



Ref: Ofentse Matsose(SCM)  
Tel: (011) 951-2177/2541/16

Ofentse.Matsose@mogalecity.gov.za

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

**Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)  
(For publication on Mogale City Website and Notice Boards)**

Kindly furnish Mogale City Local Municipality with a written quotation on the services listed hereunder:

**RFQ: ES (ED) 02/2013**

**QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE DEVELOPMENT OF A WEB BASED TOURISM DATABASE SYSTEM FOR MOGALE CITY LOCAL MUNICIPALITY.**

**Advertising date: Friday 27 July 27 2012**

**Closing date and time: Monday 6 August 2012 @ 11:00**

The quotation must be submitted on the official quotation document (including all the required annexures) and must be delivered by hand before the official closing date and time to:

The SCM Unit of MCLM  
Civic Centre  
Corner Market & Commissioner Streets, Krugersdorp  
Upper Level West Wing  
Tender Box 1

**The following conditions will apply:**

- Quotation documents can be downloaded from the website [www.mogalecity.gov.za](http://www.mogalecity.gov.za) or collected from the Supply Chain Management Unit, Finance Dept, Civic Centre, Krugersdorp.
  - The lowest or any quotations will not necessarily be accepted and MCLM reserves the right to accept the quotation in total or only in part.
  - To participate in MCLM's quotation procurement of goods and services, suppliers are requested to register on the MCLM supplier database. Forms available from SCM Unit or website.
  - No late quotations delivered after the official closing date and time will be accepted.
  - **Price(s) quoted must be valid for at least sixty (60) days from date of your offer.**
  - **Price(s) quoted must be firm and must be inclusive of VAT.**
  - A firm delivery period must be indicated.
  - A valid, original tax clearance certificate must be attached.
  - **All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:**
    - **MBD 4. Declaration of Interest**
    - **MBD 6.1 B-BBEE Status Level of Contribution.**
    - **MBD 8:Declaration of bidders past supply chain management practices**
    - **MBD 9:Certificate of independent bid determination.**
- If the MBD forms are not completed & submitted, your quotation will be rejected.
- No quotation will be considered from persons in service of the state (MDB 4)

**MOGALE CITY LOCAL MUNICIPALITY  
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

- **As from the 7 December 2011, all Service providers / contractors must submit valid, certified copies of their BEE certificates from an accredited BEE verification agency with their tender submission.** Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points.
- In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.
- **Electronic (e-mailed or faxed) quotations are not accepted.**

Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points  
In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.

Mogale City Local Municipality requests a quotation on the services listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

<b>RFQ NUMBER:</b>	ES (ED)02/2013. For the development of a web based tourism database system for Mogale City Local Municipality
<b>ADVERTISING DATE:</b>	Friday 27 July 2012
<b>DEPARTMENT</b>	Economic Services – Enterprise Development Unit: Tourism Section
<b>DESCRIPTION OF SERVICES</b>	<b>TERMS OF REFERENCE</b>
	<p><b>1. INTRODUCTION</b></p> <p>Mogale City has a very rich tourism portfolio that includes Muldersdrift, the Cradle of Humankind, Nature Reserves and the beautiful Magaliesberg areas. Some of these sites are quite developed with their own marketing and website presence. However there are quite a number of tourism sites that are not marketed effectively especially ones that can be classified as emerging or SMME including bed and breakfasts etc especially in the formally non-tourist destinations in the city.</p> <p>There is therefore a need to develop a tourism website to expose these non-exposed tourism sites within the city but to also provide a one-stop entry shop of everything tourism in the city. The database can be used not only to expose the tourism sites to the local and international markets but to also compile a portfolio of tourism sites within Mogale City that can be packaged and turned into profit.</p>

With the establishment of Dinokeng Game Reserve in the north of Gauteng, Mogale City continues to lose its unique offering within the Gauteng province, it is therefore even more important for Mogale City to package its tourism offering and make it more accessible to the market.

