



19th January 2016

Request for Quotation (RfQ)

Design, Construct & Install Branded Recycling Station at uShaka Marine

1 Purpose

Through this RfQ the eThekweni Municipality seeks to engage a suitably qualified service provider that will design, construct and install a recycling station at uShaka Marine.

2 Background

Climate change is a global problem that requires action on individual, local, national, and international levels to be effectively addressed. The eThekweni Municipality has recognized the serious challenges that climate change poses for sustainable development.

The Municipality in its commitment to mitigating climate change is encouraging the practice of recycling. Recycling of waste addresses global climate change by decreasing the amount of greenhouse gas emissions.

3 Required Services

Service providers are hereby requested to submit quotations and proposals for the following activities for the designing, construction and installation of a recycling station at uShaka Marine, outside the seal and dolphin stadium. Service providers will be required to attend a compulsory site meeting on 28th January 2016 @ 2:00pm before submitting quotation. Only quotations submitted by service providers that attended the compulsory site meeting will be considered.

4 Scope of Work

4.1 Design of hardware for recycling station as per following

- 4.1.1 Penguin model - 1.5 m in height made from fibreglass.- 2D relief model (to arrange with company doing audio for speaker placement in model)
- 4.1.2 Penguin model includes a relief 2D speech bubble- size 400mm x 300mm to be attached to the penguin model.
- 4.1.3 Chip box (3d model) - 600mmx600mmx400mm (silicone with outer fibreglass)
- 4.1.4 Cool-drink can (3d model) - 900mmx400mm
- 4.1.5 Buddy bottle (3d model) - 900mmx350mm
- 4.1.6 The chip box, cooldrink and buddy bottle models must have access to fit standard black bin inside to collect the rubbish from the front and a locking mechanism so that the bins are secured inside the models. We suggest that as the models are made in halves that the front half open like a door for access and that the tally counter machine be taken into consideration when this is done.

4.1.7 Signage printing- will be either vinyl decals or thin ABS prints epoxied onto the fibreglass models. (Please specify on submission what method you will be utilising) We also require measurements of the vinyl decals to be attached on the models so that we can provide artwork for this

SERVICE PROVIDER MUST PROVIDE MOCK UP DRAWINGS FOR APPROVAL BEFORE COMMENCING WITH WORK

4.1.8 Bins
Three standard black bins MUST fit into the models – the vinyl decals will be on the models of the chipbox, can and plastic bottle and not the bins themselves.

Display will look as per following

uShaka Sea World Recycling station



FIBREGLASS BASE TO SUPPORT THE DISPLAY

5 Design of Software

To make the bins appealing voice recordings will be incorporated for each bin- saying a selection of 5 pre-recorded sayings: **THANK YOU for recycling; thank you for taking care of our planet, thank you for caring for the oceans, have you made your penguin promise** - each time something is thrown into the bin- placement of motion detector to be away from entrance so that people putting their hands in do not count on the tally counter. In one voice saying thank you in in Zulu, Afrikaans and English? The voice would emanate from the penguin. The service provider will be required to provide system that is able to perform this function. Also to outline- maintenance of these systems ; troubleshooting, resetting, and additional housing to be provided in case of emergency. Guarantee that they are waterproof.

The service provider will be required to design a motion activated tally counter-with reset button to allow for data to be analysed monthly. The tally counter must record each time waste is deposited into each individual bin. A manual on how to use the tally counters should be provided.

6 Deliverables

Final product will be installed at uShaka Marine World, outside the seal and dolphin stadium.

