



## Economic Development Unit

### Terms of Reference

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## **1. Project Title**

Request for proposals to quote a database for accurate, reliable, comprehensive and up to date economic and development statistics on national, provincial, municipal and KwaZulu-Natal statistics.

## **2. Background Information**

The eThekweni Municipalities Economic and Development Unit (EDU) makes of statistical data for research and decision making purposes. The need for such relevant and up to date information on a daily basis is therefore crucial.

## **3. Purpose and Objective of Project**

The objective of the project is to provide members of EDU everyday access to the economic and development database that has data on the nation and provinces of South Africa, and also the major municipalities such as;

EThekweni Municipality

City of Cape Town

City of Joburg

Tshwane Municipality

Nelson Mandela Bay Municipality

Mangaung Municipality

Buffalo City Municipality

Detailed statistics on the region of KwaZulu-Natal should also be available.

## **4. Scope of Project**

The data must be accurate, user friendly, and able to be used with commonly used software packages.

Data must contain statistics on;

❖ Demographics

❖ Development

- ❖ Household Infrastructure
- ❖ Labour
- ❖ Income and Expenditure
- ❖ Economic
- ❖ International Trade
- ❖ Environment
- ❖ Crime

## **5. Deliverables**

The proposals must include a web link or CD trial version of the program so that it can viewed to ascertain its usability and accurateness.

The appointed service provider will be required to furnish the database and subscribe the department for 12 months beginning on the 1 of July 2012 to 30 of June 2013.

The database must be in the form of a software program able to run on from Windows XP up to and including Windows 7.

## **6. Timeframes**

The database must already be in existence and already offering economic data to clients. On the 1<sup>st</sup> of July 2012 the members of the department must be subscribed and able to access the database.

## **7. Project Team Requirements**

The service provider must have at least 5 years of experience in providing clients accurate statistical information based on the requirements set above for their everyday use.

## **8. Proposal and Financial Issues**

All interested service providers will be required to submit a proposal that displays an understanding of the requirements of this project. The proposal should include a project plan which consists of a cost breakdown as well as timelines, keeping within the deadline specified in these terms.

The quotation must include total cost, VAT and disbursements as separate figures. A tax clearance certificate must be submitted.

The attached “Declaration of Interests” form and “empowerment profile form” must be completed.

These terms of reference are subject to any changes that may stem from a negotiation of the final terms with the service provider, as well as any additional budget which may be allocated to the project.

Payment arrangements will be negotiated on the basis of full completion of the project and receipt of all deliverables.

### **Stage One: Functionality**

A two stage evaluation process is used in line with National Treasury’s MFMA Circular No. 53. A minimum threshold of 70 points will be used as a cut-off. The adjudication criteria and weighting that will be applied are as follows:

<b>Criteria</b>	<b>Measurement</b>	<b>Explanation</b>	<b>Weighting</b>
Project Team: Experience and Expertise (40)	Relevant Experience of individuals within the team, related to their roles in the project	Scoring will look at the experience of individual team members and the number of relevant year’s experience	20
	Competencies	Relevant qualifications of team members	20
Methodology and Approach (60)			
	Approach	Project approach in terms of meeting the project objectives set out in the brief and the extent to which the proposed approach inspires confidence in the team’s ability to execute the project.	30
	Understanding the Brief	Interpretation of the TOR and their demonstrated understanding of necessary work to be undertaken in the course	30

		of the project.	
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## **Stage 2: Price and Empowerment**

Proposals qualifying in terms of Stage 1, Functionality will then be assessed in terms of Price and Empowerment. This will be scored on an 80/20 basis, where 80 will be price and 20 will be empowerment (as this is a contract under R200 000-00).

The Calculation for Price to be used:  $1 - [(P-P_n)/P_n] \times 80$  where P is the proposed price of the proposal being assessed and P<sub>n</sub> is the lowest price proposal.

Empowerment relates to the affirmative profile/s with respect to company ownership, as registered on the Council's Procurement Database. It is incumbent upon the consultant to be registered on this database, as failure to do so may result in the disqualification of the proposal.

It is in the best interests of service provider to include their BBBEE accreditation in the respective proposals.

## **9. Project Budget/Professional Re-imbusement**

The budget is subject to the range of costs as quoted by consultants for similar projects. The budget for this project is R100 000 inclusive of VAT for full scope of deliverables

## **10. Method of Re-imbusement**

Payment will be made via EFT therefore all service providers must be registered with the eThekweni procurement database.

## **11. Council Contact Persons and Details**

For Any other queries, please contact Ms. Pumla Jali ([jalip@durban.gov.za](mailto:jalip@durban.gov.za) or 031 311 4247) written proposals are to be delivered by the 13th of January 2012 16:00pm to;

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11<sup>th</sup> Floor Rennies Building  
Durban  
4001