



on the Go for Growth

BID NUMBER: Q/2010/15

BID: REVIEW OF INTEGRATED TRANSPORT PLAN

ADVERT DATE: 16 NOVEMBER 2010

CLOSING DATE: 25 NOVEMBER 2010

NAME OF TENDERER: _____

CONTACT PERSON: _____

TENDERED AMOUNT: _____

TENDERED AMOUNTS IN WORDS: _____

CELL NUMBER: _____

FAX NUMBER: _____

OFFICE NUMBER: _____

EMAIL ADDRESS: _____

CLOSING DATE: _____

POSTAL ADDRESS: _____

STREET ADDRESS: _____

A. INTRODUCTION

1. Invitation to submit proposals:

Waterberg District Municipality (WDM) invites service providers to submit proposals for the **Review of Integrated Transport Plan** as described in the Specification document. Proposals received will be the basis for the contract negotiations and ultimately appointment of the suitable service provider. It is therefore important that service providers familiarise themselves with the municipality's processes and WDM supply chain management policy and to take them into account in preparing their proposal.

2. Service Providers must note that the costs of preparing the proposal and of negotiating the contract are not reimbursable and Waterberg District Municipality is not bound to accept any of the proposals submitted.
3. At any time before submission of the proposals, Waterberg District Municipality may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, modify these Specifications by amendments. The amendment will be sent in writing by facsimile or electronic mail to all service providers and will be binding on them. Waterberg District Municipality may at its discretion extend the deadline for the submission of proposals.

B. FINANCIAL PROPOSAL

In preparing the financial proposal, service providers are expected to take into account the requirements and the conditions of these Specifications. The financial proposal should list all costs associated with the project and relevant taxes. The proposal must be fixed cost and remain valid for **90 days** after the closing date of the tender submissions. The rate of exchange of this bid is not subject to any foreign currency and the prize must be firm.

C. NEGOTIATIONS

Negotiations to reach agreement on all points and sign a contract will be held at a time and place to be determined by the Waterberg District Municipality. Negotiations will include a discussion of the technical proposal, the proposed work plan and any

suggestions made by the appointed service provider to improve the Terms of Reference. The agreed work plan, service level agreement and final Terms of Reference will then be incorporated into the “Description of Services” and form part of the contract.

D. SUBMISSION, RECEIPTING AND OPENING OF TENDER PROPOSAL

The proposal tender document shall be placed in a sealed envelope clearly marked “project name, project number and the closing date”. The envelope shall be deposited in the quotation box at the municipality’s offices situated at:

HARRY GWALA STREET, MODIMOLLE

Note that any proposal received after the closing date and time for submission, will not be considered.

Enquiries regarding the bid may be directed to:

Technical Enquiries regarding the bid may be directed to:

Mr. Thabo Lesiba Sethunya

Telephone Number: 014 718 3364 AND

Administrative Enquiries to Supply Chain Unit: - George Matlou

Telephone number:-014 718 3352

Quotations must be marked “**Integrated Transport Plan**” and be deposited in the **Quotation box of WDM** Council Building, Harry Gwala Street, and Modimolle not later than **25 November 2010@ 15h00**

The proposal will be opened immediately after the closing time for submission. No bid outside the box will be accepted. At the proposal opening all service providers proposal will be read aloud and the proposal amount shall be made public and recorded.

WDM will take ownership of the outcomes and deliverables, thereby reserving the right to reproduce information from, copy and / or distribute such outcomes and deliverables without the prior consent of and / or reference to the service provider.

WATERBERG DISTRICT MUNICIPALITY

TERMS OF REFERENCE FOR THE REVIEW OF INTEGRATED TRANSPORT PLAN PROJECT

It is the intention of the Waterberg District Municipality to enter into a service agreement with a service provider that will carry out the services described hereunder. These Terms of Reference and the service provider's proposal will form the basis of the contract.

SECTION 1: DETAILS

Province	Limpopo
Municipality	Waterberg District Municipality (WDM)
Project Name	Review of Integrated Transport Plan

SECTION 2: SUMMARY OF BRIEF

Proposals are requested from service providers who have the necessary stature, extensive knowledge or experience in drafting and compiling District Integrated Transport Plan and qualifying to undertake activities that will result in the **reviewal of the Integrated Transport Plan**.

