

TENDER 58-13/14

LEASE OF MUNICIPAL BUILDING, DE BAKKE, MOSSEL BAY (aka JULIES RESTAURANT) – FUNCTIONAL PROPOSAL

CLOSING DATE: 31 JANUARY 2014	CLOSING TIME: 12:00
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NAME OF BIDDER* :

ADDRESS* :
:
:
:

TEL NUMBER* :

FAX NUMBER* :

MBM DATABASE REG NO* :

(* - TO BE COMPLETED BY BIDDER)

Prepared by:
Mossel Bay Municipality
PO Box 25
Mossel Bay
6500

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SECTION 1.1: INVITATION TO TENDER

CLOSING TIME: 12:00

CLOSING DATE: 31 JANUARY 2014

TENDER 58-13/14: LEASE OF MUNICIPAL BUILDING, DE BAKKE, MOSSEL BAY (aka JULIES RESTAURANT)

Tenders are hereby invited by Mossel Bay Municipality for the lease of the municipal building known as Julies Restaurant at De Bakke, Mossel Bay for a period of 9 years and 11 months.

Tenders must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Ms Heleine Potgieter at telephone (044) 606-5164. Enquiries pertaining to the completion of the documents can be addressed to Ms Unchin Kannemeyer at telephone (044) 606-5197.

A set of tender documents can be obtained at a non-refundable cost of R82,95 per set from Ms Unchin Kannemeyer at telephone (044) 606-5197 or e-mail at ukannemeyer@mosselbay.gov.za or at the Supply Chain Management Offices, 55 Marsh Street, Plaza Aquada, Mossel Bay.

A non-compulsory inspection meeting will take place at **09h00 on Wednesday, 18 December 2013 at the Julies Restaurant, De Bakke, Mossel Bay.**

A set of tender documents can be obtained at a non-refundable cost of R82,95 including of VAT, **OR** on our website at www.mosselbay.gov.za free of charge. (Follow the procurement link on the left hand side). **All payments for tender documents must be done prior to the inspection meeting and no payment will be accepted after the inspection meeting.**

Fully completed tender documents must be placed in a sealed envelope and placed in the **tender box on the Lower Ground floor (seaside) at the Mossel Bay Municipality by not later than 12:00 on Friday, 31 January 2014** or be mailed to reach the **Tender Box, Mossel Bay Municipality, PO Box 25, Mossel Bay, 6500** before the specified closing date and time. The envelopes must be endorsed clearly with the number, title and closing date of the tender as above.

A two-envelope system will be followed for this bid, i.e. the Functional Proposal must be submitted in a separate sealed envelope and the Financial Proposal must be submitted in another separate sealed envelope clearly marked as such. Bids not clearly marked will not be opened and will therefore not be considered for evaluation. Financial Proposals will only be opened after the completion of the evaluation of the Functional Proposals and only for those Proposals that achieved the minimum qualifying score for the Functional Proposal.

Bids will be pre-evaluated on the following criteria and bids that score less than 75 out of 100 points will be considered as non-responsive. Pre-evaluation criteria and weight:

1. Compliance with regards to item 1.4.1.1 of the tender for the utilisation of the premises to be let carrying a weight of 30 points
2. Quality and detail of Site Development Plan carrying a weights of 20 points
3. Experience of bidder in operating a business similar to that proposed carrying a maximum weight of 10 points
4. Confirmation of financial status carrying a maximum weight of 15 points
5. Quality of business plan carrying a weight of 25 points

The preference point systems prescribed in the PPPFA and the Preferential Regulations, 2011 are not applicable to the sale and letting of assets, therefore the tender will be awarded to the bidder with the highest price.

Receipts will be issued on request only for tenders handed in during office hours from Mondays to Fridays. Receipts will not be issued for tenders placed in the tender box after hours or which are received by mail.

The tender box will be emptied just after 12:00 on the closing date as above, hereafter all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted.

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the highest tender.

It is expected of all Bidders who are not yet registered on the Municipality's Accredited Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to Bidders who are not registered on the Database.