## **2. PROBLEM STATEMENT**

The development of the local economy in Mogale City, and South Africa in general, is severely compromised by the lack of infrastructure, services and know-how to explore business opportunities. Tourism like any other product needs to be put out on the display for customers and potential customers to have a look and see so as to buy. There is little reason why Mogale City with its unique offering of rural with urban mix should not give Mpumalanga, Limpopo and the Free State a run for their money for the stressed out Gautengers looking for a time to relax away from the hecticness of the rat race, let alone the international travellers who come to Africa to enjoy nature away from cities. The Mogale City Tourism website aims to provide tourism sites within Mogale City with a platform to market their products and offerings, provide a one-stop entry point for all things tourism within the City, compile a tourism portfolio that can be packaged and marketed both within (including Gauteng provincial government) and outside of South Africa.

## **3. REQUIREMENT BACKGROUND**

The current Mogale City website lists a number of accommodation sites, places to visit sites, game viewing and the Cradle of Humankind information. The information does not include among others the following categorizations:

- Bed and Breakfasts
- Conference Venues
- Wedding Venues
- Backpacking
- Hiking
- Caravanning
- Camps
- Other tourism services including spas, tours etc.

The listing is by no means a quarter of what is available within the Mogale City boundaries in terms of tourism. There is also not a big focus on emerging tourism opportunities including township tours, bed and breakfasts in the township or villages etc.

## **Goals and Objectives**

The web portal is required to provide a Platform to allow the tourism sector within Mogale City to leverage the potential of generating more revenue through the web accessing a greater potential market (locally and internationally). Several listing will be created under a category (say, lodge, bed and breakfast, golf resort etc). Each list item will then have its mini site, where information about the establishment will be published including a picture as supplied by the tourism site. Contact details will also be made available including ability to generate an email/sms enquiry directly from the site. There will also be a link to the website if the establishment already has a website facility.

The key aspects of the proposed functionality of the Web-portal would be to allow the tourism sector in Mogale City to showcase their products and services and allow a prospective customer or client to engage with the respective organisation in sourcing Tourism services or products.

The web portal aims to provide a platform that is a one-stop entry shop to all things tourism within the city. The web portal will also be marketed to other search engines such as google etc, leveraging off the economies of scale.

### **SCOPE OF WORK**

Categorize offerings into a number of categories to make it easy to search for a product or service offering

Enable tourism section to register and load / update content on the Website.

Link the web portal to Mogale City website maintaining the corporate brand and colours.

Enable tourism establishments to receive email / sms enquiries related to their products and services from the portal

### **EXPECTED DELIVERABLES**

- Design and Development of front end Website
- Development of the different search classifications and categories
- Development of web pages for the different establishments
- Loading of tourism products into the database
- Linking to the individual establishments email addresses or cell number for enquiries.
- Development of a phone based tool to manage the individual websites by the registered tourism establishments
- Development of a reporting mechanism