6.1 Fully designed models in full colour as per following :

- 6.1.1 Penguin model- 1.5mhigh fibreglass with speech bubble- size 400mm x 300mm to be attached to the penguin model- relief model to be on backing as the model will be against a wall
- 6.1.2 Food box- 600mm x 900mm silicone with outer fibreglass- to look like chip scoop- white
- 6.1.3 Cool-drink can model- 900mmx400mm- to look like a cooldrink can- metallic – with hole in top middle size of normal can to fit through – orange in color
- 6.1.4 Buddy bottle 900mm x350mm- with hole for bottles to be deposited- blue in colour
- 6.1.5 Base for 3 models and penguin relief model to be attached to ; sign at base facing outwards- with text to be provided (ABS)
- 6.1.6 Three bins (3) standard black bins.
- 6.1.7 System for voice recordings.-fully functional with audible voice- installed on site- wiring included- on site inspection to evaluate wiring needs and set up time
- 6.1.8 Motion activated tally counter-fully functional with re-set function- installed on site. Wiring included.
- 6.1.9 Vinyl decals made to fit models- printer must liaise with model maker to get measurements. Then give these sizes to uShaka to complete wording and graphics for artwork. Dates for print and Final wording to be given once measured decals are shown on mockup. Main decal for chip box, cooldrink can and plastic bottle are on image on page 2.
- 6.1.10 Header sign attached with poles to base ‘ uShaka Sea World Recycling station.
- 6.1.11 Fine print as per following on vinyl decals printed for each to size to fit – easily visible

PLASTIC COOLDRINK BOTTLES are RECYCLED INTO NEW COOLDRINK BOTTLES!
Reduce waste to landfill, the use of gas and oil used to create plastic, and greenhouse gas emissions
CARDBOARD GETS PULPED AND MADE INTO NEW CARDBOARD ITEMS!
Save trees, water and landfill space.

ALUMINIUM COOLDRINK CANS are RECYCLED INTO NEW COOLDRINK CANS!
Save energy and precious natural resources

7 Adjudication Criteria

This contract will be adjudicated in terms of the eThekweni Municipality Supply Chain Management rules and policies and will follow the 80:20 rule. The procurement will be done in terms of the Section 18 of approved Supply Chain Management Policy, "Procedures for procuring goods or services through written or verbal quotations and formal written price quotations¹" (i.e. formal written price quotations for procurements of a transaction value over R30 000 up to R200 000 (VAT included)).

The quotations will be assessed according to 2 step process. The first step is a functionality assessment and bidders must score a minimum of 70 points (out of 100) in order to be assessed any further. Step 2 is adjudicated according to price and preferential procurements

Step 1: Functionality (100 points)

- Experience in designing of models and branding. (40 points)
- Experience in software (of similar nature as per RFQ) (40 points)
- Location of Business in eThekweni Municipality (20 points)

Companies/Individuals must score a minimum of 70 points for "Step 1: Functionality" in order to be evaluated for "Step 2: Price and Preferential Procurement".

Step 2: Price and Preferential Procurement (100 points)

- Price (80 points)
- Preferential Procurement (20 Points)

CRITERIA	MAX POINTS SCORING	REMARKS
Phase 1:Functionality	100 Points	Companies/Individuals must score a minimum of 70 points for functionality in order to be assessed for Step 2
Functionality		
Experience in designing of similar models and branding	40 points	Please provide previous examples of models done and branding(photographs of actual work done)
Experience in software (of similar nature as per RFQ)	40 points	Please provide examples of previous experience for this criteria(Examples of actual work done)
Location of Business in eThekweni Municipality	20 points	Please provide proof of the location of your business
Total Phase 1	100 points	
Phase 2: Price and Preferential Procurement	100 points	
Price		Total 80
Price	80 points	
Preferential Procurement		Total 20
FPLITE Score	20	
Total Phase 2	100 points	

Broad Based Black Economic Empowerment Points will be awarded to bidders in accordance with the table below:

B-BBEE Status Level of Contributor	80/20 Point System
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Criteria	Description	0%	Poor (40%)	Satisfactory (70%)	Good (90%)	Very Good (100%)
Experience in designing of models and branding	Does the company have experience in building models and branding	No information or irrelevant information provided	Details of 1 sample provided	Details of 2 samples provided	Details of 3 samples provided	Details of 4 samples provided
Points(40)		0	10	20	30	40
Experience in software (of similar nature as per RFQ)	Does the company have similar previous experience	No information or irrelevant information provided	Details of 1 sample provided	Details of 2 samples provided	Details of 3 samples provided	Details of 4 samples provided
Points(40)		0	10	20	30	40
Location of Business in eThekweni Municipality	Located in eThekweni	Located outside				
Points(20)	20	0				

