

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

RENTAL OF KITCHEN FACILITY AT THE TRAMWAYS	
DATE UPLOADED	07 AUGUST 2020
DEPARTMENT	Marketing
DETAILED DESCRIPTION AND / SPECIFICATIONS	<p>The MBDA hereby calls interested Catering (Food preparation services) Operators to submit proposals with quotations for the leasing and of the Tramways Building based Kitchen Facility. The Facility was completed in 2015 and operated as a hospitality / chef training facility for a youth program based at the Tramways.</p> <p>The fully fitted kitchen with accompanying storage space and cooking utensils with built in stove, extractors and washing facilities is supported by available shower and ablutions facilities. A small administrative/ reception area is also available for all administrative purposes.</p> <p><i>The space for lease is Ground Floor, The Tramways approximately 304 square metres to be available for viewing between 12 to 14 August 2020. Also see annexure A.</i></p> <p>Intended use of the kitchen facility:</p> <ol style="list-style-type: none"> 1. The MBDA believes the facility presents a great opportunity for small catering or food preparations operations that do not require onsite consumption. Operations that cater at events or retail environment would be most appropriate. 2. We also believe the facility can continue to offer a training platform or a safe space for experimentation and upskilling of aspiring cooks or chefs. 3. Finally, the MBDA would welcome Cooperatives or initiatives that wish to operate on a time share scheme. IF this this the route proposed, then the MBDA will only enter a Service Level Agreement with a single entity whose credentials will be used to evaluate the submission.

To claim Functionality points, the bidder must provide the following:

1. Business Plan outlining the proposed usage of the facility (Purposes) and relevant experience in catering or food preparation
2. Proposed social benefit (i.e. a clear training or upskilling program and how this will be monitored) and relevant experience in such programs
3. The minimum rental period to be considered is 6 months and maximum of 12 months. Preference to be given for length of rental

Price

The interested bidder must indicate a ***proposed monthly rental***.

Conditions

1. The bidder will be required to pay a refundable deposits equivalent to two months rental fee.
2. The successful bidder will be required to observe a notice period of one month for which the value will be deducted from the deposit.
3. The successful bidder will be required to take out insurance for the items they own whilst the MBDA will cover its own assets.
4. All waste generated from the food operation / catering operations of the service provider, shall be disposed of in accordance with the waste management provisions for the building.
5. The bidder will comply with all MBDA Covid-19 related policies and procedures, together with all the applicable Government regulations.
6. The MBDA shall not accept responsibility for any damages suffered by the Service Provider or their personnel for the duration of the contract.

CLOSING DATE:

Proposals to be submitted by Friday, **21 August 2020 @ 16H00**

Queries to be submitted in writing to **formalquotes@mbda.co.za**.

Subject line should reflect the following reference: **MBDA 05542**

Viewing of the facility can be arranged with Ms Asanda Mlata via **Tramways@mbda.co.za** between the 12th and 14th of August. Only two

	persons who will be screened in line with Covid-19 protocols will be permitted to attend the viewing per bidder.
EVALUATION CRITERIA	<p>Evaluation will be based on:</p> <ol style="list-style-type: none"> 1. Business plan / model outlining the intended use 2. Proposed social benefit plan 3. Operational plan is clear 4. Financing of business 5. Demonstrable revenue streams 6. Youth
OBJECTIVE CRITERIA	Preference will be given to proposals which carry a significant element of social beneficiation, skills transfer and youth empowerment.
PAYMENT FOR SERVICES	Rental will be payable monthly, in advance.
GENERAL CONDITIONS	<ol style="list-style-type: none"> 1.1. All prices shall be exclusive of Value Added Tax (VAT). 1.2. All prices will be evaluated exclusive of VAT. 1.3. Total value will not exceed R200,000 (including VAT) 1.4. It is compulsory for all potential suppliers to be registered on the Nelson Mandela Bay Municipality Supplier Database. 1.5. It is compulsory for all potential suppliers to be registered on the Central Supplier Database. 1.6. The municipality reserves the right not to accept the lowest or any quotation. 1.7. Quotations to be valid for 60 days from closing date 1.8. The MBDA SCM policy will apply.

FUNCTIONALITY CRITERIA SCORE SHEET

<p>Business Plan demonstrates the following:</p> <ul style="list-style-type: none"> a) Business model is clear b) Operational plan is clear c) Financing is clear d) Demonstrable revenue streams <p><i>Scoring guide:</i> 0 – insufficient or no proposal provided 1 – reasonable clear 3 – comprehensive 5 – comprehensive with supporting data</p>	<p>20</p> <p>1,3,5 1,3,5 1,3,5 1,3,5</p>
<p>Relevant Experience</p> <p>Demonstrable experience in operating in or operating a facility</p> <p><i>Scoring guide:</i></p> <p>0 – No demonstrable experience 10 – worked in a facility similar 15 – worked in a similar facility in management capacity 20 – worked in, operated, and took overall responsibility</p> <p>Applicant, must supply a company profile which includes past experience of a similar nature and traceable references, failing which will result in zero (0) points being scored.</p>	<p>20</p>
<p>Social Beneficiation proposal</p> <p>0 – No demonstrable social beneficiation stated 5 – proposed beneficiation is acceptable 10 – proposed beneficiation program meets targeted goals 15 – proposed beneficiation program exceeds targeted goals</p>	<p>15</p>
<p>4. Operation of business</p> <ul style="list-style-type: none"> a) Operation owned by youth or women b) Business's main operations (HQ) registered in Nelson Mandela Bay 	<p>15</p> <p>10 5</p>
<p>Total</p>	<p>70</p>

Pass 50/70

IN THE SERVICE OF THE STATE DISCLOSURE FORM (juristic person) MBD4

I, the undersigned

duly authorised by

(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);
 - 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:

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:

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD9)

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

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.

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.

Signature Date

Name of Applicant