



REQUEST FOR PROPOSAL (RFP 20/2017-2018)

APPLICATION/PROCUREMENT OF GRANT FUNDING FOR INFRASTRUCTURE DEVELOPMENT

Musina Local Municipality (MLM) is calling for proposals to source funding for specific purpose allocations to finance the development of infrastructure and other services within the municipality. MLM is looking for service providers to do an analysis of the infrastructure backlog and assist in applying for grant funding as specified in Dora.

The bidders will not be restricted to apply for one funding and the municipality will consider all bids submitted and may appoint more than one bidder depending on the proposals received. The appointment of the service provider will be on risk basis to the applicant.

The appointed service provider will be expected to acquire funding for the implementation of various identified infrastructure programs within the municipality without any payment from the municipality. Payments from the municipality will only be done once the funding has been acquired by the service provider and during the implementation of the projects. Contract terms and conditions will be negotiated upon selection and appointment of the winning bidder for specific funding.

Bidders are expected to submit the proposals with the following compulsory requirements:

- Tax Compliance status pin issued by SARS
- Company registration documents
- Proof of municipal rates and taxes statement for all directors and for the business premises (not older than 90 days)
- Proof of registration with CSD
- BBBEE Verification certificate

Bidders should provide the following items as part of their proposals for consideration:

- Description and proof of experience in raising grant funding for infrastructure development
- Company profile and staff complement
- Testimonials from past clients on work done
- Anticipated resources to be assigned to the project (resources, role, title, experience, etc.)

Musina Local Municipality will evaluate all proposals based on the following criteria:

- Overall proposal suitability: proposals must meet the scope and needs and be presented clearly
- Experience: Bidders will be evaluated on previous experience in sourcing grants for municipalities
- Previous work : Bidders will be evaluated on examples of the work previously done through testimonials and references
- Technical expertise: Bidders must provide the expertise and experience of staff to be assigned to the project
- Value and cost: Bidders will be evaluated on the cost structure of their solutions based on the work to be performed in accordance with the scope of this project.

Functionality - 70 Points to qualify

FUNCTIONALITY	DESCRIPTION	POINTS
1. Presentation	Clear presentation of the proposals that meet the scope and need	25
2. Experience	Number of years experience gathered in acquiring grants for other institutions	20
3. Previous work	References of similar work done for other institutions	20
4. Technical expertise	The number of staff to be on the project and their qualifications	15
5. Cost structure	The cost structure of the solutions based on the work to be performed	20

Each bidder must submit 2 (two) copies of their proposal in a sealed envelope marked “**APPLICATION/PROCUREMENT OF GRANT FUNDING FOR INFRASTRUCTURE DEVELOPMENT**” and must be deposited in the tender box at the address below by **Thursday 10TH May 2018 at 11:00am**

A compulsory clarification meeting with representative of Musina Local Municipality will take place at the Municipal council chambers, 21 Irwin Street Musina **on Thursday 19th April 2018 at 10:00am**. Non-attendance of the briefing session will automatically disqualifies the proposal.

*Civic Centre
21 Irwin street
MUSINA
Notice number 20/2017-2018
5 April 2018*

TN TSHIWANMMBI
Municipal Manager