

**Request for Proposals for the Appointment of a Service Provider
for Developing a Township Economic Strategy for City of Tshwane
Metropolitan Municipality and an Institutionalisation Framework
Guide for Township Economic Development in Selected Gauteng
Municipalities.**

RPF NO. 123247

Closing date and time: 12 MAY 2025 at 11:00

RFP Validity Period: 90 days

SUBMIT AT:

EMAIL: scm@salga.org.sa

1. INTRODUCTION

The South African Local Government Association (SALGA) is a public entity established by the Organised Local Government Act (Act 52 of 1997) to assist in the comprehensive transformation of local government in South Africa. SALGA is managed within the framework of the Public Finance Management Act (Act 1 of 1999) and is listed as a schedule 3A public entity.

2. SALGA MANDATE

Developmental Local Government is an essential component of the machinery of government. In accordance with its constitutional mandate, SALGA is obliged to transform the local government sector to one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development and all socio-economic opportunities that the state has geared itself to provide for its people. SALGA also serves as the representative voice of all 257 municipalities in the country. In terms of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

- a) **Representation, Advocacy and Lobbying** refers to representing the interests of members in legislatures and other policy making and oversight structures. It also refers to engaging with various stakeholders, public debates etc. in the interest of Local Government.
- b) **Employer Body** refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.
- c) **Capacity Building** refers to facilitating capacity building initiatives through among others representing member interests in the Local Government Sector Education Authority (LGSETA). SALGA strives to facilitate a coherent, well-co-ordinated capacity building programme for municipal councillors and officials.
- d) **Support and Advice** refers to the provision of tools and services that enable municipalities to understand and interpret trends, policies and legislation affecting Local Government and to implement the said policies and plans
- e) **Strategic Profiling** of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses within South Africa, the African continent and the rest of the world.
- f) **Knowledge and Information Sharing** refers to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery of other SALGA mandates. The knowledge hub is also a useful reference point for all who seek Local Government information.

3. PURPOSE OF THIS REQUEST

The South African Local Government Association (SALGA) seeks to appoint a suitably qualified service provider to develop a **comprehensive Township Economic Strategy** for the City of Tshwane (COT) Metropolitan Municipality and an **Institutionalisation Framework Guide** for Township Economic Development across Gauteng City Region (GCR) municipalities. This initiative is **critical** for driving **inclusive economic growth, fostering spatial economic transformation, and embedding township economic development within municipal governance structures** to ensure long-term sustainability.

A key pillar of this initiative is the **promotion of local procurement to strengthen township-based enterprises, enhance supply chain integration, and boost local economic circulation** ensuring that township businesses benefit meaningfully from municipal and private sector procurement.

4. BACKGROUND

Tshwane's economy faces deep structural challenges that contribute to persistent poverty, unemployment, and inequality. According to **Statistics South Africa (2023, P0310.1)**, 41% of residents in Tshwane live below the food poverty line of R760 per month, while the **Quarterly Labour Force Survey (Q3 of 2024)** indicates that Tshwane's unemployment rate stands at 33.9%—exceeding the national average of 32.1%. Furthermore, economic growth has stagnated, averaging only 0.3% since 2018, a stark contrast to the robust 6.3% annual growth experienced in the early 2000s.

Townships bear the brunt of these economic hardships. Research from the **Gauteng City-Region Observatory's (GCRO) Quality of Life 7 survey** highlights that **social grant dependence is alarmingly high** in Region 1 (58.3%), Region 2 (57.6%), and Region 7 (54.2%), underscoring the urgency for economic revitalisation efforts in these areas.

Despite their **significant contribution to Gauteng's informal and micro-enterprise economy**, townships remain **structurally excluded from mainstream economic activity**. The promulgation of the **Gauteng Township Economic Development Act, 2 of 2022**, represents a decisive policy shift aimed at:

- **Transforming the township economy** and integrating historically marginalised communities, Black, Indian, and Coloured South Africans into the formal economic landscape.
- **Promoting local procurement and supplier development**, ensuring that government and private sector entities prioritise sourcing goods and services from township-based businesses.