SECTION 3: PROJECT DESCRIPTION

INTRODUCTION / BACKGROUND

Waterberg District Municipality had in the past developed Integrated Transport Plan for its area of jurisdiction in 2006 in order to enhance the effective functioning of cities, towns and rural areas through integrated planning of transport infrastructure and facilities, transport operations including freight movement and public transport services.

Since then, Waterberg District Municipality has experienced very massive developments both industrially as well as residentially.

To this effect, the previously developed ITP seemed no longer to be compatible and consistent with new developments within Waterberg District and that is why there is a strong need to review ITP in order to keep abreast of times.

PURPOSE / OBJECTIVES OF THE PROJECT

The objective of this project is to review the Waterberg District Municipality Integrated Transport Plan and align it with relevant strategic plans and legislations.

SCOPE OF WORK

The appointed service provider will be required to meet with the **Divisional Manager for Economic Development, Divisional Manager: Development Planning and Transport Management Officer** at the beginning of the assignment to confirm the methodology to be utilized and to agree on the reporting format and content.

The methodology outlined below is an Integrated Transport Plan: minimum requirements in terms of the National Land Transport Transition Act (2000) as amended by Act 26(2000).

1: Review of District Integrated Transport Plan is as followings but not limited to:

1. Executive Summary
2. Chapter 1: Introduction
3. Chapter 2: Transport Vision and Objective
4. Chapter 3: Transport Register
5. Chapter 4: Operating License Strategy
6. Chapter 5: Rationalization Plan
7. Chapter 6: Transport Needs Assessment
8. Chapter 7: Summary of the Local Integrated Transport Plans
9. Chapter 8: Funding Strategy and Summary of proposals and programmes

The service provider is required to perform the following activities among others:-

- Contact research with all various stakeholders
- Compile a draft plan
- Compile a final draft plan
- Contact training with regard to plan
- Project close – up report

SECTION 4: PROJECT OUTCOMES/ OUTPUTS/ DELIVERABLES

The following is required from the service provider on completion of the project:-

- Completed comprehensive ITP that is fully compliant District wide Transport Plan with challenges and recommendations.
- A reviewed WDM ITP which is guided by related regulations and legislations.
- Accomplished capacity building/ training for both District and Local municipalities officials responsible for Transport.
- Installation of electronic version of the plan on the WDM's IT network (not pdf)
- Two electronic copies of the documents on the cd's (not pdf)

- Six hard copies of the plan. The copies must be binded as a book, on colour and having a hard front page.

WDM will take ownership of the outcomes and deliverables, thereby reserving the right to reproduce information from, copy and / or distribute such outcomes and deliverables without the prior consent of and / or reference to the service provider.

SECTION 5: PROJECT PLAN/IMPLEMENTATION SCHEDULE

Actions /Phases	TIME FRAMES FOR COMPLETION (MONTHS)												
	1/11	2/11	3/11	4/11									
Promulgation of the policy													
Executive Summary	★												
Introduction	★												
Transport Vision and Objectives	★												
Transport Register	★	★											
Operating Licence strategy		★											
Rationalisation plan		★											
Transport needs assessment			★										
Summary of Local Integrated transport plans			★										
Funding strategy and summary of proposals and programmes			★										
Make recommendation, draft of a plan and some inputs			★										
Final Draft of a plan			★										
Adoption of a plan by council				★									
Capacity building / Training				★									

- Throughout the whole implementation of the project, there should be stakeholder participation or consultation.
- There must be one day comprehensive training for at least 20 people after the plan is adopted by council.

SECTION 6: PROJECT COSTS / PRICING SCHEDULE AND PAYMENT MILESTONE

Service providers are expected to provide an estimate of disbursements in their proposal And indicate payment at specific milestones successfully completed. The project cost must be inclusive of all chargeable costs to the municipality. The municipality will not pay any amount outside the projected/quoted amount.

The successful service provider will be remunerated in accordance with previously agreed upon milestones being achieved, within 30 days after presentation of an approved invoice.

