



## **REQUEST FOR QUOTATIONS**

**RFQ 340/2013**

### **MAKANA INVESTMENT GUIDE AND INVESTMENT PROMOTION STRATEGY**

The Makana municipality wishes to procure services from an experienced service provider or consortium to develop Makana Investment Guide and Investment Promotion Strategy.

#### **Terms of Reference**

- Profile Makana Economy and its prospects
- Profile Key Sectors In Makana and potential investment opportunities
- Identify potential investors in line with the investment opportunities identified
- Develop a framework for investor attraction and servicing
- Establish cost of doing business in Makana vis-a vi electricity, service charges etc.
- Profile prospects for Business Process Outsourcing(BPO)investment in Makana
- Identify land for business development in line with the Spatial Development Framework
- Profile Makana infrastructural offering and plans
- Profile availability of Education, Health, Retails, Legal services, etc in Makana
- Compile a DVD which will summarize what is entailed in the document

#### **The following conditions will apply:**

- Must be registered on the Municipal Suppliers Database;
- Price must be VAT inclusive (for all registered vendors);
- The Municipality is not obliged to accept the lowest or any quotation;
- A firm delivery period must be indicated;
- All quotations will be adjudicated in terms of council's Supply Chain Management Policy;
- The following documentation must be submitted with your quote in order to be considered, failing which will lead to disqualification:
  - a) An original valid SARS Tax Clearance Certificate
  - b) A valid Billing Clearance Certificate from your Local Municipality
  - c) Copy/ies of the Company registration e.g. CK1, CK2, Trust documents, sole provider etc.
  - d) An original certified copy of the B-BBEE certificate
  - e) Completed MBD 4 form (Declaration of Interest)
  - f) Completed MBD 9 form ( Certificate of Independent Bid Determination)
- Please ensure that all returnable documentation are numbered (e.g. page 1 of 5 etc.) and binded in 1 (one ) document ;

- The quotations must be submitted on the Letterhead of your business.
- **THE QUOTATION BOX IS LOCATED UPSTAIRS SITUATED IN THE FINANCE DIRECTORATE, 86 HIGH STREET, GRAHAMSTOWN, (DURING NORMAL OFFICE HOURS).**
- Quotes that are late will not be accepted. Quotations per fax or E-mail will also not be considered.
- The evaluation criteria is 80:20

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

**The quotations are to be placed in two separate envelopes sealed envelopes one for Functionality and the other for Price. Envelopes for functionality will be opened and evaluated first and those bidders' price envelopes who fail to acquire the minimum 50% qualifying mark on functionality will not be evaluated for price. Functionality will be scored as follows:**

Relevant experience	20
Understanding of the project scope	40
Clarity of the action plan	40

- The two envelopes should be clearly marked indicating the **RFQ Number & DESCRIPTION** on the envelope; "Makana Investment Guide and Investment Promotion Strategy" and must be hand delivered to Finance Department, High Street. For enquires feel free to contact Mr. S Lazarus on (046) 603 6175

Closing date: 23 MAY 2014 at 12:00

**MR T MNGUNI**  
**ACTING MUNICIPAL MANAGER**