In alignment with this legislative framework, **SALGA has identified the need to develop:**

- a) **A Township Economic Strategy for the City of Tshwane Metropolitan Municipality**, which will outline actionable interventions to **unlock economic opportunities, address systemic barriers**, and create a thriving environment for **sustainable township-based enterprises**.

- b) An **Institutionalisation Framework Guide** for GCR municipalities, ensuring township economic development is **embedded within local government planning, budgeting, and implementation processes**, reinforcing effective governance, policy coherence and local procurement strategies.

By institutionalising township economic development, this initiative will **not only advance economic transformation and local resilience** but also **contribute to broader national imperatives**, such as the **National Development Plan (NDP)**, **Gauteng's Growing Gauteng Together 2030 (GGT2030)**, and the **United Nations Sustainable Development Goals (SDGs)**, particularly **Goal 8 (Decent Work and Economic Growth)** and **Goal 10 (Reduced Inequalities)**.

This strategic intervention will position **GCR municipalities as enablers of inclusive economic participation** while fostering **spatial justice, enterprise development, and sustainable livelihoods** within township economies.

4 Key Objectives

4.1 Development of the City of Tshwane Township Economic Strategy

- 4.1.1** Assess the **current state** of the township economy in the City of Tshwane (COT), identifying **key challenges, opportunities, and priority economic sectors**.
- 4.1.2** Develop **targeted interventions and incentives** to stimulate township enterprises, **enhance market access, and attract investment**.
- 4.1.3** Propose a **sustainable financing and funding model** to support township entrepreneurs.
- 4.1.4** Strengthen **value chains within townships** and integrate them into the **broader urban economy**.
- 4.1.5** Ensure alignment with **national and provincial policies**, particularly the **Gauteng Township Economic Development Act**.

4.2 Development of the GCR Institutionalisation Framework Guide

- 4.2.1** Establish a **structured approach** for municipalities to **institutionalise township economic development** within governance frameworks.
- 4.2.2** Define the **roles and responsibilities of local government** in supporting township-based enterprises.
- 4.2.3** Provide a **monitoring, evaluation, and impact assessment framework** to track progress and effectiveness.
- 4.2.4** Recommend **governance, regulatory, and policy mechanisms** to enhance township economic development.
- 4.2.5** Outline **intergovernmental collaboration strategies** to drive **sustainable economic transformation** across the Gauteng City Region (GCR).

5. SCOPE OF WORK

5.1 City of Tshwane Township Economic Development Strategy

The appointed service provider shall:

- a) **Conduct a comprehensive economic assessment** of townships within the City of Tshwane (COT), including **spatial, sectoral, and demographic analysis** to identify economic constraints and opportunities.
- b) **Engage stakeholders** through targeted **consultations and workshops** with township entrepreneurs, cooperatives, business forums, and municipal councillors and officials.
- c) **Benchmark best practices** by analysing successful **township economic development models** from other cities and countries.
- d) **Identify key economic sectors and high-growth potential industries** within Tshwane's township economy.
- e) **Develop a set of targeted interventions, programmes, and incentives** to stimulate township enterprises, enhance market access, and attract investment.
- f) **Develop an estimated costing and funding model** for implementing the strategy.
- g) **Create an implementation roadmap with clear short-, medium-, and long-term actions**, ensuring phased and measurable execution.
- h) **Propose an institutional coordination model** for strategy execution, ensuring alignment across municipal departments.
- i) **Design a monitoring and evaluation (M&E) framework** to track progress and measure impact.

5.1 GCR Township Economy Institutionalisation Framework Guide

The appointed service provider shall:

- a) **Conduct a situational analysis** of township economic development across selected **Gauteng City Region (GCR) municipalities** (City of Tshwane Metropolitan Municipality, Emfuleni Local Municipality, Merafong City Local Municipality, Mogale City Local Municipality, and Rand West City Local Municipality) to assess existing policies, programmes, and challenges.
- b) **Engage municipal economic development units, provincial government, and relevant stakeholders** to ensure alignment and institutional buy-in.
- c) **Identify policy and institutional gaps** that hinder township economic development and recommend practical implementable solutions.
- d) **Develop a structured guide** to integrate township economic development into municipal **planning, budgeting, and implementation** processes.
- e) **Provide capacity-building recommendations** for municipal officials to enhance skills and expertise in township economic development.
- f) **Develop a best-practice toolkit** for municipalities, outlining **effective governance, regulatory, and funding mechanisms** to support township economies.

