



REQUEST FOR QUOTATIONS

QUOTATION NO:

AUDIT OF TOURISM PRODUCTS AND FACILITIES

The Makana Municipality invites quotations from qualified service providers to audit local tourism products and facilities,

Terms of Reference

- Physically verify tourism products and facilities.
- Update the existing database of tourism products and facilities.
- Provide GPS co-ordinates for each product/facility
- Products/ facilities must be categorised and images be provided.

Desired Timeframe: 1 month

The following conditions will apply:

THE QUOTATIONS ARE TO BE PLACED IN TWO SEPARATE ENVELOPES SEALED ENVELOPS 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.

- 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.
- Please ensure that the returnable documentation is placed in a sealed envelope clearly indicating the **RFQ Number & DESCRIPTION** on the envelope;
- Print out the name of the company on both envelopes
- **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.

Functionality will be scored as follows:

Relevant experience	20
Understanding the project scope	40
Clarity of the action plan	30
Knowledge of the Makana region	10

The two envelopes must be clearly marked RFQ 292/2013 “Audit of Tourism Products”

For further enquiries phone Mr T. Sindane @ 046 603 6124

Closing date: 20 SEPTEMBER 2013

DR. P NAIDOO
MUNICIPAL MANAGER