Sustainable Development & City Enterprises

Economic Development & Investment Promotion Unit

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January 2017

Request for Proposals: 7G-31903 Feasibility Study and Business Plan for the KwaDabeka Community Aquaponics Project

The purpose of this request for proposals is to procure the services of a team of professional to develop a Feasibility Study and Business Plan for the KwaDabeka Community Aquaponics Project.

1. **Background**

KwaDabeka is a township located to the west of Durban CBD. The township has a large hostel community with high unemployment levels and limited space for development. Economic Development and Investment Facilitation has undertaken a number of studies in order to plan and develop strategies for the Clermont KwaDabeka Townships. This includes the Clermont KwaDabeka Urban Regeneration Plan which formed the township strategy for Clermont KwaDabeka Township. It was this plan that first identified the tourism and agricultural potential of the KwaDabeka decommissioned waste water treatment works site. The community has developed a number agricultural and community development projects, including community upliftment projects including crèches clinic and communal farming, on decommissioned wastewater treatment works site. The site is approximately 13 ha of land with a number of derelict builds. eThekwini Municipality has undertaken a KwaDabeka Agri-Tourism Site Plan in order to manage the development and therefore optimize the economic use of the land and avoid conflicting uses.

Approximately 1,5 ha has been sent aside on the site plan for Aquaponics Farming. This land has been split into three segments in order to phase the project. The first segment is approximately 2960m^2 this segment is set aside for the fish ponds and storage facilities. The second segment is an open space of approximately 7935m^2 set aside for equipment installation and the green houses. The final segment is approximately 4550m^2 envisaged to be the location of additional greenhouses for future expansion. Technically complex and high yield farming method requires a clear business planning process as well as detailed designs for the required infrastructure for ease of implementation.

Various other uses have been identified in the KwaDabeka Agri-Tourism Site Plan namely site administration block, tourism and recreation, community gardens, and social services. All design of all aspects of the project must therefore reduce conflict with other by ensuring a reasonable level of aesthetics and safety.

2. The Site

The site is a 13 hectare site of the now decommissioned waste water treatment works.

Figure 1: Aerial Photo of Study Area

Figure 2: Proposed Layout Plan

3. Scope of Work

The primary objective of this assignment is for the successful service provider to Development of Feasibility Study and Business Plan for the KwaDabeka Community Aquaponics Project.

The service provider will be expected to provide a detailed technical and financial feasibility report of the KwaDabeka Community Aquaponics. The technical feasibility report must fully utilise the land allocated to Aquaponics as described above including the maximum utilisation of existing infrastructure. Detailed designs of the all components of the Community Aquaponics Project must be provided including specific equipment required and complete designs and bill of quantities for all aspects of the project.

In additions to the feasibility detailed design an operational plan for the KwaDabeka Aquaponics that will include

- product management,
- farm size and capacity,
- physical and human resources,
- partnerships and innovations
- Worksheet and
- regulatory requirements

A clear approach and methodology must be presented upon submission of your proposal.

4. THE ADJUDICATION PROCESS

The adjudication of this Request for Proposals will be in terms of a two stage tender process. Stage 1 will be based on functionality as shown in the table below. Companies that obtain above 60 points in the functionality stage will then be eligible to be scored in second round of evaluation (stage 2) which consists of the price and empowerment evaluation stage.

Stage 1: Functionality

CRITERION	**Maximum**
Functionality	**100**
Approach& Methodology	60
Experience	40

