



**enterprise ilembe**  
ECONOMIC DEVELOPMENT AGENCY

**TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER FOR THE FACILITATION &  
PROJECT MANAGEMENT OF AN ILEMBE BUSINESS SUPPORT WORKSHOP**

**Closing Date: 25 August 2016**

**Time: 11H00**

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*It is the intention of Enterprise iLembe to enter into a formal contract with a service provider or consortium to provide the services described herein. These Terms of Reference and the consultant's proposal will form the basis of the contract.*

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## **Section 1: Details**

**Province:** KwaZulu-Natal

**Municipality:** iLembe District Municipality and the local municipalities comprising of  
KwaDukuza, Mandeni, Maphumulo & Ndwedwe

**Agency:** Enterprise iLembe Economic Development Agency

## **Section 2: Background**

Enterprise iLembe which is an Economic Development Agency of the iLembe District Municipality has implemented a number of Local Economic Development projects within the iLembe District; among its objectives Enterprise iLembe aims to assist entrepreneurs and emerging businesses to access funding through the various channels available. Moreover Enterprise iLembe also assists with training, marketing & stakeholder engagements.

The iLembe Business Support Workshop can be referred to as mechanism to assist in the facilitation of administrative compliances for new businesses with the key objectives being:

1. Reduce administrative and regulatory delays faced by entrepreneurs in establishing businesses
2. Increase number of formally registered entrepreneurs for purposes of
  - i. Poverty alleviation
  - ii. Employment creation
3. Build entrepreneurial capacity and access to information and technology resources
4. Provide entrepreneurs with exposure to markets and financial support
5. Provide information to entrepreneurs for participation supply chain in the mainstream economy
6. Provide access to support institutions e.g. Banks, insurance, government departments etc.

The scope of the proposal should include;

- a) Strategy Formulation for the implementation of the workshop.
- b) Identification and co-ordination of key stakeholders, beneficiaries, goods and/or services necessary for the effective execution of the iLembe Business Support Workshop. (Bidders are to include details relating to how beneficiaries and stakeholders of this workshop will be identified/ selected i.e. stakeholder consultation plan).
- c) The design and delivery of well co-ordinated and holistic entrepreneurial development model at a central venue.
- d) Identification of entrepreneurial development training post the workshop which will be carried out by Enterprise iLembe.
- e) Report to Enterprise iLembe on the deliverables post the workshop.

(Please note that the appointed service provider will be responsible for the procurement of goods and/or services for the execution of the iLembe Business Support Workshop)

## **Section 3: Summary of Brief**

### **3.1 Key Objectives**

This document seeks the appointment of a suitable service provider to assist Enterprise iLembe with making sure that the business administrative needs and expectations of entrepreneurs in the district are met.

### **3.2 Methodology**

The Service Provider's proposal must outline the methodology, process and approach they intend adopting to meet the deliverables specified in section 2 above. This outline should also cover the following:

- a) Indicate how the project will be carried out.
- b) Provide a project charter with timelines.
- c) Provide a detailed budget for the project which must also outline a sign off and payment schedule.
- d) The Service Provider/s is expected to put clearly defined targets in line with the scope of work.

The budget breakdown would therefore be linked to the target and outputs, milestones and timings thereof and the schedule of costs and payments.

- e) The service Provider/s must provide a detailed project closeout report with all relevant documentation.

*Please note that a failure to expressly cover this in your proposal will result in your proposal being rejected without further consideration.*

## **Section 4: Project Deliverables & Outputs**

The following Deliverables and Outputs are expected from the Service Provider:

- 1) Concept Plan
- 2) Project Plan with timelines
- 3) Detailed Project Budget Breakdown & Costings
- 4) Project Execution
- 5) The service provider will work in close co-operation with Enterprise iLembe management and will be required to submit progress reports on each stage of work that has been completed as well as a close-out report upon completion of the project. The service provider will be expected to keep financial and other appropriate records.

## **Section 5: Time Frame**

Once the Service Provider is officially appointed, the project must be undertaken within a period of 3 Months.

## **Section 6: Documentation and Confidentiality**

Ownership of all documentation, material and data produced within the context of this brief, whether in hard or digital format shall remain the property of Enterprise iLembe Economic Development Agency.

Information and data which is generated in the context of the Project; may not be made available to any third party without prior permission of the Chief Executive Officer. All Project material shall be presented in both hard copy and electronic format.

## Section 7: Requirements Related to Tender

### Submission of Proposals:

Please note that it is mandatory to complete Annexure A (see below) AND the MBD 2, 4 and 6.1 Forms. Failure to complete the Annexure and return it with your submission will disqualify your bid in its entirety.

Proposals must be submitted in sealed envelope clearly endorsed “**PROPOSAL FOR: APPOINTMENT OF SERVICE PROVIDER FOR THE FACILITATION AND PROJECT MANAGEMENT OF AN ILEMBE BUSINESS SUPPORT WORKSHOP**” and must be hand delivered and deposited into the tender box located at Sangweni Tourism Centre, Cnr. Link Road & Ballito Drive, Ballito and addressed to;

**The Acting Chief Executive Officer**

**Enterprise iLembe,**

**Sangweni Tourism Centre,**

**Cnr Link Road & Ballito Drive;**

The closing date for submission of proposals is **25 August 2016 at 11h00**.