**DR M GRATZ
MUNICIPAL MANAGER**

SECTION 1.2: SPECIAL CONDITIONS OF CONTRACT

- 1.2.1 This contract is for the lease of the municipal building known as Julies Restaurant at De Bakke, Mossel Bay for a period of 9 years and 11 months from 1 July 2014 or as soon as possible thereafter and as mutually agreed upon.
- 1.2.2 The building and facilities are situated on the parking area at an adjacent to De Bakke Beach. It has a thatch roof and has been designed for utilisation as a restaurant. It has its own toilet facilities and an open air amphitheatre is situated next to the beach.
- 1.2.3 The building must be renovated, upgraded and extended to the satisfaction of the Director: Planning and Integrated Services into a proper restaurant with a liquor licence where people spend their time leisurely, at the cost of the lessee.
- 1.2.4 The building and facilities will have to be upgraded at the cost of the successful bidder to a stated that will comply with the above mentioned guideline in 1.2.3.
- 1.2.5 The lessee will be responsible for the upgrading of the existing electrical wiring and a certificate of compliance must be obtained from an accredited electrical contractor.
- 1.2.6 It is important that the facilities be open permanently for business within a reasonable time as determines by the Municipality and successful bidder.
- 1.2.7 A separate lease contract between the successful bidder and the Municipality will be concluded.
- 1.2.8 A rental deposit equal to two (2) months rental amount will be payable at the signing of the lease contract.
- 1.2.9 The lessee will be responsible for the following:
 - 1.2.9.1 The upgrading of the building and premises for his/her own account.
 - 1.2.9.2 The electricity and water connection fees as well as the monthly municipal accounts for water, electricity and refuse removal.
 - 1.2.9.3 The continuous maintenance and upkeep of the building and premises to the satisfaction of the Director: Planning and Integrated Services or his delegate.
 - 1.2.9.4 Security on the premises.
 - 1.2.9.5 Insurance of the premises.
- 1.2.10 Upon termination of the lease, the lessee, the lessee may remove non-fixed equipment and structures, but fixed equipment and structures will become the property of the Municipality.
- 1.2.11 All building extensions, additions and alterations are subject to the approval of the Municipality and it must adhere to the municipal regulations as well as relevant legislation.
- 1.2.12 The parking area might be used during festival activities, but the successful bidder will be informed accordingly.
- 1.2.13 That no rights and/or obligations shall vest before the signing of the lease agreement between the parties.

SECTION 2.1: FUNCTIONALITY EVALUATION

- 2.1.1 A two-envelope system will be followed for this bid, i.e. the Functional Proposal must be submitted in a separate sealed envelope and the Financial Proposal must be submitted in another separate sealed envelope clearly marked as such.
- 2.1.2 Bids not clearly marked will not be opened and will therefore not be considered for evaluation.
- 2.1.3 The Financial Proposals will only be opened after the completion of the evaluation of the Functional Proposals and only for those Proposals that achieved the minimum qualifying score for the Functional Proposal.
- 2.1.4 Bidders who qualify in terms of their Functional Proposal will be notified of the opening of the Financial Proposal and will be invited to the opening of the bids.
- 2.1.5 A bidder scoring less than 75 points out of 100 for the Functional Proposal will be regarded as submitting a non-responsive proposal and will be disqualified.
- 2.1.6 The functional proposal must:
- (a) Be clear and detailed with regard to the proposed utilisation of the building, with specific reference regarding compliance with item 1.2.3. No extensions are to be made to the existing building, in other words no increase in the existing area or footprint of the building would be allowed.
 - (b) A detailed Site Development Plan must be submitted. The plan must include a layout plan, as well as elevations and detail regarding the proposed upgrading and renovations.
 - (c) A detailed Business Plan must be submitted, indicating, inter alia, related experience in a similar venture, compliance with above mentioned item 1.2.3, hours of operation, access control measures, security measures, etc.
 - (d) Include proof in the form of a letter from the bidder's bank or an appropriate financial institution that the bidder had the necessary financial resources or access to funding required to comply with the requirements of the tender.
- 2.1.7 The following criteria and formula will be used to calculate points for the functionality of the proposal:

	CRITERIA	MAXIMUM POINTS AWARDED
1.	Compliance with regards to item 1.2.3 of the tender for the utilisation of the premises to be let as assessed by the Municipal Bid Evaluation Committee	30
2.	Quality and detail of Site Development Plan as assessed by the Municipal Bid Evaluation Committee	20
3.	Experience of bidder in operating a business similar to that proposed	
	(a) > than 10 years	15
	(b) 5 to 10 years	10
	(c) 3 to 5 years	5
	(d) < than 3 years	2

4.	Confirmation of financial status	
	(a) Own funds	15
	(b) Financing required	10
5.	Quality of Business Plan	25
	TOTAL POINTS	100

Failure to submit the proposals as according to the abovementioned instructions will result in the disqualification of the relevant bidder's tender.