

**REQUEST FOR QUOTATION (RFQ) AUTHORISATION FORM FOR GOODS/SERVICES**

<b>ONLINE PLATFORM TO FACILITATE PUBLIC PARTICIPATION PROGRAMS.</b>	
<b>DATE REQUESTED</b>	05 June 2020
<b>DEPARTMENT</b>	Marketing
<b>DETAILED DESCRIPTION AND / SPECIFICATIONS</b>	<p>The MBDA hereby invites suitably capacitated digital agencies to put forward proposals for an <b>online platform to facilitate public participation programs</b>. Interested companies must provide at least one example of an interactive research platform they have designed and delivered. With the advent of Covid-19 and limitations placed on gatherings, the MBDA wishes to deploy this method across different mandate areas which may require the use of all Eastern Cape’s dominant languages of isiXhosa, English and Afrikaans.</p> <p>To be considered when submitting a proposal:</p> <ol style="list-style-type: none"> <li>1. Platform must be hosted online, and must be linked to the MBDA website</li> <li>2. Platform must be optimized for desktop and mobile use in various screen configurations</li> <li>3. Low on data use, the use of graphics must be limited to enable efficient use of data</li> <li>4. Platform must be easy to configure for different projects, proposal must demonstrate this capacity</li> <li>5. Platform must have capability to draw reports which may include demographic data of participants and ranking of inputs.</li> <li>6. Proposals should also include methodology for internet provision in areas where access might be a challenge</li> <li>7. It is anticipated that a maximum of 5 different programs will make use of this platform over a 12-month period</li> <li>8. All data capturing to be POPI Act compliant</li> <li>9. Design of process must meet minimum thresholds for admissible research sampling and verifiable</li> </ol> <p><b>CLOSING DATE:</b></p> <p>Proposals to be submitted by <b>Thursday, 25 June 2020</b>.</p> <p>Queries to be submitted in writing to <a href="mailto:formalquotes@mbda.co.za">formalquotes@mbda.co.za</a>. Subject line should reflect the following reference: <b>MBDA05531</b></p>

<b>EVALUATION CRITERIA</b>	<p><b>Evaluation will be based on:</b></p> <ol style="list-style-type: none"> <li>1. A detailed and all-inclusive cost proposal must be submitted</li> <li>2. A case study or example of similar work done must be submitted accompanied by: <ul style="list-style-type: none"> <li>○ 1 x Reference letter:</li> <li>○ 1 x sample of the report(s) generated through the platform</li> <li>○ 1 x sample designs and of the work that was implemented.</li> </ul> </li> <li>3. Applicable BBBEE and Pricing guidelines.</li> </ol>
<b>OBJECTIVE CRITERIA</b>	n/a
<b>PAYMENT FOR SERVICES</b>	<p>Payment will be issued after the services have been rendered and deemed to be satisfactory.</p> <p>Payments will be made within 30 days from receipt of a valid invoice, accompanied by a statement of account.</p>
<b>GENERAL CONDITIONS</b>	<ol style="list-style-type: none"> <li>1.1. All prices shall be exclusive of Value Added Tax (VAT).</li> <li>1.2. All prices will be evaluated exclusive of VAT.</li> <li><b>1.3. It is compulsory for all potential suppliers to be registered on the Nelson Mandela Bay Municipality Supplier Database.</b></li> <li>1.4. It is compulsory for all potential suppliers to be registered on the Central Supplier Database.</li> <li>1.5. The municipality reserves the right not to accept the lowest or any quotation.</li> <li>1.6. Quotations to be valid for 60 days from closing date</li> <li>1.7. The MBDA SCM policy will apply.</li> </ol>
<b>CONTACT PERSON</b>	<p>Name: Luvuyo Bangazi  Email: formalquotes@mbda.co.za</p>

**Mandela Bay Development Agency**

**Directors:** R Dana, V Dyantyi, MW Goduka (Chairperson), K Govender, B Gxilishe, P Kondlo, SM Mbanga, M Moolman, KG Ntshanyana  
M Odayar, G Perumal, MR Skefile.  
**Company Secretary:** M Matiwane

## ANNEXURE A

## FUNCTIONALITY CRITERIA SCORE SHEET

FUNCTIONALITY CRITERIA	
<p><b>1. Relevant experience</b></p> <p>- The Main applicant must demonstrate having relevant experience in respect of services of a similar nature.</p> <p>a) 5 years and over b) 3-5 years c) Under 3 years</p> <p>Name(s) of traceable references and contact details must be provided failing which this functionality criteria will not be considered and zero points scored. Please complete Annexure B</p>	<p><b>15</b></p> <p>15 10 5</p>
<p><b>2. Review of example or case study provided</b></p> <p>Points will be allocated (cumulatively) based on the evaluation of the PoE / Case study or Example provided.</p> <p>a) Example is relevant to the MBDA brief b) Solution provided was successful in meeting client objectives c) Was the work benchmarked against research norms d) Quality of literature to promote the platform e) Reports are comprehensive and insightful f) How useful was the platform and reports for the client</p> <p><i>Scoring guide:</i> 1 – somewhat meets the goal, but less than 50% 3 – was sufficient in meeting the goal and objectives, above 50% 5 – Met and exceeded expectations</p>	<p><b>30</b></p> <p>1,3,5 1,3,5 1,3,5 1,3,5 1,3,5 1,3,5</p>
<p><b>3. Proposal</b></p> <p>Is the service provider proposal comprehensive enough</p> <ul style="list-style-type: none"> <li>• Deals with hosting and provides a solution</li> <li>• Deals with promotion of platform</li> <li>• Explains the reporting tools available</li> <li>• Considers internet accessibility challenge and provides a solution</li> <li>• Will the MBDA be able to manage platform past the contact duration</li> </ul>	<p><b>25</b></p> <p>5 5 5 5</p>