**NB:** All proposals must be hand-submitted to the tender box. Incomplete, faxed, emailed and late applications/submissions **WILL NOT** be considered. Bidders using a courier service to deliver their proposals are responsible for ensuring that such documents are physically deposited into the tender box **before** the closing date and time.

***ENTERPRISE ILEMBE DOES NOT BIND ITSELF TO ACCEPT THE LOWEST OR ANY OF THE BIDS RECEIVED AND RESERVES THE RIGHT TO ACCEPT THE WHOLE OR PART OF THE BID/PROPOSAL.***

## Section 8: Adjudication Criteria

### Procurement Policy

Bids will be evaluated in terms of the Procurement Policy of Enterprise iLembe and shall be applied as follows:-

- All proposals received shall firstly be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the PPPFA (No.5 of 2000) and the 2011 B-BBEE Regulations.

**Any bid that fails to achieve a minimum of 60 points on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.**

Competency	Point Allocation	Maximum Points
<b>Required Skills and Experience</b> The proposed team must have experience and knowledge with a combination in the following areas: Business Transactional Agreements, Value Chain Analysis & Mentoring of newly established entrepreneurs, <i>(Please refer to the template below)</i>	0 – 5 years	5
	5 – 10 years	10
	Above 10 years	20
<b>Knowledge and Expertise</b> <i>Detailed CV's of all team members are required. Please include details relating to credentials, expertise, skills and formal qualifications of each team members to claim points for this. Proof of educational qualifications and SETA accredited training (certificates) will be preferred.</i>	Qualifications:	20
	Bachelors Degree/ National Diploma	5
	Honours degree/ Post Graduate Diploma	10
	Masters/ Doctorate & above	15
	SETA Accreditation	5
<b>Methodology</b> (The service provider will be required to <i>specify the methodology, process and approach.</i> )		60

In order to be awarded points for the first competency listed above, please submit the following:

- A list of **contactable references** for similar projects undertaken in the following format:

Client Name	Nature of Work Undertaken	Start Date	Date of Completion	Client Contact Person	Tel No.
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***Only bidders who achieve a total of 60 points for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system. Bidders wishing to claim preferential points must attach B-BBEE certificate.***

The 80/20 preference point scoring system will be applied with points allocated as follows:-

- 80 points for the price;
- 20 points for B-BBEE status level

The 20 preference points will be allocated based on B-BBEE status level of contribution and shall be allocated as per table below:-

Status Level of Contributor	Preference Points on scorecard (80/20 System)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

## **REQUIRED ANNEXURES**

**ANNEXURE A:** Compulsory Information Sheet (see below)

**ANNEXURE B:** Service Providers Proposal

- Company Profile (if it is a consortium, individual Team Members CVs must also forms part of the Company profiles)
- Brief description of similar projects that have been undertaken in the last five years; with contact details of the clients

**ANNEXURE C: REGISTRATION DETAILS & COMPLIANCE**

- All interested bidders must be registered on the Central Supplier Database for Government. Proof of registration must be attached to the proposal (along with the Supplier Number as well as the Unique registration reference number). **(Compulsory). Please visit <https://secure.csd.gov.za/> to register on the Central Supplier Database**
- All bidders must submit a Valid Tax Clearance Certificate (Compulsory). In line with the latest circular from SARS (South African Revenue Services), bidders can now submit a **UNIQUE PIN** to enable the municipality to verify the bidder's tax compliance status online via E-filing.
- Company registration
- Power of Attorney/ Signing authority where applicable
- B-BBEE Verification Certificate (Please attach the approved B-BBEE accreditation certificate if available in order to claim points for this.) Points to note regarding the B-BBEE Status Level:
  - Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
  - A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
  - A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.



- Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- MBD 2, 4 and 6.1 Forms (**Compulsory**)

## Section 9: Contact Details

Please contact Ms Khwezi Mlobane (Project Administrator) at Tel No: (032) 946 1256 or email: [Khwezi@enterpriseilembe.co.za](mailto:Khwezi@enterpriseilembe.co.za) for any technical clarification.

**ANNEXURE A – COMPULSORY INFORMATION**

Name of Company: \_\_\_\_\_

Contact Person/s: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal Address \_\_\_\_\_

Details	Response/Annexure
Details of expertise, skills, knowledge and experience including proof of educational qualifications and details of past experience (number of years' experience and contactable references)	
Comprehensive Approach and Methodology	
B-BBEE Certificate	
Tax Clearance Certificate	
Central Supplier Database Details Attached	
Total Price (Including VAT)	

Above information certified correct:

Authorised Signatory: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NB: By signing this annexure, the bidder accepts the clauses contained within these Terms of Reference.**