6. PROJECT DELIVERABLES

6.1 Integrated deliverable Work Plan

The successful service provider must ensure completion of all deliverables within the stipulated timeframe of six (6) months. To optimise efficiency, some activities will run concurrently while ensuring quality and alignment with stakeholders.

Phase	Activities	Key Deliverables	Timelines
Phase 1: Inception & Planning	<p>Submit a full proposal in response to the RFP, including methodology, milestones, timelines, and risk mitigation strategies.</p> <p>Conduct a kick-off meeting with SALGA, City of Tshwane, and identified GCR municipalities.</p> <p>Develop a stakeholder mapping and engagement plan.</p> <p>Finalise a data collection and research plan (economic assessment, policy analysis, and benchmarking framework).</p>	<p>a) Full Proposal (Work Plan, Milestones, & Timelines).</p> <p>b) Kick-Off Meeting Report.</p> <p>c) Stakeholder Engagement Plan.</p> <p>d) Data Collection & Research Plan</p>	Month 1
Phase 2: Research & Situational Analysis	<p>Conduct an economic assessment of Tshwane's township economy (spatial, sectoral, and demographic analysis).</p> <p>Engage with municipal economic development units, businesses, and cooperatives.</p> <p>Conduct a policy and institutional gap analysis for the GCR Institutionalisation Framework.</p> <p>Benchmark best practices from successful township economic models (local & international).</p> <p>Finalise the inception report, detailing methodology (sampling, data collection, analysis).</p>	<p>a) Inception Report (including methodology and research approach).</p> <p>b) Situational Analysis Report (covering economic trends, sectoral opportunities, and governance gaps).</p>	Month 2
Phase 3: Strategy & Framework Development	<p>Develop the Draft Township Economic Development Strategy for City of Tshwane, including targeted interventions and funding models.</p> <p>Draft the GCR Institutionalisation Framework Guide, outlining governance structures, integration into municipal planning, and policy recommendations.</p>	<p>a) Draft Township Economic Development Strategy (soft copy) submitted to SALGA and City of Tshwane.</p> <p>b) Draft GCR Institutionalisation Framework Guide (soft and hard copies) submitted to SALGA and identified municipalities.</p>	Month 3-4

	Develop an M&E framework with key performance indicators (KPIs). Conduct an internal review and stakeholder validation of draft documents.		
Phase 4: Validation & Refinement	Facilitate a stakeholder consultation and feedback session on draft strategy and framework guide. Incorporate stakeholder feedback and refine documents. Finalise the Township Economic Development Strategy and GCR Institutionalisation Framework Guide .	a) Final Township Economic Development Strategy (hard & soft copies – PDF). b) Final GCR Institutionalisation Framework Guide (hard & soft copies – PDF).	Month 5
Phase 5: Presentation & Handover	Present final strategy and framework to SALGA, City of Tshwane, and identified municipalities . Conduct a capacity-building session with municipal officials on implementing the strategy and framework. Provide final implementation roadmap and toolkit for adoption.	a) Final Presentation to SALGA & Municipalities . b) Capacity-Building Report . c) Implementation Roadmap & Best-Practice Toolkit .	Month 6

6.2 Skills Required and Service Provider Competencies

To successfully deliver the **City of Tshwane Township Economic Strategy** and **GCR Institutionalisation Framework Guide** within the six-month timeframe, the appointed service provider must demonstrate a **high level of expertise, technical capability, and proven experience** in township economic development, policy analysis, and municipal planning.

6.2.1 Core Skills Required

a) Economic and Policy Analysis

- Strong background in **township economy research, economic development strategies, and spatial economic transformation**.
- Expertise in **policy analysis and institutional reform**, particularly in municipal economic governance and local economic development (LED).
- Experience in **developing economic financing models** for micro, small, and township-based enterprises.

b) Stakeholder Engagement and Facilitation

- Demonstrated experience in **engaging township entrepreneurs, cooperatives, informal sector businesses, municipal officials, and government agencies**.
- Ability to facilitate **participatory workshops, focus groups, and stakeholder consultations** effectively.

