

REQUEST FOR PROPOSAL

RFP NO: 2015/05/004 TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER FOR THE DESIGN, COMMISSIONING AND MANAGEMENT OF A TECHNOLOGY INNOVATION HUB IN LEJWELEPUTSWA DISTRICT

The Lejweleputswa District Municipality (LDM) is one of five District municipalities in the Free State Province. It comprises of five local municipalities namely Matjhabeng, Nala , Masilonyana, Tswelopele and Tokologo. The Lejweleputswa Development Agency (LDA) is driving the creation of a Technology Innovation Hub in the District.

A key aim of the Technology Innovation Hub is to increase the competitiveness of the Lejweleputswa District by stimulating a culture of quality and innovation among its associated businesses and knowledge-based institutions, organizing the transfer of knowledge and technology from its sources to companies and to the market place, and by actively fostering the creation of new and sustainable innovation-based companies through incubation and spin-off processes. This would in turn result in creating job opportunities in the area.

A feasibility study for this project has already been completed and the project is ready to move to the implementation phase – in a phased manner.

The hub consists of the following sections 1. Community Access & Services Section; 2. Commercial Services Section; 3. Study Section; 4. Learn Section; 5. Play Section; 6. Create section; 7. Incubation Section and 8. Training and Conference Section

SCOPE OF WORK

- Help the LDA identify a suitable site and secure the allocation of that site to the technology innovation hub.
- Design the hub based on the site and identify the phases.
- Project Manage the setup of the site. This will include either the renovation or refurbishment of an existing building, or the setup of a new facility.
- Equip the Centre as per the requirements outlined in the terms of reference (TOR). This includes the provision of all equipment, furniture, networks, systems, etc.
- Developing the programmes and training offerings offered by the hub.
- Manage and run the facility for a period of 3 years. A suggested operating model including required staff will be included in the TOR.

IN ORDER FOR THE PROPOSAL TO BE CONSIDERED IT MUST BE SUBMITTED TOGETHER WITH THE FOLLOWING COMPLETED FORMS:

- MBD4-Declaration of Interest form
- MBD 8
- MBD 3.1
- MBD 3.2
- MBD 3.3
- Valid Tax clearance certificate
- This terms of reference- initialised every page

- Original or certified copy of valid BBBEE certificate

Closing Date : 05 June 2015 @ 14:00

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Mr Edward Lesenyelo
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