



**RFQ 012/2016-17**

**Makana Local Municipality hereby invites suitable qualified service provider for Development of a Business Plan for an Aloe Processing Initiative in Alicedale, Makana Municipality**

<b>Project Name</b>	<b>Contract Number</b>	<b>Points Allocated</b>	<b>Contact Person</b>	<b>Date</b>
Development of a Business Plan for an Aloe Processing Initiative in Alicedale, Makana Municipality	012/2016-17	80/20	Ms. N. Jili 046 603 6175	07/11/16 @ 12:00

**All RFQ's submitted will be evaluated in terms of the Council's Supply Chain Management and the Preferential Procurement Policies. All bidders have to be registered on the Makana Municipal Supplier Database and CSD.**

The minimum specifications are detailed in the Terms of Reference document and are available at Makana SCM unit at no cost to the service provider.

THE FOLLOWING DOCUMENTS MUST ACCOMPANY TENDERS SUBMITTED BY PROSPECTIVE SERVICE PROVIDERS IN ORDER FOR THEM TO BE CONSIDERED. FAILING WHICH THEY WILL BE DISQUALIFIED:-

- a) **Original Valid SARS Tax Clearance certificate**
- b) **Original Certified copy/ies of Identity Document/s of the Directors**
- c) **Copy/ies of Company composition documents e.g. CK1, Ck2 or Trust document**
- d) **Valid Billing Clearance Certificate from your local municipality ( with contactable references) or valid lease agreement (copy)**
- e) **Completion of MBD4 and MBD9 forms**

**BIDDER'S EMPLOYED BY THE STATE WILL NOT BE CONSIDERED**

A VALID CERTIFIED COPY OF THE TENDER'S B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR B-BBEE PREFERENCE POINTS.

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2011 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:-**

Received Responsive proposals will be evaluated based on the following two stages, namely:

- Stage 1 – Functionality
- Stage 2 – Price and Preferential Points

A bidder that scores less than 70 points out of 100 in respect of "functionality" will be regarded as submitting a non-responsive quote and will be disqualified and will be not evaluated further, i.e. for price.

<b>FUNCTIONALITY</b>	<b>POINTS</b>
Relevant Experience	40
Knowlwdge of Makana Area	10
Understanding of the projects scope	30
Implementation plan with clear delivery periods	20

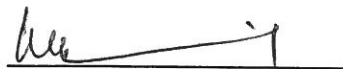
**Late submitted, faxed, falsified and e-mail tender documents will not be considered.**

**Closing Date: Completed bid documents in sealed envelopes, clearly marked "Development of a Business Plan for an Aloe Processing Initiative in Alicedale" should be deposited in the RFQ box situated at No 86 High Street 1<sup>st</sup> Floor Budget & Treasury Department: Makana Local Municipality Offices Grahamstown not later than 7 November 2016 @ 12H00 where they will be opened in public.**

Makana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.

All Technical Enquiries are to be directed as follows: Ms. N. Jili on 046 603 6175 or njili@makana.gov.za

All SCM related enquiries are to be directed as follows: Ms. C Mani Tel: 046 603 6130



**Mr. M PLANGA**  
**ACTING MUNICIPAL MANAGER**

## TERMS OF REFERENCE

NAME OF THE PROJECT: DEVELOPMENT OF A BUSINESS PLAN FOR AN ALOE PROCESSING INITIATIVE IN ALICEDALE, MAKANA LOCAL MUNICIPALITY

### 1. INTRODUCTION

The Makana Municipality wishes to procure services from an experienced service provider or consortium to develop a Business Plan for the establishment of an Aloe processing plant in Makana.

### 2. OBJECTIVES

#### 2.1 General Objective

The general objective for this assignment is to prepare a Business Plan clearly outlining the overall development strategy for an Aloe Processing Plant in Alicedale, a small town within the jurisdiction of Makana Municipality in terms of management, infrastructure, customers/stakeholders, finance and human resources.

The Business Plan should cover issues such as:

- **Present situation**
  - Problems and prospects
  - Strengths and weaknesses
  
- **The institutional environment**
  - Institutional set-up
  - Relations to other public institutions
  - Relations to other public and private stakeholders
  - The legal framework
  - Market regulation

- **Capacity development**
  - Management development
  - Staff training
  - Technical development

The preparation of a Business Plan shall be carried out in close co-operation with the Local Economic Development office, Makana Local Municipality.

### **3. REPORTING**

The following reporting requirement shall apply for this Business Plan study:

- Inception Report to be submitted not later than one month after the signing of the contract.
- Draft Business Plan to be presented one month after the submission of the Inception Report.
- Comments by the Client not later than 4 weeks after submission of the draft Business Plan.
- The Final Business Plan to be submitted not later than 2 weeks after the Consultant's receipt of the comments of the Client.

**The following conditions will apply:**

- a) Registering on the Municipal data base
- b) An original valid SARS tax clearance certificate
- c) CV's for all people that are going to be involved in this project
- d) Company Composition Documents ( CK1, CK2, or company registration)
- e) An original or certified copy of B-BBEE Certificate
- f) A valid Billing Clearance Certificate from your Local Municipality
- g) Copy/ies of the Company registration e.g. CK1, CK2, Trust documents, sole provider etc.
- h) Original certified copies of Directors Identity Documents

- **The organisational structure**
  - Staffing
  - Statutes and other regulations
  - Institutional status, role and main tasks
  - Vision and mission statement
  - Etc.
  
- **The planning process**
  - Three year planning/Annual plan and budget
  - Follow-up (monitoring and evaluation) procedures
  - Work planning and performance management
  - Infrastructure strategy
  - Performance indicators
  - Performance management
  - Customer/stakeholder relations
  - Public relations/image building
  - The revenue base
  - Marketing plan
  - Implementation schedule
  
- **Financial strategy**
  - Financial management
  - Financial statements/reporting
  - Accounting system
  - Invoicing and payment procedures
  - Revenue projections
  - Investment programme/funding sources

f) Completed MBD 4 form (Declaration of Interest)

g) Completed MBD 9 form (Certificate of Independent Bid Determination)

AREA	SCORE
Relevant Experience	40
Knowledge of Makana Area	10
Understanding of the project scope	30
Implementation plan with clear delivery periods	20

#### 4. FUNCTIONALITY SCORE

##### Submission of quotations

Proposals in a sealed envelopes clearly marked **PROPOSAL FOR BUSINESS PLAN FOR ALOE PROCESSING IN MAKANA MUNICIPALITY** must be hand delivered to The Chief Financial Officer, Finance Department: Supply Chain Management Unit, High Street, Grahamstown.

Late submission telegraphic, telefaxed and emailed proposals will not be considered.

For inquiries, contact Khanya Jili 046 603 6175

Emails [njili@makana.gov.za](mailto:njili@makana.gov.za)

##### NB

Please note that the Makana Municipality does not bind itself to accept the lowest or any proposal and no reasons for acceptance or rejection of any proposals will be furnished. Also note that the Makana Municipality reserves the right to allocate the contract jointly to one or more service provider.