- Strong interpersonal and negotiation skills to **secure buy-in from municipalities and provincial stakeholders.**
- c) Project Management and Strategy Development**
 - Proven track record in **developing and implementing economic development strategies** within local government settings.
 - Ability to **deliver within tight deadlines** while maintaining high-quality outputs.
 - Strong competency in **designing SMART project deliverables, implementation roadmaps, and M&E frameworks.**
- d) Municipal Governance and Institutional Capacity-Building**
 - Expertise in **municipal economic planning, budgeting, and policy integration.**
 - Understanding of **intergovernmental relations, municipal finance, and regulatory compliance** related to local economic development.
 - Experience in **training and capacity-building** for municipal officials to enhance institutional sustainability.
- e) Data Analysis and Report Writing**
 - Strong **quantitative and qualitative research skills** for economic and policy analysis.
 - Ability to interpret **economic trends, sectoral performance, and spatial economic patterns.**
 - Excellent **technical writing and presentation skills** for producing clear, concise, and well-structured reports.

6.2.2 Service Provider Competencies

The selected service provider must have:

- a. Proven Experience in Township Economic Development:**
 - At least **5-10 years of experience** in **local economic development (LED), township revitalisation, and enterprise development.**
 - Demonstrated experience in **developing economic strategies, feasibility studies, or economic transformation frameworks.**
 - Previous work in **municipal governance and urban economic policy design** is highly desirable.
- b. Track Record in Policy and Institutional Development:**
 - Experience in **drafting policy frameworks, institutional guides, and governance models** for local government.
 - Knowledge of the **Gauteng Township Economic Development Act, national economic policies, and municipal planning frameworks.**
 - Experience working with **municipalities, provincial government, and development agencies.**
- c. Ability to Deliver High-Quality Research & Analytical Reports:**
 - Strong research capacity with the ability to conduct **situational analyses, benchmarking studies, and economic impact assessments.**
 - Proficiency in **data analytics, economic modelling, and financial feasibility analysis.**
 - Experience in developing **implementation roadmaps, investment attraction strategies, and funding mechanisms.**

d. Strong Stakeholder Engagement & Facilitation Capability:

- Ability to facilitate **multi-stakeholder engagements, participatory workshops, and policy dialogues.**
- Experience in working with **informal sector businesses, cooperatives, and township-based enterprises.**
- Capacity to **align strategy development with municipal planning cycles and decision-making processes.**

e. Project Management & Execution Excellence:

- Ability to **deliver within a compressed six-month timeframe**, ensuring high-quality and actionable deliverables.
- Capacity to work in an **agile, adaptive manner**, adjusting to stakeholder feedback and municipal needs.
- Demonstrated experience in **monitoring, evaluation, and impact measurement frameworks.**

f. Multidisciplinary Team Composition:

- The service provider should have a **diverse and qualified team**, including:
 - ♦ **Economists or Economic Development Specialists** (focusing on township economies and LED strategies).
 - ♦ **Policy Analysts or Urban Planners** (specializing in municipal governance, spatial planning, and economic policy).
 - ♦ **Enterprise Development Experts** (with experience in SME financing, business incubation, and value chain integration).
 - ♦ **Stakeholder Engagement & Facilitation Specialists** (experienced in public participation, consultation processes, and government relations).
 - ♦ **Project Managers** (to ensure efficient coordination and timely delivery of all project outputs).

6.2.3 Additional Requirements

- **Proven track record:** The service provider must submit **at least three (3) references and summarised case studies** from similar projects.
- **Technical Proposal:** The provider should submit a detailed **methodology, project plan, and timeline** to demonstrate how they will deliver within six months.
- **Legal Compliance:** The provider must be **registered, compliant with tax regulations, and able to operate in South Africa.**
- **Technology Proficiency:** Experience using **data visualisation tools, GIS mapping for spatial economic analysis, and digital stakeholder engagement platforms** will be an advantage.

7. CONTENT OF PROPOSAL

The proposal should, at a minimum, include:

7.1 all relevant perceived strengths and weaknesses of the firm bidding for the service, e.g. similar previous experience, in-house skills, etc; providing information which will assist SALGA to assess its capabilities, competitive advantages, etc.

7.2 Summary of the service provider's mission statement, the vision statement, values and long-term strategies and objectives as comprehensively as possible.

