



REQUEST FOR QUOTATIONS
QUOTATION NO: 028/2016-17

Project Name	Contract Number	Points Allocated	Contact Person	Closing Date & Time	Date Advertised
EKASI TOWNSHIP TOURISM PROJECT CONCEPTUALISATION AND FACILITATION	028/2016-17	80/20	T SINDANE Tel: 046 603 6138	04/05/17 @ 12:00	24/04/2017

The following Conditions will apply:

- Must be registered on the Municipal Suppliers Database and Central Supplier Database (CSD),
- Price must be VAT inclusive (for all registered vendors),
- The Municipality is not obliged to accept the lowest or any quotation,
- **Delivery is based on order**, Delivery period must be indicated,
- All quotations will be adjudicated in terms of council's Supply Chain Management Policy,
- The following compulsory documentation must be submitted with your quote in order to be considered, failing which will lead to disqualification:
 - Submit a valid SARS Tax compliance status **report Issued with a Pin**; failure to submit will result in disqualification.
 - Billing clearance certificate/ lease agreement/ statement of municipal accounts must be attached to and be returned with the tender documents.
 - Copi/ies of the Company registration e.g CK1, CK2, Trust documents, if sole provider provide a certified affidavit.
 - An original certified copy Directors/owners/Partners Identity documents
 - An original certified copy of B-BBEE certificate
 - Completed and signed declaration of interest MBD4, MBD 8 & MBD 9
- Please ensure that all returnable documentation are numbered (e.g. page 1 of 5 etc.) and binded in one document,
- The quotations must be submitted on one Letterhead of your business,

- Please ensure that the returnable documentation is placed in a sealed envelope clearly marked **RFQ 028/2016-17- EKASI TOWNSHIP TOURISM PROJECT CONCEPTUALISATION AND FACILITATION**
- **THE QUOTATION BOX IS LOCATED UPSTAIRS SITUATED IN THE FINANCE DIRECTORATE, 86 HIGH STREET, GRAHAMSTOWN, (DURING NORMAL OFFICE HOURS).**
- Late quotations will not be accepted. Faxed or emailed quotations will also not be considered
- The evaluation criterion is 80:20, Price and Functionality.
- **Functionality**

REQUIREMENTS	SCORE
Relevant Experience	40
Project Management Methodology i.e quality of deliverables and timeframes	30
Meeting Special Requirements	30

NB : BIDDERS WHO ARE IN THE SERVICE OF THE STATE WILL NOT BE CONSIDERED.

The quotation must be submitted on the letterhead of your business and hand delivered at the Finance Offices, 86 High Street Grahamstown.

For further enquiries contact Thembinkosi Sindane phone 046 603 6124 or email tsindane@makana.gov.za

Closing date: 04 May 2017

Closing time: 12H00

SPECIFICATION AND TERMS OF REFERENCE ARE ATTACHED ON THE NEXT PAGE:



M. PLANGA

ACTING MUNICIPAL MANAGER

REQUEST FOR QUOTATIONS

EKASI TOWNSHIP TOURISM PROJECT CONCEPTUALISATION AND FACILITATION

The Makana Municipality invites quotations from experienced and suitably qualified service providers to conceptualise and facilitate the eKasi Township Tourism Project.

TERMS OF REFERENCE:

1. Engage with relevant stakeholders to identify potential township based tourism products and experiences
2. Conduct an assessment of products and viability as tourist attractions
3. Conduct a geo - spatial mapping of all the products identified
4. Advise on viable development and packaging options e.g. route development
5. In partnership with stakeholders package products and develop a bankable business plan
6. Identify areas of support to product owners.
7. Develop a coherent marketing plan which will include project branding and a roll out plan
8. Develop a unique but simple accreditation system for existing and potential products
9. Establish a Project Steering Committee, organise meetings and provide secretarial services

REQUIREMENTS:

- Relevant experience in undertaking similar work – contactable references to be provided.
- The project management personnel must possess the following qualifications: Project Management, Tourism Development and Geographical Information System

EVALUATION OF BIDS:

THIS IS A TWO ENVELOP SYSTEM EVALUATED FIRST ON FUNCTIONALITY AND THEN ON PRICE. THE MINIMUM FUNCTIONALITY SCORING IS 60 POINTS.

Functionality Scoring

REQUIREMENT	SCORE
Relevant Experience	40

Project Management Methodology i.e. quality of deliverables and the timeframes	30
Meeting Requirements	30