative and financial subsections as outlined below:

##### **Narrative**

- **Introduction**  
Provide a concise overview of your organisation and its relevant experience. Highlight any past projects that align with the aims of the SUNCASA Project.
- **Project Vision and Objectives**  
Describe your vision for supporting the distribution of these home trees. Explain how your approach aligns with the project's goals to enhance community engagement, environmental sustainability, and urban greening.
- **Methodology and Approach**  
Detail the methods and strategies you plan to employ to achieve the [project goals](#). Include specific community greening activations.
- **Community Representative Training and Support**  
Outline your plan for training community representatives and supporting them for a period of 2 months, ensuring community inclusivity, active participation and tree longevity throughout the project.
- **Impact and Sustainability**  
Discuss the anticipated social, environmental, and economic impacts of the project. Describe measures to ensure the long-term sustainability of the initiatives.

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Directors: I Mkhabela (Chairperson), N Barnes (Vice-Chairperson), X Dlwathi, P Foley\*,

D Jeevanantham, C Lund, L Netshitenzhe, R Petersen, K Cox\*\*

*\*Australian \*\*Alternate Director*



- **Timeline**  
Provide a detailed timeline for each distribution phase.
- **Experience**  
List of past projects demonstrating qualifications and experience executing similar work related to the project objectives.

### **Financial**

- **Detailed Budget**  
Present a comprehensive budget breakdown and clearly identifying costs associated with each distribution batch.
- **Funding Sources**  
Specify any expected funding sources, including in-kind contributions, grants, or partnerships that will support the project financially.
- **Cost-Effectiveness**  
Provide a brief analysis of how the budget demonstrates cost-effectiveness and efficient use of resources while achieving project objectives.

## **5. EVALUATION AND SELECTION**

The following criteria will be the primary considerations in evaluating all proposals submitted in response to this RFP:

### **Experience and Qualifications (5%)**

Proof of relevant experience in similar projects and qualifications, with an emphasis on working within Sub-Saharan Africa and with ecological or community-focused projects.

### **Experience and Qualifications (10%)**

Proof of relevant experience in similar projects and qualifications, with an emphasis on working within Sub-Saharan Africa and with ecological or community-focused projects.

### **Financial Stability (10%)**

Evidence of sufficient cashflow to deliver until project completion.

### **Inventory Management (10%)**

Inventory level management, forecasting capabilities and lead times for restocking items to ensure supply continuity. Quality control to reduce returns or unsold inventory. Capacity to scale inventory up or down.



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**Community Representative Training and Support (20%)**

Evidence of proposal meeting requirements for engaging with local community representatives, ensuring tree longevity, inclusivity and active participation of households throughout the project with respect to tree planting and maintenance.

**Budget and Cost-Effectiveness (50%)**

Reasonableness and transparency of the budget, ensuring cost-effectiveness while maximising impact and meeting project objectives.

The bidder offering the best overall value will be selected. For this procurement, both price and non-price aspects will be considered for evaluating bidders' proposals.

JICP may, at its discretion and without explanation to the prospective vendors/individuals choose to discontinue this RFP, or any of the interventions included in the RFP, without obligation to such prospective vendors/individuals or make multiple awards under this RFP.

**Debarment and sanctions**

Proposals will not be considered from vendors/individuals that are presently debarred or named on any restricted parties lists.

**6. SUBMISSION REQUIREMENTS**

Proposals should be submitted as a single PDF document, including both narrative and financial sections. The financial subsection must be submitted in a separate Excel document and be included in the PDF Proposal.

The narrative section should not exceed 5 pages, while the financial subsection should be concise, detailed, and clearly organised.

Use a clear, professional font (e.g., Arial, Times New Roman) in size 11 or 12.

The following documents should be submitted:

- Technical proposal and detailed budget
- Company registration documents
- Valid tax clearance certificate
- At least 2 attestations providing the execution of similar work relating to the distribution, monitoring and reporting of trees, with certified contracts for each completed project
- Demonstrated experience with international institutions, governmental and non-governmental agencies are beneficial.

All expressions of interest and questions about this RFP must be received via email to [chanel@jicp.org.za](mailto:chanel@jicp.org.za) by **17h00 on 15 October 2024**. Answers to the questions will be shared with all parties who have asked questions or otherwise expressed interest.



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All proposals must be submitted by **17h00 on 18 October 2024** in the **prescribed format** to [chanel@jicp.org.za](mailto:chanel@jicp.org.za)

### RFP DATES

| # | Activity                | Due Date        |
|---|-------------------------|-----------------|
| 1 | RFP Questions           | 15 October 2024 |
| 2 | Submission of proposals | 18 October 2024 |
| 3 | Project Start           | 1 November 2024 |



## Annexure A

### **SPECIFIED TREE SPECIES FOR PROCUREMENT:**

- **Bolusanthus Speciosus** - Tree Wisteria
- **Dais Cotinifolia** - Pom Pom Tree
- **Diospyros Lycioides**
- **Dombeya Rotundifolia** - Wild Pear
- **Dovyalis Caffra** - Kei Apple
- **Ekebergia Capensis** - Cape Ash
- **Erythrina Lysistemom** - Common Coral
- **Grewia Occidentalis**
- **Haleria Lucida** - Tree Fuchsia
- **Harpephyllum Caffrum** - Wild Plum
- **Heteropyxis Natalensis** - Lavender Tree
- **Kiggelaria Africana** - Wild Peach
- **Olea Europaea Africana** - Wild Olive
- **Pappea Capensis**
- **Searsia Lancea** - Karee
- **Celtis Africana** - White Stinkwood
- **Vachelia Xanthophloea** - Fever Tree