7.3 List of references for previous and current appointments relevant to the required services; examples of such services' capabilities and experience and more specifically the number and size of organisations where service is rendered in specific sectors in government and areas of expertise.

7.4 An organogram or list of partners, managers, specialists, together with the *curriculum vitae* of the staff who will be available for the duration of the work; any staff changes regarding staff allocated to SALGA must be done in consultation with the Project Manager representing the organisation. The successful service provider should provide experienced specialists relevant to the required services.

7.5 A breakdown of the tariff, VAT inclusive, per category as required for services rendered. Expenditure incurred without the prior approval of SALGA will not be reimbursed. An analysis of costs must be given to cover the full amount, and where possible, costs should be linked with specific tasks to be undertaken. All other incidental costs should be included in the budget breakdown.

7.6 In so far as it is possible, a comprehensive budget, showing the service of activities proposed, with charge-out rates and budgeted hours per activity, detailing all assumptions made in arriving at a proposed budget, including all cost factors such as travelling.

7.7 The remuneration framework of consultants shall take the following into consideration:

- a) The "Guidelines on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)" as issued by the South African Institute of Chartered Accountants (SAICA).
- b) The "Guide on Hourly Fee Rates for Consultants" as issued by the department of Public Service and Administration (DPSA); and/or
- c) Remuneration guidelines issued by professional service organisation or regulatory bodies, as may be relevant.

7.8 In so far as is possible, provide an overview of the methodology to be applied.

8. DESCRIPTION AND EXTENT OF WORK (PROJECT MANAGEMENT)

8.1 Performing assignments

Assignments are to be performed in accordance with the industry/profession standards as well as the terms of reference. All reports will be reviewed by the relevant Project Manager representing the organisation.

All working papers and reports and documents will become the property of SALGA.

The successful service provider shall work with the Directorate of SALGA on the planning of various phases of the service activities and must be prepared to regularly report the progress to the relevant Project Manager.

8.2 Timing of assignment

The performance of this assignment shall be in accordance with the approved plan by the Project Committee. The final responsibility of approving the scope and extent of the work resides with the relevant Project Manager.

The service provider shall ensure that all work conforms to all standards set out by SALGA.

On a mutually agreed basis, the service provider shall meet with the Project Manager to report progress of the work, and at the Project Committee meetings.

8.3 Payments

SALGA undertakes to pay out within a reasonable time-period all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made on outstanding information not submitted by the service provider.

The parties shall, upon appointment of the service provider, sign a service level agreement to govern their business relationship.

Acceptance of any RFP does not mean that work on an uninterrupted basis is guaranteed for the duration of the contract.

8.4 Expenditure incurred by the service provider

The SALGA will not be held responsible for any costs incurred by the service provider in the preparation and submission of the RFP.

9. INSTRUCTION TO SERVICE PROVIDERS

9.1 General Instructions

This document constitutes a Request for Proposal (RFP), which specifies SALGA's requirements for a service provider to render services on behalf of SALGA for the **"Request for Proposals for the Appointment of a Service Provider for Developing a Township Economic Strategy for City of Tshwane Metropolitan Municipality and an Institutionalisation Framework Guide for Township Economic Development in Selected Gauteng Municipalities"**.

The information contained herein provides a format to facilitate service provider's responses to this RFP. It is important that the format be followed closely to help maintain the decision-making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses. All pricing information should be fully disclosed with all charges clearly defined, i.e. a per unit fee based on activity. Please feel free to address any other potential services not specifically mentioned in this RFP that may be of benefit to the National Executive Committee (NEC) of SALGA which is the organisation's accounting authority.

9.2 Objectives

SALGA's objective in the call for proposals is to select a service provider suitable for the undertaking of the task: **The development of a Township Economic Strategy for City of Tshwane Metropolitan Municipality and an Institutionalisation Framework Guide for Township Economic Development in Selected Gauteng Municipalities.**

9.3 Terms of Contract

The term of the contract shall be regulated by the Service Level Agreement (SLA) to be concluded with the winning service provider. It is anticipated that the term of the contract shall be for the duration of the assignment and shall expire upon fulfilment of the scope of work. The contract may be extended by mutual agreement. Thirty (30) days written notice must be given if either party wishes to terminate the agreement prior to the contract's expiry date.