8 Submission Requirements

Quotations should include the following:

- 1.1 Chapter outlining experience in building of models and branding.
- 1.2 Chapter outlining experience in software as that is required as per RFQ.
- 1.3 Location of company in eThekweni Municipality.
- 1.4 Detailed budget breakdown
- 1.5 Timeframe

2. Company profile and BEE status

3. Supporting Documents

- a. Signed Declaration of Interest (see Annexure 1)
- b. Signed Declaration of Municipal Fees (see Annexure 1)
- c. Signed Certificate of Independent Bid Determination (see Annexure 1)
- d. Original Valid Tax Clearance Certificate.
- e. Copy of latest utility bill.
- f. Focussed Procurement Lite registration details (<http://fplite.durban.gov.za/>)

Please ensure that you receive a confirmation of receipt if submitted by email and that emails do not exceed 5 MB in size. The eThekweni Municipality does not bind itself to accept the lowest or any quotation, and reserves the right to accept a portion of any quotation, unless the supplier expressly stipulates otherwise in their quotation. The eThekweni Energy Office does not undertake to consider quotations received after the due date and time unless clear evidence of dispatch is available. This request for quotations is subject to any changes which may stem from a negotiation of the final terms with the service provider, as well as any additional budget which may be allocated to the project. Payment arrangements will be negotiated on the basis of the completion of project milestones and will be outlined in the letter of appointment. Final payment will be paid on full completion of the project and the receipt of the final set of deliverables.

Quotations must be delivered to:

Priscilla Moodley, Energy Office, 3rd Floor, SmartXchange Building, 6 Walnut Road, Durban

And E-mailed to moodleypr@durban.gov.za

For queries contact Priscilla Moodley on 031-3114415 or 084 578 4044

**NOTE: A hardcopy of your complete proposal needs to accompany any e-mailed proposal.
The softcopy of the submission should be saved on only one PDF file.**

Proposals must be received no later than 11h00 on the 4th February 2016

9 Annexure: Supporting Documents

A. DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state².
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1. Full Name of bidder or his or her representative:.....

3.2. Identity Number:

3.3. Position occupied in the Company (director, trustee, shareholder³):.....

3.4. Company Registration Number:

3.5. Tax Reference Number:.....

3.6. VAT Registration Number:

3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8. Are you presently in the service of the state? **YES / NO**

If yes, furnish particulars.....

²MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

³Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9. Have you been in the service of the state for the past twelve months?**YES / NO**

If yes, furnish particulars.....

.....

3.10. Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?
YES / NO

If yes, furnish particulars.

.....

.....

3.11. Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....

.....

3.12. Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars.

.....

.....

3.13. Is any spouse, child or parent of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state?**YES / NO**

If yes, furnish particulars.

.....

.....

3.14. Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?**YES / NO**

3.14.1 If yes, furnish particulars:

.....

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

A. DECLARATION OF MUNICIPAL FEES

I/We do hereby declare that the Municipal fees of _____ (company name), are, as at the date of the tender closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees :

ACCOUNT	ACCOUNT NUMBER
ELECTRICITY	_____
WATER	_____
RATES	_____
JSB LEVIES	_____
OTHER	_____

I acknowledge that should it be found that the Municipal fees are not up to date, the Council may take such remedial action as is required, including termination of contract, and any income due to the Contractor shall be utilised to offset any monies due to the Council.

Name Signature

Designation Date

B. CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf

of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

6. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- a) has been requested to submit a bid in response to this bid invitation;
- b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a) prices;
- b) geographical area where product or service will be rendered (market allocation)
- c) methods, factors or formulas used to calculate prices;
- d) the intention or decision to submit or not to submit, a bid;
- e) the submission of a bid which does not meet the specifications and conditions of the bid; Or
- f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998, and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature Date

.....
Position Name of Bidder Date

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.