



**Development Planning, Environment & Management Unit
Environmental Planning & Climate Protection Department**

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**Re-Advertisement: Request for Quotation
Development of a Greening Programme for the City of Durban in preparation for
the 2022 Commonwealth Games
PQ. No: 7N-18364**

1. Introduction

Hosting Mega Events in Durban can bring people together and can contribute positively to the local economy. However these events incur an environmental cost, both in terms of the greenhouse gas emissions associated with hosting the event (expressed as total tonnes of carbon dioxide equivalent or tCO₂e) and scarce natural resources that are used. Participants, spectators, officials and organisers of events require various resources (e.g. energy, food, water) at the venue and produce waste that needs to be disposed of. Greenhouse gas emissions are associated with the preparation and hosting of the event, including emissions associated with travel. The concept of event greening is centred on hosting the event in such a manner that it has the maximum positive impacts, while minimising the negative impacts, especially environmental costs.

The 2022 Commonwealth Games (CWG) will be hosted in Durban from the 18th – 30th of July 2022. To prepare for this, a Greening Programme will need to be put in place to equip the City of Durban to achieve the minimisation of environmental costs associated with hosting this event. This programme will need to address environmental costs most relevant to Durban, hence this will be a Durban-specific greening programme. As such, the Environmental Planning and Climate Protection Department (EPCPD) is requesting the services of a suitably experienced service provider to produce a preliminary roadmap with key milestones for the development of a CWG Greening programme.

2. Scope of Work

A service provider with previous experience of developing greening programmes associated with hosting Mega Events in South African cities is required to:

- Conduct a review of the past two greening programmes associated with hosting Mega Events in Durban (FIFA Football World cup™, 2010 and COP17, 2011) to establish key lessons learned that should be taken forward to inform the CWG Greening programme.
- Undertake a gap analysis to determine what opportunities were not realised and what challenges remain unresolved from the previous two greening programmes that may be relevant to the CWG Greening programme.

- Conduct a review of the current international body of best practice information relating to mega-event greening and a review of current sustainability and resilience discourses to develop a framework outlining what the 'next generation' of Greening programmes should address/achieve.
- Produce an initial review of work being undertaken in EPCPD, other municipal departments and key agencies managing event-hosting facilities in Durban that could be used as a platform to realize transformational change through the mechanism of the CWG Greening programme.
- Review the approach to greening / sustainability contained in the Commonwealth Games bid.
- Use the input from the above activities to develop a preliminary roadmap with key milestones for the development of the CWG Greening programme.

3. Submissions

Quotations will only be accepted from organisations that are registered on the Municipal Database of Suppliers of eThekweni Municipality, and bidders will be **required to submit a quotation structured under the key items as outlined under the *Scope of Work***.

Submissions must detail:

- The proposed method and processes that will be followed to complete the required work as detailed above.
- The outputs that will be delivered.
- The timeframes – Please indicate how much time will be allocated to each component of the scope of works and how this will be achieved within the specified timeframes.
- A budget – A VAT inclusive budget for the full value of the applicant's services and expenses is required. Please include the hourly rate of those who will be allocated to this work.
- A list of the Human Resources that will be allocated to the completions of the work.
- The relevant qualifications and experience of the allocated human resources for completion of the work. It will be critical to demonstrate experience in the working on projects of the similar nature.

Applicants are required to provide their own office space and relevant operational equipment (e.g. Telephones, computers, fax services, data services and any other equipment or contract required to ensure adequate communication and provision of services under this contract. Service providers should have their own vehicle, or access or other suitable transport to ensure accessibility (note that travel costs may be included as disbursement claims).

The quotation must be accompanied by the following supporting documents:

1. The location of the submitting entities offices.
2. Original Tax clearance certificate.
3. EThekweni Municipal Supplier Database Registration Number.
4. (MBD 9) Forms:
 - a. Original Declaration of Interest.
 - b. Original Declaration of Municipal Fees.
 - c. Original Certificate of Independent Bid Determination.
 - d. Certified copy of BBBEE certification.

These terms of reference are subject to any changes that may stem from a negotiation of the final terms with the service provider, as well as any additional budget that may be allocated to the project.