9.4 Questions during Proposal Process

Any enquiries regarding this RFP should be directed to **Lucky Nkomo** SCM at lnkomo@salga.org.za located at the SALGA National Office – 012 369 8000. Questions will only be taken up to four days prior the closing date.

Service providers finding apparent discrepancies or omissions in the RFP should notify SCM at scm@salga.org.za at once. Service providers may during the RFP period, be advised by Addenda, of any additions, clarifications, deletions or alterations to these specifications. All such changes should be covered by the service provider's proposal. Information used in the preparation of a proposal from other than this RFP and any written addenda (considered as the proposal documents) will not be considered as valid or official.

No further addenda will be issued by SALGA after 11:00am, four business days prior to RFP closing without providing an extension of time.

9.5 Submission of Proposal

scm@salga.org.za

Late submissions will not be accepted.

Fax transmissions are not acceptable.

SALGA will not be responsible for any costs incurred by the service providers associated with the preparation of responses to the RFP.

Proposals received past the time stated above will not be considered and will be returned to the service provider unopened.

All proposals will remain in force and will be irrevocable for **ninety days** after the proposal closing.

Proposals shall be stipulated sums without escalator clauses or other qualifications.

9.6 Contract Award

SALGA reserves the right to accept any proposal submitted or reject all proposals.

Any proposal submitted, that is not in complete compliance with the requirements of the proposal documents may be accepted or disqualified, at the option of SALGA.

Please outline in your proposal the assistance your institution is prepared to provide to meet the estimated contract duration period for the full implementation of the scope of work.

9.7 Termination of Contract

SALGA reserves the right to terminate the agreement with 30 days written notice to the winning service provider subject to the following:

9.7.1 the winning service provider fails to perform in accordance with the specified service requirements as set out in the RFP.

9.7.2 the winning service provider otherwise violates the provisions of the RFP to a substantial degree.

9.8 Liability

SALGA will not be held liable for any actions of the winning service provider and/or its employees.

10. CONDITIONS OF RFP (FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW MAY RENDER YOUR RFP PROPOSAL NON-RESPONSIVE)

- 10.1** The requirement for content of the project proposal section below outlines the information that must be included in RFP offers. **Failure to provide all or part of the information may result in your RFP being excluded from the evaluation process.**
- 10.2** A contract will be signed with the appointed Service Provider.
- 10.3** The Service Provider will be required to sign confidentiality and indemnity agreements with SALGA.
- 10.4** SALGA may at its own discretion vary an instruction to include more work.
- 10.5** Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal
- 10.6** In the event that any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
- 10.7** SALGA reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project proposal.
- 10.8** Service providers shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorised to do so by SALGA.
- 10.9** Service providers shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.
- 10.10** Service providers are required to declare any conflict of interest they may have in the transaction for which the RFP is submitted or any potential conflict of interest. SALGA

reserves the right not to consider further any RFP where such a conflict of interest exists or where such potential conflict of interest may arise.

- 10.11** The RFP offers and proposals should be valid and open for acceptance by SALGA for a period of 120 days from the date of submission.
- 10.12** Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
- 10.13** Disputes that may arise between SALGA and a service provider must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 10.14** In addition to adherence to the specific terms and conditions of proposals, provided in this document, the service provider shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other RFP documentation.
- 10.15** All returnable RFP documents must be completed in full and submitted together with the service provider's proposal.
- 10.16** SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the RFP.
- 10.17** Completion of the Standard Bidding Documents stated herein below is mandatory, failure to do so may render your RFP offer invalid

10.18 Standard Bidding Forms

10.18.1 Preference Points Claim form

Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to section 8 and 9. **DO NOT RETYPE THESE FORMS.** They must be completed on the original and signed, all in black ink.

10.18.2 Declaration of Interest

Form SBD 4 - Bidders must complete this document in full. **DO NOT RETYPE THESE FORMS.** They must be completed on the original and signed, all in black ink.

