



ETHEKWINI MUNICIPALITY
ECONOMIC DEVELOPMENT & INVESTMENT PROMOTION UNIT
DEPARTMENT OF INVESTMENT PROMOTION

Description	PQ Number
PROFESSIONAL & PROJECT MANAGEMENT SERVICES FOR THE DURBAN INVESTMENT PROMOTION LOCAL INVESTOR SUPPORT PROJECTS	PQ: 7G-18582

Tender Closing on: 11:00am Wednesday, 27 January 2016

QUOTATIONS ARE TO BE DEPOSITED IN THE BOX PROVIDED IN THE FOYER OF THE MATERIALS MANAGEMENT BUILDING, CORPORATE PROCUREMENT(MATERIALS MANAGEMENT) ARCHIE GUMEDE PLACE, OLD FORT COMPLEX(AND NOT TO ANY OTHER DEPT)

OFFICIAL TENDER FORMS AND SPECIFICATIONS TO BE PICKED FROM:

**Ntuthuko Dladla
Contracts Department
Old Fort Place**

**ECONOMIC DEVELOPMENT &
INVESTMENT PROMOTION UNIT**

**VYNESSA NAICKER
031 311 4133**

DURBAN

FOR OFFICE USE ONLY			
TENDER NAME :			CIDB Register – Y N
			VAT Register – Y N
	Price (excl)	VAT	Price (incl)
Submitted			
Corrected			



CONTRACT NUMBER:

Reference PQ: 7G-18582

REQUEST FOR PROPOSALS:

**PROFESSIONAL & PROJECT MANAGEMENT
SERVICES FOR THE DURBAN INVESTMENT
PROMOTION LOCAL INVESTOR SUPPORT
PROJECTS**

Economic Development and Investment Promotion Unit

EThekwini Municipality

Request for Proposal:

PROFESSIONAL & PROJECT MANAGEMENT SERVICES FOR THE DURBAN INVESTMENT PROMOTION LOCAL INVESTOR SUPPORT PROJECTS

1. Introduction

According to the eThekweni Municipality's vision for the year 2030, the city is striving towards achieving the reputation of being Africa's most liveable city. In order to achieve this, they would need to promote economic growth and obtain higher standards of living. This project aims towards achieving this through Local existing Investor support which relates to the Enterprise and Sector Development.

The eThekweni Municipality's Economic Development and Investment Promotion Unit seek Professional & Project Management Services for the Durban Investment Promotion Local Investor Support Projects, for a maximum period of 6 months with an availability of 40 hours per month, in order to finalise and implement:

1.1 Local Existing Investor Support Projects;

2. Background Information

eThekweni Municipality classified into five major economic sectors; namely financial services, manufacturing, logistics, community services (inclusive of all three spheres of government) and lastly retail and wholesale trade. Durban's economic history has on numerous occasions demonstrated that growth in the logistics and manufacturing sectors have a positive impact in the other three sectors of eThekweni's economy. In addition the low levels of skilled labour in eThekweni dictate that in order to reduce unemployment radically, there needs to be significant growth in the manufacturing sector.

International best practice has on countless occasions demonstrated that a well-structured and resourced Local Investor Support strategy and plan has a positive impact on economic growth and job creation.

In wishing to do so, the City understands that there are no "quick fixes" or easy formulas for creating sustainable employment. Instead it takes a range of initiatives, which build steadily on local advantages and opportunities over a long period of time. These usually include actions to help existing business to grow and show that the contribution it makes is appreciated and that the City's rates base is expanded.

International research shows that when this is done:

- from **60% to 80% of all new jobs** are created by the growth of existing businesses,
- they provide most of the investment for new local economic initiatives,
- they generate ideas for new businesses,
- they play a vital part in encouraging outside businesses to relocate or establish within their community.

3. Purpose and Objective of Project

- Creating jobs through investment in infrastructure, services, land reform
- Retaining and growing existing business
- Establishing new local business
- Attracting investment and resources
- Plugging the economic leaks
- Investing in "soft infrastructure"
- Marketing, & attracting visitors

4. Scope of Project

The service provider is expected to:

Management & implementation of the Durban Investment Promotion Local Investor Support Projects encompassing:

- The BR&E (Business Retention & Expansion) partnership project
- The Key Investor Business Engagement Strategy & Action Plan.
- Flagship Existing Investor Project support and facilitation.