Payment arrangements will be negotiated on the basis of the completion of project 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.

Please note that the appointment will be made in terms of the Council's Procurement Policy.

THE CLOSING DATE FOR SUBMISSIONS OF QUOTATIONS IS 7th OCTOBER 2015 AT 11:00 AM; SUBMISSIONS RECEIVED AFTER THE CLOSING TIME ON THE CLOSING DATE WILL NOT BE ACCEPTED.

Each service provider must submit a quotation clearly marked **"Development of a Greening Programme for the City of Durban in preparation for the 2022 Commonwealth Games"** with the **Contract Number - PQ. No: 7N-18364**. Quotations need to be addressed to Ms. Kathryn Kasavel and deposited in the box provided in the foyer of the Corporate Procurement Building (Former Materials Management Building) at the following address:

Archie Gumede Complex¹ (around the side of 166 KE Masinga Road)
Archie Gumede Place (Previously Old Fort Place)
Corporate Procurement Building (Tel: 031-311-7417)
Enquiries may be directed to Kathryn Kasavel via email Kathryn.Kasavel@durban.gov.za phone 031-3117920.

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. EThekweni Municipality's EPCPD does not undertake to consider quotations received after the due date and time unless clear evidence of dispatch is available.

4. Time Frames

The deadline for the receipt of quotations is 7th of October 2015. The contract will commence on the date of acceptance of the contract and would need to be completed within six months from the contract start date.

5. Minimum Criteria for Service Providers

Due to the technical nature of many components of this appointment and due to its reliance on specific past experience in order for the work to be successfully completed, the following are regarded to be minimum criteria for service providers.

- A professional sustainability practitioner is required to develop a high level Greening Programme for the City of Durban in preparation for the 2022 Commonwealth Games. The service provider will need to be suitably qualified in the field of environmental management with a minimum of a

¹ When traveling down KE Masinga road (previously Old Fort Road) with the beachfront ahead of you, turn left at 166 KE Masinga Road into Archie Gumede Place. Travel down Archie Gumede Place and turn left into the boom gates at Archie Gumede Complex. Ask for the Corporate Procurement building which is on the right of the parking area.

bachelor's degree in environmental management or environmental science in order to undertake the project scope of works.

- The appointed individual or individuals from the successful bidder must be easily accessible and able to attend meetings in the greater Durban area on a regular basis for the duration of the contract period. The successful candidate will demonstrate significant experience and a proven track record in the following competencies:
 - Greening of Major/Mega Events
 - Environmental sustainability
 - Energy and water efficiency approaches, and sustainable waste management approaches
 - Carbon emissions reductions projects and processes
 - Ecosystem services based carbon and water management approaches
 - Green certification standards and approaches for the hospitality industry
 - Project conceptualization, development and management
 - A good knowledge of local government operations

6. Adjudication of Submissions

The specification has been compiled in accordance with national and international best practice and specifications. Quality and functionality are included in this bid as evaluation criteria and will be assessed in terms of the evaluation criteria detailed below. **Any bid which fails to meet the minimum threshold, 70 out of the 100 points, for functionality will be disqualified.** Thereafter, only qualifying bids will be evaluated for in terms of the 80/20 preference points system where 80 points will be used to score price only and 20 points will be used to score Broad Based Black Economic Empowerment.

Therefore the adjudication of this Request for Proposals will be in terms of a two stage evaluation process. Stage 1 will be scored on Functionality using the quality criteria in the Functionally Scoring Table below and Stage 2 on Price and Empowerment in the Price and Empowerment Scoring Table. Only companies or individuals that score 70 points and above in Stage 1 (Functionality) will be eligible for Stage 2 (Price and Empowerment).