The proposal must be fixed cost and remain valid for **90 days** after the closing date of the tender submissions. The rate of exchange of this bid is not subject to any foreign currency and the prize must be firm.

SECTION 7: SKILLS REQUIRED / EXPERTISE REQUIREMENTS

The successful service provider must have the following qualifications or competencies:-

- Transport Economist
- Transport Planner
- Attorney or legal background
- Research and Organizational Development Specialist
- Environmental Management Scientist
- Accountant / C. A or financial background
- Public Participation Specialist

The municipality has the right to request a presentation or submission of samples if deemed necessary after closing of the tender.

SECTION 8: DELIVERY TIMEFRAME

The project is expected to be completed in **4 months** from the date of the acceptance of the appointment letter. The service provider will be required to commence with the assignment immediately upon appointment and must supply the municipality with a detailed revised work schedule with time frames.

SECTION 9: REPORTING

The successful service provider will be expected to submit a detailed report to WDM on a monthly basis (1 copy to project manager and another copy to supply chain unit).

The service provider must report on monthly basis to WDM on progress made. During the monthly feedback meetings 80% of the proposed team must be present in all meetings.

SECTION 10: PROJECT TEAM

At least 1 CV of the project team must be included in the proposal. Project team must be available for the whole implementation of the project. Declaration letters of availability of the team members must be attached and in case of resignation of the member, the service provider must inform the municipality in writing. The resign member must be replaced by team member of the same statue e.g. Qualification and experience in consultation with the municipality.

SECTION 11:- EVALUATION CRITERIA

Proposal will be evaluated on the basis of the PPPFA 80/20 point system.

Firstly Service Providers will be evaluated in terms of functionality as part of the minimum requirements before evaluated on price as follows:-

Functionality Assessment as a pre-qualification

FUNCTIONAL AREAS	SCORES
Company Experience	15
Key Staff Experience	10
Qualification	5
Methodology	20
TOTAL	50
Price Assessment	80

NB! The minimum cut off points for functionality is 35 points out of 50 points and any bidder scoring less than 35 points will not be considered for further evaluation.

Service Providers that qualified pre-evaluation in terms of the functionality cut-off points of 48 points will then be evaluated in terms of price with 80 points. (Note points for functionality and price will not be combined as previously done).

Final Proposal will be evaluated on the basis of the PPPFA 80/20 point system. The 80/20 point system will be as follows:

PREFERENTIAL ELEMENTS	POINTS
HDI	8
Women	4
Youth	2
Disabled	2
Locality • Waterberg District = 4 • Limpopo Province = 2	4
	20

SELECTION CRITERIA

The following criteria in conjunction with accepted procurement criteria will be applied during the evaluation of the proposals to the Waterberg Municipality:

- A demonstrated understanding of the requirements of the brief;
- The strength of the company's ability to complete the job successfully.

- The strength of the creative material in meeting the objectives;
- Relevant and related experience of the team of people who will work on the project;
- The ability to deliver within the time frame set;

SERVICE LEVEL AGREEMENT

Once your Company has been selected, you will need to sign a contract which outlines the agreed duties of each party, as well as the required deliverables, remuneration, mutual delegations and terms and conditions of the appointment. The contract will be for a period of **4 months**. The following considerations should be noted when contractual negotiations begin:

- Intellectual property
- Privacy of information
- Terms and conditions

REQUIRED BIDDER PROFILE:

A company profile should be submitted, while interested parties should also indicate in their proposals their expertise and capacity to undertake the project in question. Previous experience reference list with recent contacts telephone numbers must be attached.

PAYMENT:

Payment will be done against a fixed term contract according to Supply Chain Policy of Waterberg District Municipality, which must be inclusive of traveling and accommodation. All payments shall be made on the presentation of quality controlled; accepted, agreed deliverables and as per quotation. No variable cost not quantified will be allowed, all cost must be quantified unless the tender is of nature that can not be quantified and it is stated as such in the financial proposal.

REFERENCES:

The proposal should include a client reference list with contact details and a brief description of projects successfully completed with clear indication of project awarded amounts, time frame and description of the relevant project.

Similar references of other district and local municipalities or provincial governments will be an added recommendation and/or advantage.

BID PROPOSAL:

The submission of bid proposals will close on as per the advert.