Score	Approach and Methodology	Experience
20 = Poor	The technical approach and/or methodology is poor and unlikely to satisfy the objectives of the assignment and or project. The tenderer has misunderstood certain aspects of the scope of works and does not deal with the critical aspects of the project.	Poorly defined or none specific experience on Community Aquaponics 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. Risk management approach is too generic	At least one year experience and demonstrating some knowledge and expertise with Aquaponic projects of a lesser size and scope of the proposed Projects
60 = Good	The approach is satisfactory and tailored to address the specific project objectives and methodology. The approach addresses some of the critical characteristics of the project. Risk management approach is too generic	At least two year experience and demonstrating some knowledge and expertise with in at least one Aquaponic projects of a similar size and scope of the proposed projects
80= Very good	A Good approach and understanding of the brief along to the objectives of the project is demonstrated. There are clear risk management measures in place in order to ensure that the project is delivered successfully.	At least five year experience and demonstrating some knowledge and expertise with in multiple Aquaponic projects of a similar and greater size and scope of the proposed projects
100 = Excellent	All the important issues are addressed and there is quantifiable and demonstrable innovation and with exceptional risk management in place.	More than five year experience and track record of excellence in implementation demonstrating knowledge and expertise in multiple successful community and commercial Aquaponic projects.

Stage 2: Budget and Empowerment

CRITERION	**Maximum**
Price	**80**
Broad – Based Black Economic Empowerment	20

Broad Based Black Economic Empowerment Points will be awarded to bidders in accordance with the table below:

B-BBEE Status Level of Contributor	90/10 Point System	80/20 Point System
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. Commencement and termination dates

The duration of this appointment is anticipated to be **5 months** from the date of appointment.
Once the appointment has been made the consultant has five (5) working days to hand in the inception report detailing the following:

- Implementation schedule with milestones

Deadlines must be met; failure to do so will result in penalties and ultimately in the termination of the contract.

6. Format Requirements for Proposals.

- MS Word to be font size 11, Arial and a line spacing of 1.
- Final report to be submitted in both hard-copy and electronic format
- Proposal and Report to be produced in A4 size

All information and reports produced as part of this work will remain the intellectual property of the EThekwini Municipality and no duplication; interpretation; re-use or copying of any kind, by the consultants or any other persons, is permitted without the consent of the Municipality.

7. Copyright on Documents

Intellectual Property

All information and digital or physically defined intellectual property acquired, used or produced during this study will be the property of the Economic Development Unit of the Municipality. The Municipality reserves all rights on any publications, reports or other intellectual property produced through or as a result of this appointment. Use and further distribution of the output material is subject to written agreement by the Head: Economic Development, which in the spirit of collaboration, will not be unreasonably withheld.

8. Project Budget and Disbursement

The submission must include a cost estimate breakdown for professional fees and disbursements.

9. Method of Payment

Payment terms and contractual arrangements will be discussed with the selected service provider prior to a letter of appointment. Final payment will be paid on full completion of the project and the receipt of the final report.

10. Specification and Procurement Priorities

In appointing the consultant, the 2011 National Treasury Preferential Procurement Regulations will be applied. Hence, all prospective service providers need to submit a Tax Clearance Certificate. In order to claim preference points, an Empowerment Rating Certificate from an organization accredited by National Treasury must be submitted. Alternatively a letter from the Company's Auditor must confirm that the turnover is less than R5million in order to qualify as a Level 4 BBBEE contributor. This brief is subject to any changes, which may stem from a negotiation of final terms with the successful bidder for the project.

The following requirements must be adhered to as part of the process:

- The quotation shall include total cost, VAT and disbursements as separate figures. A schedule of projected time and financial cost per phase, and per staff member must be provided.

- A current tax clearance certificate must be submitted.

- The attached "Declaration of Interests"; "Declaration of Municipal Fees" and "Certificate of Independent Bid Determination" forms must be completed.

- In order to claim for preference points, a Broad-Based Black Economic Empowerment Compliance Certificate from a rating agency accredited by the National Treasury or a letter from the Company Auditors stating that the company's turnover is less than R5 million.

- In the event that consortia respond to this request for proposals, each company forming part of the consortium are to fill out all of the supporting documentation in full.

These terms of reference are subject to any changes which may stem from a negotiation of the final terms with the consultant(s), as well as any additional budget which may be allocated to the project.