<p><b>EVAULATION CRITERIA</b></p>	<p><b>4. KEY STAKEHOLDER</b></p> <ul style="list-style-type: none"> <li>• Mogale City Local Municipality</li> <li>• Individuals in Economic Services (Enterprise Development) Tourism Section</li> </ul> <p><b>5. DELIVERABLES</b></p> <ol style="list-style-type: none"> <li>1. Design and Development of front end Website</li> <li>2. Development of the different search classifications and categories</li> <li>3. Development of web pages for the different establishments</li> <li>4. Loading of tourism products into the database</li> <li>5. Linking to the individual establishments email addresses or cell number for enquiries.---//</li> <li>6. Development of a phone based tool to manage the individual websites by the registered tourism establishments</li> <li>7. Development of a reporting mechanism</li> </ol> <p><b>6. PROJECT COSTING</b></p> <ul style="list-style-type: none"> <li>• In terms of the Municipality's procurement procedures proposals are evaluated on the basis of a total cost or value for money (in addition to other criteria). As such potential service providers are required to prepare a plan of work with clear cost estimates based on the information provided in this Terms of Reference, as this will facilitate a comparison across proposals. The plan of work is to include detailed tasks to be carried out, how long it will take to complete the task, person allocated to each task, hourly rate to be charged and number of hours allocated for each task and disbursements.</li> <li>• All assumptions made in preparing the cost estimate must be clearly indicated in the proposal.</li> </ul> <p><b>FUNCTIONALITY SCORING</b></p> <p>The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each bidder to successfully execute the contract according to terms of reference. Failure to score the minimum of 25 points out of 40 points will lead to non – compliance and bidders will be rejected after this phase and not continue for price scoring. For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to functionality criteria mentioned.</p> <p>The criteria for the evaluation of the technical aspects of the submitted proposal will include, but not limited to the following elements:</p>
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For the purpose of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information on substantiation of compliance to the evaluation criteria. The service provider should at least score a minimum of 25 points out of the 40 in order to be considered in the next evaluation phase.			
NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE
1.	<ul style="list-style-type: none"> <li>Members of the Company's experience with. (CV's of individual team members must be included (1-2 years' experience=2 points, 3-4 years' experience=4 points, 5-6 years = 10 points, 7years plus = 15 points, in relation to the requirements set out within this Terms of Reference.</li> <li>The potential service provider's track record of similar or relevant work experience (maximum of 5)</li> </ul>	20	
2.	<ul style="list-style-type: none"> <li>Project methodology and the potential service provider's understanding of the work to be done, i.e. the Term of Reference.</li> </ul>	10	
<b>TOTAL</b>		<b>30</b>	<b>20</b>

<b>EVALUATION OF QUOTATION</b>	All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:																			
	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>BBBEE Status level of contributor</th> <th>Number of points(80/20 system)</th> </tr> </thead> <tbody> <tr><td>1</td><td>20</td></tr> <tr><td>2</td><td>18</td></tr> <tr><td>3</td><td>16</td></tr> <tr><td>4</td><td>12</td></tr> <tr><td>5</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>4</td></tr> <tr><td>8</td><td>2</td></tr> <tr><td><b>Non –complaint contributor</b></td><td><b>0</b></td></tr> </tbody> </table>	BBBEE Status level of contributor	Number of points(80/20 system)	1	20	2	18	3	16	4	12	5	8	6	6	7	4	8	2	<b>Non –complaint contributor</b>
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8	2																			
<b>Non –complaint contributor</b>	<b>0</b>																			

<b>OTHER DOCUMENTS REQUIRED:</b>	<ul style="list-style-type: none"> <li>• Original, valid tax clearance certificate</li> <li>• Company registration documents</li> <li>• Copies of ID's of shareholders</li> <li>• Completed MBD 4, MBD 6.1, MBD 8 and MBD 9</li> <li>• Copy of latest municipal account</li> <li>• Price schedule (fixed prices including Vat)</li> </ul>
<b>CLOSING DATE AND TIME</b>	Monday 6 <sup>th</sup> August 2012 at 11.00am
<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
<b>ENQUIRIES:</b>	Links Sebilwane / Vuyani Bekwa at Tel.: 011 668 0675 / 011 668 0647

**Conditions:**

- All prices quoted must be **inclusive of VAT**.
- All prices submitted must be fixed prices for the period of the quotation.
- If the price schedule is not signed the quotation will not be considered.
- No Tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.
- Quotations completed in pencil will be regarded as invalid.
- All prices quoted must be valid for sixty (60) days.

NAME OF THE BIDDER: .....

CONTACT PERSON: .....

TEL/ CELL NO: .....

FAX NO: .....

\_\_\_\_\_  
SIGNATURE OF BIDDER

\_\_\_\_\_  
CAPACITY OF BIDDER