Note that all bid proposals are to be deposited into the bid box at Waterberg District Municipality, Harry Gwala Street, Modimolle, 0510. The closing date for submission is the **25 November 2010 @ 15:00**.

ENQUIRIES:

Enquiries regarding this request for proposals should be directed either by telephone, fax or preferable/ advisable by email to Mr G. Matlou or Procurement Officer available in Supply Chain Unit, contacts are as follows:

- E-mail addresses: gmatlou@waterberg.gov.za
- Tel. Number: (014) 718 3300/50

NB: Enquiries must be **forwarded in writing through e-mail address** above or fax number. No enquiries will be entertained **24 hours (1 day) before closing of the tender.**

COMPLIANCE STATEMENT

It is compulsory that these Terms of Reference for inviting proposals must be responded to point by point.

CLOSING DATE FOR SUBMISSION OF BID DOCUMENT

The closing date for the submission of the bid is **25 November 2010 at 15h00.**

THE FOLLOWING CONDITIONS WILL APPLY:

- Price(s) quoted must be valid for at least ninety (90) days from the date of your offer.
- Price(s) quoted must be firm and inclusive of VAT (if VAT registered) and detailed price schedule must be attached.
- Company registration certificate showing percentage of shareholders e.g. CK1, CK2 etc
The following information must be indicated, percentage owned by HDI, Women, Youth and Disabled and the location.
- ID copies of the shareholders must be attached
- Valid Tax Clearance Certificate
- Tender proposal will be evaluated on PPPFA **80/20** points system.
- Exclusion of other items will cause a disqualification, all quotes must be prepared according to the scope of work
- Contactable Reference list of previous and current projects must be attached.
Contactable reference list must comprise of the following information:- **project name, company tendered for, tendered amount, year of the project, contactable telephone numbers and completion date.**
- At least 1 Curriculum Vitae of all the team members indicating qualifications, years of relevant experience on similar projects etc.
- Form must be signed in black ink (no pencil is allowed or other colour)
- All MBD Forms must be completed and signed
- In case of a Joint Venture, Association or Consortium a formal contract agreement must be signed by both parties and be attached
- Any alterations on the proposals or the tender document must be initialed.
- Proof of Residential e.g lease agreement, municipality water & lights statement, or affidavit of proof of residential must be attached

Note: Failure to comply with any of the conditions will be an automatic disqualification

The shortlisted companies and the directors or shareholders will be subjected to clearance or verification tests that the institution might deem necessary. Also note that the reference list attached might be contacted for verification process on the municipality's discretion.

RECOMMENDED:-

ALL INTERESTED SERVICE PROVIDERS ARE ADVISED TO **NUMBER** THEIR PROPOSALS NEATLY, ATTACH ALL NECESSARY DOCUMENTS, INCLUDE A **CONTENT PAGE** OF THE PROPOSAL AND **BIND** THEM INCLUDING THE MUNICIPALITY TENDER DOCUMENT.

TO ASSIST YOU WITH YOUR TENDERING PROCESS A CHECKLIST ON MINIMUM REQUIREMENTS IS ATTACHED BELOW & GOOD LUCK.

CHECKLIST ON MINIMUM REQUIREMENTS

No.	MINIMUM REQUIREMENTS	TICK	COMMENT IF NOT ATTACHED
1.	Original Valid Tax Clearance Certificate		
2.	Company registration certificate showing percentage of shareholders		
3.	ID copies of the shareholders		
4.	All MBD Forms must be completed and signed		
5.	Proof of Residential		
6.	In case of a Joint Venture, Association or Consortium a formal contract agreement		
7.	Curriculum Vitae of the all the team members		
9.	Contactable Reference list of previous and current projects		
10.	Quotes as per the scope of work (compliance to specification)		
11.	WDM Copy of receipt for the tender payment		
12.	Any alterations initialed		
13.	Detailed price schedule		
14.	Form must be signed in black ink		
15.	Price(s) quoted is valid for at least ninety (90) days		
16.	Compulsory briefing session attended ,if required		
17.	Registration with the recognized council body, if requested		
18.	Initial each page of NT Conditions of Contact		

Service provider representative

Signatures