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	5
<b>4. Locality</b>	<b>10</b>
a) Head Office in Nelson Mandela Bay	10
b) Head Office outside Nelson Mandela Bay	5
Total	80

**PASS 60/80**

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**ANNEXURE “B1”**

**INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION**

The information required must be submitted in the following format:

**COMPANY EXPERIENCE:**

1. Number of years’ service provider has been operating and providing similar services as requested by the MBDA      No of years .....
  
2. List of relevant or similar security services rendered by the Main Applicant

	Project Name and Description of services provided	Project Value in R	Contract period (Start – end date)	Institution	Contact person and number for reference purposes
<b>RELATED SERVICES RENDERED</b>					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

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9.					
10.					

### 3. Locality

**Where is the applicants business premises located (that will be dealing directly with the MBDA)**

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**PRICING SCHEDULE  
FIRM PRICES**

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Name of Bidder:.....	Bid Number: MBDA 05531
Closing Time: 14:00 (NOON)	Closing Date: 25 June 2020

**OFFER TO BE VALID UNTIL 24 AUGUST 2020**

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A detailed and all-inclusive cost proposal must be submitted

<b>TOTAL ALL INCLUSIVE COST (EXCLUDING VAT)</b>	
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**IN THE SERVICE OF THE STATE DISCLOSURE FORM (juristic person) MBD4**

I, the undersigned

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duly authorised by

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(the Applicant)

do hereby disclose and confirm the following:

1. No Director, Member, Manager, Principal, Shareholder or Stakeholder of the Applicant is:

1.1 a member of –

1.1.1 any municipal council;

1.1.2 any provincial legislature; or

1.1.3 the Parliament of the Republic of South Africa (the National Assembly or the National Council of Provinces);

1.2 a member of the board of directors of any municipal entity;

1.3 an official of any municipality or municipal entity;

1.4 an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

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- 1.5 a member of the accounting authority of any national or provincial public entity; or
- 1.6 an employee of Parliament or a provincial legislature;

Should any statement in 1 above be incorrect, the incorrect provision is to be deleted in ink and reasons are to be recorded below:

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2. The Applicant is not an advisor or consultant contracted with the NMBMM or the MBDA.

Should the statement in 2 above be incorrect, the clause is to be deleted in ink and reasons are to be recorded below:

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**SIGNED** at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

***For and on behalf of the Applicant, the signatory being duly authorised and warranting such authority***

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**CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD9)**

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I, the undersigned, in submitting the accompanying Proposal in relation to

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hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Applicant)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying Proposal will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Applicant to sign this Certificate, and to submit the accompanying proposal, on behalf of the Applicant;
4. Each person whose signature appears on the accompanying Proposal has been authorized by the Applicant to determine the terms of, and to sign, the Proposal, on behalf of the Applicant;
5. For the purposes of this Certificate and the accompanying Proposal, I understand that the word "competitor" shall include any individual or organization, other than the Applicant, whether or not affiliated with the Applicant, who:
  - (a) has been requested to submit a Proposal in response to this RFP;
  - (b) could potentially submit a proposal in response to this RFP, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the Applicant and/or is in the same line of business as the Applicant.
6. The Applicant has arrived at the accompanying Proposal independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.

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7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) methods, factors or formulas used to calculate prices;
  - (c) the intention or decision to submit or not to submit, a Proposal;
  - (d) the submission of a Proposal which does not meet the specifications and conditions of the Proposal; or
  - (e) submitting a Proposal with the intention not to win the award.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the improvements to which this Proposal relates.
9. The terms of the accompanying Proposal have not been, and will not be, disclosed by the Applicant, directly or indirectly, to any competitor, prior to the date and time of the official opening of proposals or the awarding of the contract.
10. The Applicant (including any individual Applicant), and no member of the Applicant (if the Applicant is a Close Corporation), and no director and/or shareholder of the Applicant (if the Applicant is a Company), and no Trustee and/or beneficiary of the Applicant (if the Applicant is a Trust), and no person, including juristic persons (and including such juristic person's members, directors and/or shareholders, trustees and/or beneficiaries) having an interest in any Joint Venture Vehicle or Consortium constituting the Applicant has any interest in any competitor.
11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids, proposals and contracts, proposals that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

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**Signature Date**

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**Name of Applicant**

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