

Request for Quotation

Reference PQ:7V-8008: Investment Promotion and Facilitation Project and Program Management

1. PURPOSE

The eThekweni Municipality's Economic Development and Investment Promotion Unit seeks the services of a professional investment specialist, for a maximum period of 3 months with an availability of 40 hours per month, in order to prepare, finalise and implement:

- 1.1 An Investment Facilitation process & Plan for the Durban Auto Supplier Park;
- 1.2 A practical approach towards securing the supply of serviced land for industrial and business-park;
- 1.3 Practical implementation of the Municipality's BR&E (Business Retention & Expansion) Program to retain existing business in eThekweni and encourage further investment into the local market; and
- 1.4 Investor information sourcing, categorization & assistance with marketing material packaging

2. BACKGROUND

eThekweni Municipality classified into five major economic sectors; namely financial services, manufacturing, logistics, community services (inclusive of all three spheres of government) and lastly retail and wholesale trade. Durban's economic history has on numerous occasions demonstrated that growth in the logistics and manufacturing sectors have a positive impact in the other three sectors of eThekweni's economy. In addition the low levels of skilled labour in eThekweni dictate that in order to reduce unemployment radically, there needs to be significant growth in the manufacturing sector.

Both the automotive sector and business activity that takes place in industrial parks is classified under the manufacturing sector of Durban. Therefore Economic Development's intention to promote the Durban Auto Supplier Park along with industrial and business parks talks directly to the mandate of growing the economy and employment in eThekweni Municipality.

International best practice has on countless occasions demonstrated that a well- structured and resourced investment promotion strategy and plan has a positive impact on economic growth and job creation. In Ireland the Ireland Development Agency has contributed significantly towards technological advancements that have resulted in higher levels of both foreign and domestic direct investment into Ireland, with large consequent job and revenue growth.

Closer to our shores, the KZN Growth Coalition has made a positive impact with the development of the Richards Bay harbor and surrounding industrial parks and estates, along with other major projects.

In eThekweni Municipality, the 1999 Durban Vision, adopted by the Durban Chamber of Commerce and Industry, KwaZulu-Natal and the then Durban Metro, has been responsible for; amongst others, the development of Gateway Shopping Centre as a catalyst for the Umhlanga Town Centre Development,

uShaka Marine Theme Park as a catalyst for the Durban Waterfront and discussions pertaining to the increase of Durban's port capacity. The initial project at the harbour was to widen the harbor mouth, whereas eThekweni Municipality and Transnet are now at an advanced stage of finalizing the expansion of the harbor in its entirety by planning and erecting the eThekweni Dig Out Port.

Promoting the Durban Auto Supplier Park; industrial and commercial parks and referencing investment recommendations that will retain and encourage existing business to invest in eThekweni is surely a recipe to grow the eThekweni economy and job creation.

3. SCOPE OF WORK

The service provider is expected to prepare, finalise and implement:

- 3.1 An Investment Facilitation process for the Durban Auto Supplier Park;
- 3.2 A practical approach towards securing the supply of serviced land for industrial and business-park;
- 3.3 Practical implementation of the Municipality's BR & E Program to retain existing business in eThekweni and encourage further investment into the local market; and
- 3.4 Investor information categorization: assistance with marketing material packaging

4. DELIVERABLES

The service provider is required to be consistently available for at least 40 hours per month in order to finalise:

- 4.1 An investment facilitation plan for the Durban Auto Supplier Park
- 4.2 A practical information document/matrix towards securing the supply of serviced land for industrial and business-park;
- 4.3 Progressive implementation of the Municipality's existing BR & E Program to retain existing business in eThekweni and encourage further investment; and
- 4.4 Improved Investor information categorization & additional investor marketing material products

5. HUMAN RESOURCE REQUIREMENTS

The service provider needs to demonstrate the experience, skill and competence outlined below:

- 5.1 Post graduate qualifications in marketing and/ or development studies
- 5.2 At least 5 years marketing experience in local economic development and or investment promotion/ marketing
- 5.3 Demonstrate knowledge and the inter-relationship amongst the main sectors operating in the eThekweni Economy
- 5.4 Ability to communicate and engage with multi-disciplinary stakeholders that influence investment destination marketing
- 5.5 Research and investment information gathering capacity

6. BUDGET AND TIME FRAME

Proposals **exceeding R200,000.00**, inclusive of Vat and disbursement, will **NOT** be considered. In addition the contract period for this assignment is not expected to exceed 3 months.

In order for the adjudication panel to be able to compare the proposals on a fair basis, the prospective service providers are to state what the hourly rate for providing the service is.