11. EVALUATION

The following evaluation method will be used:

For the purpose of comparison and to ensure a meaningful evaluation, service providers must submit detailed information in substantiation of compliance with the evaluation criteria mentioned below. The service provider/s will be evaluated in five phases as stated below:

Phase 1	Pre-Compliance check on Mandatory requirements
Phase 2	Technical Functionality
Phase 3	Price and Specific goals

Phase 1: Mandatory Requirement

- ❖ Registration on Central Supplier Database (CSD)

Phase 2: Technical Functionality

NB: Technical functionality will be done only on service providers that comply with the mandatory requirements

For functionality, the following criteria will be applicable and the maximum value of points breakdown for each criterion using these scale level descriptors:

SCALE LEVEL DESCRIPTIONS	RATING
No relevant response or information given to enable evaluation	0
Very poor response based on expected standard	1
Poor response based on expected standard	2
Average response based on expected standard	3
Good response based on expected standard	4
Excellent response based on expected standard	5

POINTS BREAKDOWN

Evaluation Criteria	Sub-Criteria	Rating Scale & Descriptors		Weight (%)
1. Approach, Methodology and Work Plan	Clarity, quality, and logic of the proposal. Appropriateness towards achieving the objectives of the study. Provides cutting-edge ideas/innovation in the context of the expected deliverables. Demonstrates feasibility of the proposal.	Rating	Descriptor	40%
		0	No methodology or approach described	
		1	Approach and methodology lacking in detail	
		2	Approach and methodology not suitable for the scope of work	
		3	Adequate proposal, covers content and method that meets the minimum requirements	
		4	Proposal exceeds minimum requirements, extensively details approach, methodology and work plan	
		5	Exceptional proposal that encompasses an innovative approach to scope of work, methodology and work plan	
2. Relevant and Appropriate Project Experience	Demonstrates capability and experience in similar projects , specifically in Economic Growth / Development Strategies, Investment Plans, or Township Economic Development Initiatives . The service provider must provide proof of previous work in the form of an appointment letter	Rating	Descriptor	35%
		0	No previous experience (0 reference letters).	
		1	1 similar project experience (1 reference letter).	
		2	2 similar project experiences (2 reference letters).	
		3	3 similar project experiences (3 reference letters).	
		4	4 similar project experiences (4 reference letters).	
		5	5 or more similar project experiences (5 or more reference letters).	

	and/or a positive reference letter from various clients on the clients' official letterhead. (SALGA reserves the right to verify the			
3. Team Qualifications, Knowledge, and Experience	The personnel assigned to the project must possess relevant experience, knowledge, and qualifications in one or more of the following fields: Economics, Economic Development, Economic Planning, and Development Finance. The service provider must submit detailed CVs/profiles of the proposed team , clearly indicating relevant experience and qualifications.	Rating	Descriptor	25%
		0	No project team CVs/profiles submitted, or team lacks relevant experience/qualifications.	
		1	Project team has 2 years of experience and a relevant graduate qualification .	
		2	Project team has 3 years of experience and a relevant graduate qualification .	
		3	Project team has 4 years of experience and a postgraduate qualification .	
		4	Project team has 5 years of experience and a postgraduate qualification .	
		5	Project team has 5+ years of experience including a postgraduate qualification .	
Total for functionality				100
Minimum threshold score				70

NB: Service providers who score 70 (average) points and above will be considered in phase 2 of the evaluation.

Phase 3: Price and Specific Goals

12. GENERAL CONDITIONS

The following should be noted by interested parties:

- Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in SALGA.
- Materials and products may not be made available to any unauthorised person or institution or sold for profit without prior written consent from SALGA.
- On completion or termination of the agreement, all materials and products must be handed over to SALGA.
- No information concerning the tender or award of the tender may be made available by the service provider to other parties without prior consultation and written approval from SALGA.
- SALGA may at its own discretion vary this instruction to include more scope / work or to exclude work/service areas. In the case of the latter, the service provider shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.

- All copyright and intellectual property rights that may result as a consequence of the work to be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.
- SALGA may dictate the framework in which documents (policies, plans, report etc.) shall be submitted; however, the service provider should be able to submit a proposal on the lay-out of his/her choice for consideration by SALGA.
- SALGAs (general conditions of RFP, contract and order) shall be applicable to this RFP.
- The service provider shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment.
- SALGA reserves the right not to award the RFP to any service provider at its own discretion.

RFP DOCUMENT REVIEWD BY THE SUB-COMMITTE