



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

To : Prospective service provider
From : SCM /store
Date : 21/10/2024
Enquiries : Procurement Office
Telephone : 015 780 6400/06
Ref : REQ6241

Kindly furnish this office with a written quotation for supply of goods/ services as detailed below. The quotation must be submitted on the letterhead of your Business and Brought to our offices No.3 Nyala Street, Phalaborwa not later than 29/10/2024 at 12H00

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
1	ARCHITECTURAL SERVICES CONCEPT PLAN FOR BOLLANOTO INFORMATION CENTRE REHABILITATION		
	SEE THE ATTACHED SPECIFICATION		

Please number your quotes (Your Ref no) The following conditions will apply:

- Price (s) quoted must be valid for at least thirty (30) days from date of your offer. ○
 - The municipality retains the prerogative to reject any quotes it deems to be excessive
 - A firm delivery period must be indicated.
 - Tax Clearance Pin
 - A service provider be registered with central supplier database (CSD)
 - Completed MBD4 (Declaration of Interest) Form
 - Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for Objective goals)
- 20 is further evaluated: 20 for 100% Black owned;
18 for +51% Black owned; and
14 for Less than 51% Black owned

Request for Quotation (RFQ) for Architectural Services: Concept Plan for Bollanoto Information Centre Rehabilitation 1. Introduction

Ba-Phalaborwa Local Municipality is seeking qualified architectural firms to submit proposals for developing a concept plan aimed at revitalizing the Bollanoto Information Centre. This project seeks to transform the facility into a modern, functional, and visually appealing hub that will enhance information dissemination, foster community engagement, and stimulate local economic development.

The municipality is specifically looking for professional architects who have the expertise and capability to prepare a comprehensive concept document and architectural design for the Bollanoto Information Centre. The selected firm will be responsible for creating an innovative plan that aligns with the municipality's goals of creating a vibrant and accessible space that meets the needs of the community while also promoting economic growth in the region.

2. Locality

Bollanoto Information Centre is located on ERF 1370 Phalaborwa Extension 2 which measures 21560 Hectares in Extent.

3. Project Background

The Bollanoto Information Centre is currently in a dilapidated state, with outdated structures and a need for rehabilitation, particularly in landscaping and fencing. The goal is to transform the centre into a vibrant and sustainable facility that meets the needs of the community and supports economic activities.

Reviving a tourism information centre can significantly benefit a community and enhance the overall tourism experience for several reasons:

- 3.1. Promote Local Tourism:** A well-functioning tourism information centre serves as a central hub for promoting local attractions, events, and activities, helping to draw visitors and boost the local economy.
- 3.2. Enhance Visitor Experience:** By providing tourists with valuable information, maps, brochures, and personal recommendations, the centre can improve visitors' experiences, encouraging longer stays and repeat visits.
- 3.3. Support Local Businesses:** The centre can showcase local businesses, artisans, and restaurants, creating opportunities for partnerships and increasing revenue for the community.
- 3.4. Provide Employment Opportunities:** Revitalizing the centre can create jobs, from staff managing the centre to local guides and business owners benefiting from increased tourist traffic.
- 3.5. Preserve Cultural Heritage:** The centre can play a crucial role in educating visitors about the area's cultural and historical significance, promoting the preservation of local heritage.
- 3.6. Foster Community Engagement:** By hosting events and workshops, the centre can become a community gathering place, fostering pride and involvement among residents.

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access of Information Act 2 of 2000.

4. Sustainability and Environmental Awareness: A modern tourism information centre can promote sustainable tourism practices and raise awareness about environmental conservation among visitors.

5. Increase Revenue for the Municipality: With more tourists visiting and spending in the area, the local government can benefit from increased tax revenue and business growth.

6. Strategic Planning and Development: The centre can provide valuable data and insights into visitor trends, assisting in strategic planning and the development of future tourism initiatives.

7. Strengthen Branding and Identity: A revived information centre can contribute to strengthening the region's brand, showcasing its unique identity, and setting it apart from other destinations.

8. Scope of Work

The appointed architectural firm will be responsible for the following tasks:

8.1. Site Assessment and Analysis:

- Conduct a thorough site assessment to understand the existing conditions and constraints.
- Engage with stakeholders, including community members and municipal officials, to gather input on needs and expectations.

8.2. Concept Plan Development:

Design a concept plan that incorporates modern architectural elements while preserving the cultural and historical significance of the site.

Propose a layout that includes essential elements such as: a)

Reception and information desk

- b) Exhibition and display areas
- c) Conference and meeting rooms
- d) Offices
- e) restaurant or café
- f) Retail spaces for small businesses
- g) Restrooms and other essential facilities
- h) Landscaping and outdoor seating areas
- i) Adequate parking and accessibility features
- j) Any any other essential elements

9. Sustainability and Innovation:

9.1. Integrate sustainable design practices, including energy-efficient systems and materials.

9.2. Propose innovative solutions for maximizing space utilization and enhancing user experience.

10. Cost Estimation:

10.1. Provide a preliminary cost estimate for the implementation of the concept plan.

11. Presentation and Reporting:

11.1. Prepare a comprehensive report and presentation of the concept plan for review by the Municipality.

12. Deliverables

- ☐ Site assessment report
- ☐ Concept plan (including drawings and 3D visualizations)
- ☐ Preliminary cost estimate
- ☐ Final presentation and report

13. Submission Requirements

Architectural firms must submit the following information as part of their quotation:

- ☐ Company profile and relevant experience
- ☐ Proposed methodology and approach
- ☐ Project team qualifications and experience
- ☐ Timeline and deliverables
- ☐ Fee proposal and payment terms

14. Quality Assurance

14.1. Registration of architect with (South African Council for The Architectural Profession (SACAPSA)

15. EVALUATION CRITERIA

The functional evaluation will be scored out of 100 points, with a minimum threshold of 80 points to be considered for price evaluation. The points will be allocated as follows:

EVALUATION CRITERIA	POINTS
<p>1. EXPERIENCE OF THE FIRM - 40</p> <p>The main applicant involved in the project must demonstrate having relevant experience in respect of similar services.</p> <p>a) 10 or more concept plans – 40</p> <p>b) 5 to 9 concept plans - 20</p> <p>c) 4 and less concept plans - 10</p> <p>Proof by way of list of projects and accompanying appointment letters or contactable references</p>	<p>40</p>

2. EXPERIENCE OF THE CORE TEAM IN EXECUTING SIMILAR – 40 a) Greater than 10 projects combined within the last 10 years – 40 b) 5 to 10 projects combined within the last 10 years – 20	40
c) 5 projects and less combined within the last 10 years - 10 Provide CV's of the Project Team with proof of Qualifications	
3. PROPOSAL - 20 a) Proposal outlines the methodology and pricing comprehensively – 20 b) Proposal is not comprehensive - 10	20
TOTAL	100