

**RFP 17/11/2019: REQUEST FOR PROPOSALS TO CONDUCT A FEASIBILITY STUDY AND BUSINESS PLAN FOR THE CONSTRUCTION OF A CONVENTION CENTRE FOR LEJWELEPUTSWA DISTRICT MUNICIPALITY**

**1. PURPOSE**

To appoint a service provider to conduct feasibility studies to determine the optimal economic benefits that Lejweleputswa District Municipality (as an institution), its business community, civil organisations and surrounding communities can derive from the construction of a convention centre.

**2. OBJECTIVE**

- Development of a facility that would cater for the need of having adequate facilities to host delegates in excess of 5000.
- To investigate and select a procurement model that will bring value for money, risk transfer and affordability to the client.

**3. SCOPE AND EXTENT OF WORK**

**3.1 SITUATIONAL ANALYSIS/STATUS QUO**

The situational analysis to be conducted for suitable site (within Matjhabeng Local Municipality) as identified by the service provider, covering not limited to geographical and physical environment, socio-economic environment, natural and cultural assets, economic environment, existing infrastructure, institutional environment, current planning and programme framework, and any key issues and challenges.

**3.2 THE FINAL FEASIBILITY STUDY**

The feasibility study report should include but not limited to the following:

- a) A strategic planning context; this requires a description of how the proposed project will support the current development priorities within the district and local municipality. The projects must be contextualised within the relevant integrated development plans and other applicable planning frameworks, where they exist.
- b) A legal and site review -This must confirm the institution / community's rights to tenure and rights to enter into agreement for the identified project.

- c) An indicative market review - A rapid demand and supply analysis must be done. Key indicator for the market review will include but not limited to:
- Current trends.
  - Trends in terms of tourism product types and utilisation e.g. are there many conference centres around? Would building another create an oversupply or are there any gaps in the market which could be exploited?
  - Investment patterns as per the existing and proposed projects e.g. are private developers investing money in similar projects.
  - Existing secondary research and analysis e.g. existing regional or provincial supply and demand analysis.
  - An informal “test the water exercise” with private sector on community driven project.
- d) Environmental pre-scoping exercise designed to screen for fatal flaws that would result from the likely impacts of the project must be conducted. This exercise will need to identify any specific environmental issues requiring further assessment.
- e) Stakeholder analysis- the main internal and external stakeholders including land owners, business community, civil organizations and government departments must be identified.
- f) Personnel and human resources- It must be determined where the implementation of the project in the area will require skills/capacity building for beneficiaries of the projects.
- g) An infrastructure and equipment assessment- In particular, there needs to be a focus on elements of infrastructure that the institution or the state will probably have to provide. These musts all be listed in the assessment and quantified. They must include not only the infrastructure on the site but the necessary support infrastructure, such as access roads.
- h) Risk allocation- project-specific risks should be identified, how they can be mitigated and who will bear them.
- i) Comprehensive, scoping on feasibility study and business plan. The appointed service provider must:

#### Cater for workshops (stakeholder engagements)

- Ensure that all relevant stakeholders are involved.
- Administer and coordinate any other relevant meetings.
- Prepare regular progress reports.
- Take into account all relevant legislation, policy and planning frameworks.

### **3.3 THE BUSINESS PLAN DEVELOPMENT**

The appointed service provider will undertake the following:

Develop a comprehensive business plan (implementable and costed) to establish sustainable commercial ventures possible on the identified project site. The business plan should include but not be limited to the following:

- a) Provide a status quo:
  - Local and national market analysis which will include analysis of access to market.
  - Competitor analysis.
  - Description of the area (identified project site within Matjhabeng Local Municipality) including the natural environment, infrastructure available and needs of the communities in the project area.
  - Provide an analysis of existing similar business enterprises/conference centres and forms of ownerships.
- b) Develop and recommend business model:
  - Develop a range but recommend one business enterprise models for the commercial activities possible in the area and at the convention centre.
- c) Provide a sustainability plan for the commercial activities:
  - Sustainability aspects (recommendation with substantial proof to be considered when undertaking the envisaged business venture to ensure that it conforms with the three sustainability aspects, i.e. economically viability, environmentally sound and socially and culturally acceptable).
- d) To conduct a site visits with the relevant stakeholders.
- e) Submit the final draft Business Plan to the client for perusal and comment, and incorporate amendments as required by the client to the final Business Plans prior to submission.
- f) The service provider to cater for sufficient consultation with stakeholders at identified project site.

### **3.4 MAPPING OF PROJECT SITE**

The appointed service provider is expected to map the project site they have identified (within Matjhabeng Local Municipality) and do draft architectural designs of the convention centre.

#### **4. EXPECTED DELIVERABLES / OUTCOMES**

- Situational analysis/status quo report

Conduct situational analysis (overview of the value of the area, commercial activities and revenue generation, local tourism, existing plans). Comprehensive stakeholder community identification/ mapping and consultation.

- Feasibility studies report
- Business plan
- Evidence of stakeholder engagement (Minutes, attendance registers, photos of the project site and stakeholders during engagements)

#### **5. PERIOD / DURATION OF PROJECT / ASSIGNMENT**

Project must be completed within a maximum of 9 months after the signing of the SLA by both parties. All work is to be carried out in accordance with the time schedule as agreed with the client.

#### **IN EVALUATING THE TECHNICAL INFORMATION CONTAINED IN THE BID, THE EVALUATION COMMITTEE WILL BE GUIDED BY THE FOLLOWING BUT NOT LIMITED TO:**

- Bidder's understanding of the brief – The bid provides a clear indication that the bidder fully understands the purpose and scope of the work and the bidders' own roles and functions in this regard.
- Capability and experience – The bid provides a clear indication that the bidder's team comprises people with the necessary experience, skills, qualifications, knowledge and skills required to ensure the efficient and effective generation of the required deliverables to the highest standards of quality.
- Track Record – The bid provides clear information on previous, relevant projects that confirm that the bidder has the required experience and success track record in the area of general project management and management related projects.