- Supporting Durban investment marketing via various channels.
- Investment project management
- Manages processes associated with Service Provider contracting and, resolves conflicts and/ or defends actions relating to complex local investment promotion & economic development projects
- Manages Projects' operating expenditure budget, leverages in external financial support, plus the consolidation of project financial performance information relating to various local investment promotion projects
- Engages and addresses the information requirements and responses with regards to local existing investor projects at various stages of the project cycle
- Investor enquiry management & relationship management

5. Tasks and Duties

The Service Provider is required to be consistently available in order to finalise:

- **BR&E Program Launch in newly targeted area**
 - New Program area launch
 - Businesses engaged & Survey Report Back done by Year End
- **Re-capacitate & Re-activate the Existing Business Investor Engagement Strategy & Action Plan**
 - To have begun an activated campaign of engaging with/presenting to selected Key Investors by Year End
- **BBBEE Framework for Flagship Projects**
 - Distribution of the Framework to all Project Principals & engagement with 2 Project Sponsors by Year End to secure their customised Framework Plans

6. Human Resource Requirements

The service provider needs to demonstrate the experience, skill and competence outlined below:

- An appropriate degree in Business, Economics, Project Management or Development studies or a related relevant qualification

- Code EB driving license.
- Advanced Computer Literacy
- At least 5 years marketing experience in local economic development and or investment promotion/marketing
- Demonstrate knowledge and the inter-relationship amongst the main sectors operating in the eThekweni Economy
- Ability to communicate and engage with multi-disciplinary stakeholders that influence investment destination marketing
- Research and investment information gathering capacity

7. Milestones and Timeframes

It is suggested that the Project be started by 4 January 2016 and finish by the 4 July 2016. Our target time is to begin no later than the 4 January 2016.

- Apply investment promotion & economic development principles to define/source relevant market intelligence, feasibility studies & other research information to support the development of local BR&E project proposals/plans for complex BR&E projects with diverse sets of interacting variables.
- Develops & manages the key processes of leveraging external funding, contract management and the appointment of professionals, plus local investor project management, financial support/control and risk evaluation.
- This includes strategic partnerships, stakeholder relationship management, project communication and conflict resolution in order to ensure key local BR&E investment promotion & economic development projects related to a specific sector, node, corridor or current Investor are scoped, planned and implemented in accordance with broader economic growth objectives of the City.
- The quality and professionalism of the local investment promotion & facilitation has to have a positive impact on more sustainable development. This all done in order to ensure accelerated local investment in line with the IDP & SDBIP plus other strategic initiatives of eThekweni Municipality.

8. Meetings and Presentations Required to be Undertaken

The appointed service provider will be required to attend meetings at Council to discuss the requirements for the project. Meetings will also be held to discuss the progress of the project at intervals to be specified upon appointment.

The service provider may also be required to present the draft material to Council upon sufficient notice.

9. Proposal and Financial Issues

All interested service providers should submit a proposal that displays an understanding of the requirements of the project. The proposal should include a project plan which consists of a cost breakdown as well as timelines, keeping within the deadline specified in these terms.

In addition, service providers are required to submit a list of all team members that would work on the project as well as a one page CV on each member. Please note that the appointment will be made in terms of the Council's Procurement Policy.

The following requirements must be adhered to as part of the tendering process:

- The quotation shall include total cost, VAT and disbursements as separate figures
- SARS Tax clearance certificate
- (MBD) Forms:
 - Original Certificate of Independent Bid Determination
 - Original Declaration of Interest
 - Original Declaration of Municipal Fees
 - Original Declaration of Points Claim
 - Original Declaration for Local Production and Content
 - Original Declaration of Bidders Past SCM Practices

These terms of reference are 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.

The adjudication of this Request for Proposal will be in terms of MFMA Circular 53 (Municipal Finance Management Act No. 56 of 2003), whereby FUNCTIONALITY is included in this bid as a criterion and will be assessed in terms of the evaluation criteria detailed in the table below. Any bid which fails to meet the minimum threshold of 70 out of 100 points for functionality will be disqualified. Thereafter, only qualifying bids will be evaluated in terms of the 80/20 preference points system where 80 points is used for price only and 20 points are used for BEE points.

The adjudication of this Request for Proposal will be in terms of the criteria presented below and be in compliance with the scope, purpose and methodology of the intervention.

Evaluation Criteria

In terms of amended guidelines in respect of bids that include functionality as a criterion for evaluation, the evaluation of the proposals will be conducted in two stages.

CRITERIA	MAX SCORE
STAGE 1	
1. Response to the brief	30
<p>1.1. Does the proposal clearly demonstrate good understanding of the brief? All key deliverables are distinctly identified and adequately address.</p> <ul style="list-style-type: none"> ○ Nil – No submission ○ Poor (score 40%) – The proposal shows limited understanding of the brief and project, has not adequately dealt with the key challenges. ○ Satisfactory (score 70%) – The brief is well understood, clearly articulated, and key components are adequately addressed. The proposal reflects necessary concepts but has insufficient detail for it to be distinctive. ○ Good (score 90%) – the proposal clearly demonstrates an understanding of the project’s vision and the brief. All key components are adequately addressed. ○ Very good (score 100%) - A unique proposal that is strongly aligned to and identifiable with the project. It identifies and deals well with all the brief criteria and has the potential to leave a broader legacy. <p>1.2. Is the methodology innovative, detailed to adequately address all elements of the project and the technical approach stating how each will be executed?</p> <ul style="list-style-type: none"> ○ Nil – No submission ○ Poor (score 40%) –The technical approach and the methodology is poor/ is unlikely to satisfy the project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of it. The methodology is unacceptable. ○ Satisfactory (score 70%) – The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is managed is too generic. ○ Good (score 90%) – The approach is specifically tailored to address the specific project objectives and methodology and is 	