Stage 1: Functionality Scoring Table

Functionally Scoring Table		
Quality criteria	Sub-criteria	Max points
1. Response to the brief and project methodology	i. Understanding the brief – Project proposal demonstrates an understanding of the brief, and what is required to achieve the project outcomes, and outlines a clear methodology showing how the project will be implemented.	30
	ii. Implementation methodology – A clear implementation methodology is presented, with project implementation elements arranged and sequenced in a logical manner.	10

2. Expertise and experience	i. Qualifications of key staff – The bidders are suitably qualified professionals, who are able to meet the demands of the required service.	15
	ii. Relevant experience – Bidder demonstrates significant experience in the areas identified in the section ‘Minimum Criteria for Service Providers’. These include: <ul style="list-style-type: none"> • Greening of Major Events. • Environmental sustainability. • Energy and water efficiency approaches and sustainable waste management approaches. • Green certification standards and approaches for the hospitality sector. • Carbon emissions reductions projects and processes • Ecosystem services based carbon and water management approaches. • Project conceptualization, development and management. • Have a good knowledge of local government operations. 	35
3. Timeframes	i. Meeting timeframes – Bidder demonstrates an ability to deliver on the project outcomes within the specified timeframe.	10
Maximum possible score for functionality		100

Scores of: 0% (unresponsive), 40% (poor), 70% (satisfactory), 90% (good) or 100% (excellent) will be allocated to each of the sub-criteria, in accordance with Supply Chain Management (SCM) recommended procedures. The following table of assessment indicators will be used to guide the bid evaluation panel in allocating scores.

Stage 1: Functionality - Table of assessment indicators

QUALITY CRITERIA	SUB-CRITERIA	INDICATORS				
		Unresponsive (0%)	Poor (Score 40%)	Satisfactory (Score 70%)	Good (Score 90%)	Excellent (Score 100%)
RESPONSE TO BRIEF AND PROJECT METHODOLOGY	Understanding of brief	Either no response was given for this sub-criterion, or the response was insufficient to warrant a score of 40%	The proposal shows limited understanding of the brief and what is required to undertake the work.	The brief is well understood and the response is clearly articulated. Key business sectors are adequately addressed. The plan has been developed on established concepts but with insufficient detail for it to be distinctive.	The proposal clearly demonstrates a level of understanding that aligns itself with the vision of the project. All key business criteria are identified and adequately addressed.	A unique proposal that is very strongly aligned with the vision of the project. A proposal that identifies and deals well with all the business plan criteria, and has the potential to leave a broader legacy.
	Implementation methodology	Either no response was given for this sub-criterion, or the response was insufficient to warrant a score of 40%	The proposal does not address many of the criteria identified in the brief. The proposed methodology is weak in important areas and is unlikely to meet the project requirements.	The proposal meets most of the criteria listed in the brief. The proposed methodology is logical in its arrangement and covers the key aspects. It should be able to meet the project requirements.	The proposal meets all the criteria listed in the brief. The proposed methodology detailed and well-conceived, has made allowance for all the key aspects. It meets the project requirements.	Besides the good rating, the methodology is innovative and is likely to yield legacy benefits for the project.
EXPERTISE AND EXPERIENCE	Qualifications of key staff	Either no response was given for this sub-criterion, or the response was insufficient to warrant a score of 40%	Key personnel allocated to the project have limited relevant experience.	Key personnel allocated to the project have reasonable relevant experience.	Key personnel allocated to the project have extensive relevant experience.	Key personnel allocated to the project have outstanding relevant experience.
	Relevant experience	Either no response was given for this sub-criterion, or the response was insufficient to warrant a score of 40%	The bidder has limited experience in the areas required for the project.	The bidder has relevant experience in some of the areas required for the project.	The bidder has experience in all areas required for the project.	The bidder has extensive experience in the areas required for the project and has directly undertaken similar projects.

TIMEFRAMES AND BUDGET	Ability to meet timeframes	Either no response was given for this sub-criterion, or the response was insufficient to warrant a score of 40%	The bidder did not acknowledge the need to meet timeframes in the proposal	The bidder demonstrates ability to meet time requirements in some respects.	The bidder provides proof of ability to meet timeframes in all respects.	The bidder is able to achieve more than what is required within the specified timeframes.
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Stage 2: Price and Empowerment

CRITERIA	Maximum Score
Budget including VAT	80
Broad – Based Black Economic Empowerment	20
Total Price and Empowerment	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

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**

² 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.

³ 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.

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;
5. 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.