Payment arrangements will be negotiated on the basis of the completion of project milestones and will be outlined in the letter of appointment. Final payment will be paid on full completion of the project and the receipt of the final report.

11. CONFIDENTIALITY

This report must be deemed as strictly confidential and while it may be necessary to consult with various entities, no information garnered may be divulged. The content and proposed submissions, of the winning proposal, are to be regarded as the property of the EThekwini Municipality and are to be treated as confidential. Information, which is generated, may not be

made available to any third party without the prior permission of the Municipal Manager: EThekwini Municipality.

12. SUBMISSION OF PROPOSALS

Sealed proposals (including all required documentation) are to be hand delivered at the Tender Box, Supply Chain Management, 6th floor City Engineers Building, 144 K.E. Masinga Road (Old Fort Road), Durban, 4001 **by 11h00, on 27th January 2017.** All envelopes must be clearly marked ***"Request for Proposals (7G-31903)Feasibility Study and Business Plan KwaDabeka Community Aquaponics Project".*** **No late submissions will be accepted.**

For Attention: Head Economic Development and Investment Promotion
Tender Box
06th Floor City Engineers Building
K.E. Masinga
Durban
4001

For Further Information:
Please contact
Mr Nkululeko Mkhize
031 311 4236 (T)
mkhizenkululeko@durban.gov.za

DECLARATION OF INTEREST

Contract No: 7G-31903

1. Any legal person, including persons employed by the principal, or persons having a kinship with persons employed by the principal, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the principal, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take and oath declaring his/her interest, where-

   - the bidder is employed by the principal; and/or

   - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid..

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

   2.1 Are you or any person connected with the bidder, employed by the principal? **YES / NO**

   2.1.2 If so, state particulars.

   _____

   _____

   2.2 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the principal and who may be involved with the evaluation and or adjudication of this bid?
   YES / NO

   2.2.1 If so, state particulars.

   _____

   _____

2.3 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the principal who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.3.1 If so, state particulars.

_____

_____

_____

DECLARATION

I, THE UNDERSIGNED..... (NAME) CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3.1 ABOVE IS CORRECT. I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

_____	_____
SIGNATURE	**DATE**
_____	_____
POSITION	**NAME OF BIDDER**

DECLARATION OF MUNICIPAL FEES

I/We do hereby declare that the Municipal fees of _____ (company name),are, as at the date of the tender closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees :

ACCOUNT	**ACCOUNT NUMBER**
ELECTRICITY	_____
WATER	_____
RATES	_____
JSB LEVIES	_____
OTHER	_____

I acknowledge that should it be found that the Municipal fees are not up to date, the
Council may take such remedial action as is required, including termination of contract, and any income due to the Contractor shall be utilised to offset any monies due to the Council.

_____ _____
Name Signature

_____ _____
Designation Date

CERTIFICATE OF INDEPENDENT BID DETERMINATION

7G-31903

I, the undersigned, in submitting the accompanying bid :

_____

(Bid Number and Description)

in response to the invitation for the bid made by :

_____

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of
that :

(Name of Bidder)

1. have read and I understand the contents of this Certificate;

2. I understand that the accompanying bid wi!! be disqualified if this Certificate is found not to be true and complete in every respect:

3. If am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder:

4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms and to sign, the bid, on behalf of the bidder

5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall Include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who

   (a) has been requested to submit a bid in response to this bid invitation;

   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience and

   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid Independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium[1] will not be construed as collusive bidding.

[1] Joint Venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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) geographical area where product or service will be rendered (market allocation)
(c) methods, factors or formulas used to calculate prices;
(d) the intention or decision to submit or not to submit, a bid;
(e) the submission of a bid which does not meet the specifications and conditions of the bid; or
(f) bidding with the intention not to win the bid,

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 products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or Indirectly, to any competitor. prior to the date and lime of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids 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 Combatting of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation,

SIGNATURE	**DATE**
POSITION	**NAME OF BIDDER**