7. ADJUDICATION CRITERIA AND PROCESS

The request for quotation to source the services of an investment promotion specialist will be adjudicated by means of a **two stage tender process**. The first stage will focus on functionality and service providers or bidders that qualify for more than 60 points out of the 100 will be eligible to participate in stage two of the adjudication process. Stage two of the adjudication process will determine the most responsive bidder; from those that qualified from stage one, on purely price and empowerment.

Based on the adjudication process described above, it is important that prospective bidders supply all the necessary information requested of them, as per the attached checklist otherwise the prospective bidder will be adversely prejudiced during adjudication.

7.1 Stage 1: Functionality

FUNCTIONALITY CRITERION	WEIGHTING
Understanding of the brief	15
Approach & Methodology	35
Experience	35
Programme/ Gantt Chart	15
Total	100

The adjudication panel will score each of the above functionality criteria out of 100, using the table below as a guide, and then apply the relevant weighting in order to determine a score for each of the criteria. The final functionality score will be the sum of the weighted scores for each of the functionality criteria.

20 = Poor	The technical approach and/or methodology is poor and unlikely to satisfy the objectives of the assignment and/ or project. The bidder has mis-understood certain aspects of the scope of work and does not deal with the critical aspects of the project.
40 = Average	The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not deal with the critical characteristics of the project. The risk management approach is too generic.
60 = Good	Approach and understanding of the brief along with the bidder's experience is relevant (at least 5 years) to the objectives of the project. There are clear risk management measures in place, in order to ensure that the project is delivered successfully.
80 = Very good	All the important issues are addressed and there is quantifiable and demonstrable innovation, with exceptional risk management in place. The bidder's team comprises of people with at least 10 years of experience.
100 = Excellent	All what is contained for a score of 4, but in addition the impact of the proposed solution on the industry in eThekweni and KwaZulu-Natal is positive and measurable.

7.2 Stage 2: Budget and Empowerment

Broad-Based Black Economic Empowerment points will be awarded to bidders in accordance with the table below. It is therefore important that bidders submit an empowerment rating certificate from a service provider accredited by National Treasury, otherwise for the purposes of this quotation the bidder will be recorded as a non-compliant Broad-Based Black Economic Empowerment contributor.

SME's with a turn-over of less than R5,000,000.00 (Five Million Rand) will automatically qualify as a Level 4 contributor, provided there is letter from the company auditors confirming such.

Prospective bidders are reminded to state their hourly rate and the projected number of hours to be committed towards the execution of this assignment.

CRITERION		WEIGHTING
Budget		80
	$P_s=80(1-[P_t-P_{min}/P_{min}])$	
Empowerment		20
	B-BBEE Level 1 Contributor	20
	B-BBEE Level 2 Contributor	18
	B-BBEE Level 3 Contributor	16
	B-BBEE Level 4 Contributor	12
	B-BBEE Level 5 Contributor	8
	B-BBEE Level 6 Contributor	6
	B-BBEE Level 7 Contributor	4
	B-BBEE Level 8 Contributor	2
	Non-compliant contributor	0

8. TAX CLEARANCE CERTIFICATE

Bidders are to include a valid tax clearance certificate that has sufficient validity to ensure the adjudication process is adequately covered, along with the bid submission.

9. MUNICIPAL FEES

All bidders are to complete and sign the attached declaration, confirming that all municipal fees are up to date and in order. In the event that municipal fees are not in order, proper arrangements with the municipality need to be in place.

10. METHOD OF PAYMENT

Payment will be made in accordance with the appointment letter, the agreed milestones and in accordance with eThekweni Municipality's payment policy that is guided by National Treasury.

11. INTELLECTUAL PROPERTY

The Intellectual Property and Copyright of this appointment and programme is the property of eThekweni Municipality. Use and further distribution of the output material, will be subject to the written consent of the Head: Economic Development and Investment Promotion. However, in the spirit of collaboration, this consent will not be un-reasonably held.

In the event that this appointment is terminated the Unit reserves the right to use all or any part of the documentation for completing the project. The plans and documents developed in terms of this brief will become the property of eThekweni Municipality.

12. CONFIDENTIALITY

The content of the proposed submissions, the winning bid and final report will be regarded as the property of eThekweni Municipality and as such treated with strict confidentiality. Information generated as a result of this bid may not be made available to a third party without the written consent of the Municipal Manager.

13. ENQUIRIES

Ms Vynessa Naicker

Tel: 031 311 4133

Email: naickervynessa@durban.gov.za

14. SUBMISSION OF BIDS AND QUOTATIONS

Sealed envelopes (inclusive of all the required documentation) are to be marked: "Attention RFQ: Investment Promotion and Facilitation Specialist – IPS/02". The quotations are to be deposited in the Box provided in the foyer of the Materials Management Building, K.E Masinga Place (Formerly Old Fort Place) and not any other Municipal Department by 11.00am on Wednesday 08 February 2012.