<p>sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to manage risk etc. is specifically tailored to the critical characteristics of the project. The methodology is reasonable.</p> <ul style="list-style-type: none"> ○ Very good (score 100%) – Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of the state-of –the art approaches. The methodology is comprehensive. 	
2. Expertise and experience	35
<p>Does the service provider and team members have relevant and sufficient experience and expertise in projects of similar nature and scale?</p> <ul style="list-style-type: none"> ○ Nil – No submission ○ Poor (score 40%) – The team has limited relevant experience in projects of similar nature and has not taken a project of this magnitude. The proposed team is weak in important areas and is unlikely to deliver within the specified time frames. ○ Satisfactory (score 70%) – The tenderer has relevant experience in projects of similar nature but has not directly undertaken a project of this magnitude. Key personnel allocated to the project have reasonable relevant experience. ○ Good (score 90%) – The tenderer has extensive experience in projects of similar nature and has directly undertaken similar projects. The key personnel allocated have extensive relevant experience. ○ Very good (score 100%) – The tenderer has outstanding experience in projects of similar nature and has taken many such projects. Key personnel allocated to the project have outstanding relevant experience. 	
3. Capacity to deliver and capability	20
<p>Has the operational plan and resources clearly explained?</p> <ul style="list-style-type: none"> ○ Nil – No submission ○ Poor (score 40%) – The operational plan is sketchy, there is no clarity in terms of resources aligned to the project. ○ Satisfactory (score 70%) – Operational plan is complete & reasonably detailed. Resources appear adequate. ○ Good (score 90%) – besides meeting ‘satisfactory’ rates and resources have been clearly defined and make provision for key risk areas. ○ Very good (score 100%) – Besides meeting “good” rating, the plan make provision for every eventuality. 	
4. Cost and Time Breakdown	15
<p>Are the costs and timeframes of work streams in proportion to their contribution to the end products? Is the cost and time breakdown clear i.e. cost and timing per item?</p> <ul style="list-style-type: none"> ○ Nil – No submission ○ Poor (score 40%) – unacceptable proportion ○ Satisfactory (score 70%)– adequate proportion ○ Good (score 90%) – reasonable proportion 	

○ <i>Very good (score 100%) – fully in proportion</i>	
TOTAL	100
STAGE 2	
Price: overall budget of the project	80
BEE: empowerment status	20
GRAND TOTAL	100

THE MINIMUM THRESHOLD FOR FUNCTIONALITY IS 70 OUT OF 100 POINTS. ANY BID WHICH FAILS TO MEET THIS MINIMUM THRESHOLD WILL BE DISQUALIFIED. ONLY BIDS SCORING 70 AND ABOVE WILL PROCEED TO STAGE 2.

10. Project Budget/Professional Re-imburement

Proposals exceeding R200,000.00, inclusive of Vat and disbursement, will NOT be considered. In addition the contract period for this assignment is not expected to exceed 12 months. In order for the adjudication panel to be able to compare the proposals on a fair basis, the prospective service providers are to state what the hourly rate for providing the service is and must include a detailed budget.

11. Method of Re-imburement

Payment will be made in accordance with the appointment letter, the agreed milestones and in accordance with eThekwini Municipality’s payment policy that is guided by National Treasury.

12. Closing Date and Time

THE CLOSING DATE FOR SUBMISSIONS OF PROPOSALS is Wednesday, 27 December 2016 by 11H00.

Each service provider must submit an original proposal and 3 copies marked **“Professional & Project Management Services for the Durban Investment Promotion Local Investor Support Projects”** and signed by or on behalf of the respondent. Quotations are to be sealed in an envelope and be deposited in the box provided in the foyer of The Materials Management Building, Corporate Procurement (Materials Management) Archie Gumede Place, Old Fort Complex (and not to any other Dept), Durban.

13. Council Contact Persons and Details

The primary contact at Council is Ms. Vynessa Naicker, Email: vynessa.naicker@durban.gov.za or Work Tel: 031 311 4133.

Appendix

A. DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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, shareholder²):.....

3.4. Company Registration Number:

3.5. Tax Reference Number:.....

3.6. VAT Registration Number:

¹ MSCM 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.

² Shareholder" 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.

3.7. 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.....

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

B. 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

C. 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 *pe 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.