



UMZIMVUBU
— LOCAL MUNICIPALITY —

Person dealing with this matter: Mr. Lwana

Date: 05 NOVEMBER 2013

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotations **TO DO DESIGNS OF PHASE 2 ON PHUTHI HAWKER STALLS FOR CAR WASH, BRAAI AREA, COFFEE SHOP OR CURIO WITH TRADITIONAL TOUCH.**

Closing Date for submissions is 13/11/2013 @12:00

For any enquiries & specification, please contact Supply Chain Management Office @ tell: 039 255 8555.

NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE. AND SUBMISSION ARE TO BE MADE AT SCM OFFICE, BBBEE VERIFICATION CERTIFICATE MUST BE ATTACHED AND A VALID TAX CLEARANCE CERTIFICATE. FURTHER MORE, NO QUOTATION(S) WILL BE CONSIDERED FROM COMPAN(Y)IES NOT REGISTERED IN THE ULM SUPPLIER DATABASE.

Mr. GPT Nota

Municipal Manager

813 Main Street, Mount Frere
P/Bag 9020, Mt Frere, 5090
T. 039 255 0166| F. 039 255 0167
www.umzimvubu.gov.za

UPHULISO KUMNTU WONKE



UMZIMVUBU

LOCAL MUNICIPALITY

TERMS OF REFERENCE

PROPOSED STRUCTURAL DESIGNS FOR PHUTHI RESTAURANT WITH TRADITIONAL TOUCH.

1. INTRODUCTION.

The purpose of these Terms of Reference is to clearly state and guide the service providers when developing proposals and concepts for the project.

Outline the service that would be required for a Stalls.

The municipality accordingly invites interested parties to submit proposals and quotations, in order to be considered for the appointment as service provider.

2. BACKGROUND INFORMATION.

Beneficiary : Community of Umzimvubu Local Municipality

Contracting Authority : Umzimvubu Local Municipality

Umzimvubu Local Municipality area has a mandate to boost the SMME's for a conducive environment through Local Economic Development. Therefore the Municipality has identified a site at Phuthi A/A in Mt Ayliff where there will be Phuthi restaurant with a Traditional touch, the purpose of developing this area is to boost the Local economy of the area and job.

3. PROJECT OBJECTIVES.

- To establish a Phuthi restaurant with a Traditional touch.
- To boost local economic development
- To establish for the business area for investment.
- To create employment opportunities.

4. SCOPE OF THE WORK / PROJECT OUTCOMES / DELIVERABLES.

Based on the proposal and quotation submission a successful service provider will be appointed. The successful service provider will be required to develop a site development Plan which will consist with the following:

Concept Plan (Designs) to be presented to the municipality and agreed on before designing of final detailed working Architectural drawings.

- Detailed Architectural Submission Drawings.
- Boundry of the proposal site with dimensions in meters.
- Measurements of the site in relation to the road reserve of N2 and Regional Road to Ntabankulu.
- Show parking bays and loading bays
- Show the all the proposed developed business site, which is the restaurant with a double story half roundavel and the other half must be a veranda and braai area.
- Proposed future expansion of the site.
- Subdivision Plan indicating the various portions, position of the buildings.
- Provide the municipality with status reports.
- Liaise with the contractor during construction.

Please note that Umzimvubu Local Municipality may shortlist service providers to present their proposal to the Municipality.

5. PROPOSAL SUBMISSION REQUIREMENTS

5.1. List of Contents

All proposals must cover the following aspects of importance:

5.1.1. Brief Company CV

Including brief history, field of expertise, staff resources, where the main office is based as well as any other offices and a list of recently completed projects.

5.1.2. **Proposed Methodology**

Service provider should come up with a sound and workable methods for the development of the above.

5.1.3. **Proposed Cost Structure (Business Plan)**

Detailed Breakdown of Proposed Fee Structure

5.1.4. **Expertise Required:**

Due to the urgency of delivery, the scope requires a service provider to drive this project, in conjunction with necessary stakeholders and all other relevant interested and affected groups.

All the required professional team should be involved from the beginning and a final copy of plans should be sent to ULM LED, Town Planning Section and Housing Section.

5.2. **Compulsory Terms and Conditions**

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below.

Proof of:

- Ownership
- Consumer Account Declaration
- Declaration of Interests
- Tax Certificate

5.2.1. The consortium submitting the proposal must declare any conflict of interests that it may have.

5.2.2. The ULM reserve the rights, not to accept any proposals/quotations in part or in whole.

5.2.3. The ULM reserve the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE firm.

5.2.4. The ULM reserve the rights to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitable.

5.2.5. Successful bidders will need to be prepared to commence work within 7 working days of being informed of the awarding of the tender.

5.2.6. Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

5.2.7. Successful bidder will be required to submit monthly progress reports.

5.2.8. The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

5.3. **Adjudication.**

5.3.1. The 80/20 Preference Point System will be used as per the MFMA and ULM SCM policy where 40% of the 80 points will be for functionality and other 50% will be for price.

5.3.2. The points for this project are as follows:

5.3.2.1.	Price	50 Points
5.3.2.2.	Functionality	40 Points
5.3.2.3.	BEE/HDI Content	10 points

5.4. **Submission Format**

All proposals/quotations must be in the form of an A4 bound documents, which is sealed in an envelope, clearly marked with the project name and contract number.

5.5. **Where to Submit:**

5.5.1. All submissions must be clearly marked:

- Proposed Structural Designs for Phuthi Curio the Curio shop with a double story half roundavel and the other half must be a veranda and braai area.

5.5.2. And be addressed for the attention of Mr. G.P.T. Nota.

5.5.3. Submissions must be hand delivered to the Municipal Offices in Mount Frere and deposited in LED offices at 813 Main Street, Mount Frere.

5.5.4. **Due date for the submission of proposal is 14 November 2013 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.**

6. TIME FRAMES

The ULM reserves the right to short list candidates, notify and invite those candidates to present their proposals to the ULM. The compulsory tender briefing will be on the 7 November 2013 @ 14h30, at Phuthi Hawker Stalls site in Mount Ayliff.

7. INFORMATION AND QUERIES

7.1. QUERIES

To the attention of Ms S. L Batyi
Phone: +2739 255 8506
Fax : +2739 255 0167
Mobile: +2776 088 5631
Email : Batyi.Shirley@umzimvubu.gov.za

7.2. TECHNICAL QUERIES

To the attention of Mr S Ntshikilana
Phone: +2739 255 85
Fax : +2739 255 0167
Mobile: +2783 372 6371
Email : Ntshikilana.Siyanda@umzimvubu.gov.za

7.3. OTHER QUERIES

Any other queries related to the bid must be addressed to the attention of Mr. G.P.T. Nota - Municipal Manager
813 Main Street
Private Bag X 9020
MOUNT FRERE
5090
Phone: +2739 255 0166
Fax : +2739 255 0167