



**enterprise ilembe**  
ECONOMIC DEVELOPMENT AGENCY

## TERMS OF REFERENCE

*FOR*

**THE APPOINTMENT OF A PANEL OF FOUR (4) SERVICE PROVIDERS FOR A PERIOD OF TWO YEARS FOR THE IDENTIFICATION, PACKAGING AND SOURCING OF FUNDING TO IMPLEMENT HIGH IMPACT PROJECTS**

Closing Date: 18 August 2016

Time: 11h00

Information Contact:

Name: Ms K Mlobane

Tel: 032 946 1256

# SERVICE PROVIDER TERMS OF REFERENCE

*It is the intention of Enterprise iLembe to enter into a formal contract with a single 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.*

## Section 1: Details

<b>Province:</b>	KwaZulu-Natal
<b>Agency:</b>	Enterprise iLembe Economic Development Agency
<b>Project Name:</b>	The Identification, Packaging and Sourcing of Funding to Implement High Impact Projects

## Section 2: Background

### **Enterprise iLembe:**

Enterprise iLembe is an economic development agency wholly-owned by the iLembe District Municipality mandated to pursue and facilitate investment, economic development and empowerment in iLembe.

The objective of Enterprise iLembe is to improve the competitiveness of the iLembe Region by creating an environment that will enable local business to compete successfully on the international stage.

The purpose of the project is to appoint a panel of four (4) suitable service providers to assist Enterprise iLembe with Identification, Packaging and Sourcing of Funding to Implement High Impact Projects specifically relating to the Tourism, Agriculture, Manufacturing and ICT sectors within the iLembe District.

## Section 3: Project Description

**Enterprise iLembe** hereby invites proposals from suitably qualified and experienced service providers and/or consulting firms who are capable of executing a process that will entail:-

- The identification of a suite of high impact projects specifically relating to the Tourism, Agriculture, Manufacturing and ICT sectors within the iLembe District;
- Packaging the identified projects into bankable business proposals; and
- Engagement with various funders to secure funding in order to implement such identified projects.

It is the intention of Enterprise iLembe to enter into consultancy agreements with the successful service providers for a period of two years. *The appointment will be on an adhoc basis and at risk whereby no fees shall be payable by Enterprise iLembe for the work done unless funding is received for each proposal compiled by the service provider. Service Providers are encouraged to include a proposed expense recuperation structure in their proposal.*

Consultants are requested to include a proposed expense recuperation structure in their proposal (Preferably a percentage of the funding received).

### **Project duration:**

This project will run for a period of two years from the date of appointment.

## Section 4: Implementation Schedule

### **Work Schedule**

The appointed Service Provider will be required to prepare a realistic work schedule determining the stages of work to be done and time frames for the development of each business plan.

### **Reporting**

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: Requirements Related to this Brief**

### **Submission of Proposals**

Proposals must be submitted in sealed envelopes endorsed “**PROPOSAL FOR: THE IDENTIFICATION, PACKAGING AND SOURCING OF FUNDING TO IMPLEMENT HIGH IMPACT PROJECTS**” and must be hand delivered and placed in the tender box 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 receipt of proposals is on or before **11h00 on 18 August 2016**.

Please note: All proposals must be hand-submitted to the tender box, and incomplete, faxed, emailed applications and applications received after the closing date and time **WILL NOT** be considered. Bidders using a courier service to deliver documents are responsible for ensuring that such delivered documents are physically deposited in the tender box.

***Enterprise iLembe does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid proposal.***

## **Section 6: Adjudication Criteria**

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.**

### **Functionality Evaluation**

The functionality evaluation points will be applied as per the table below;-

**NB:** Bidders must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key competencies/areas:

## Competencies

The successful bidders or consortium must demonstrate the following key competencies for the functionality evaluation:

Competency	Point Allocation	Maximum Points
Demonstrable knowledge of and practical experience in the preparation of business plans specifically in the following sectors ONLY: <b>Tourism, Agriculture, Manufacturing or ICT.</b>  <i>(Please include the company profile and detailed CV's of team members who will be involved in this project in order to claim points for this competency)</i>	< 1 year      5 1 – 5 years      10 5 – 10 years      15 Above 10 years      20	20
Proof of similar projects undertaken relating to the Tourism, Agriculture, Manufacturing or ICT sectors.  <b>(Please submit proof for this competency in the format prescribed below)</b>	50	50
Service provider must be willing to undertake the project at risk and an expense recuperation structure is included in the proposal (preferably a percentage of the funding received should be included in the proposal)	30	30

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

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

Client Name	Sector (Agriculture/ Tourism/ Manufacturing/ ICT)	Nature of Work Undertaken (i.e. Funding Applied for and from which institution)	Start Date	Date of Completion	Funding Approved and amount thereof	Client Contact Person	Tel No.

**Only bidders who achieve a total of 80 points for functionality in terms of the above will then be evaluated in terms of the 90/10 points scoring system. Bidders wishing to claim preferential points must attach B-BBEE certificate.**

The 90/10 preference point scoring system will be applied with points allocated as follows:-

- 90 points for the price;
- 10 points for B-BBEE status level

Status Level of Contributor	Preference Points on scorecard (80/20 System)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-contributor	0

**DOCUMENTS REQUIRED FOR TENDER:**

- 1. Annexure A: Compulsory Information Sheet (see below)**
  
- 2. Service Providers Proposal including Human Resource committed to the project**
  - Only staff that will be undertaking specific activities with regards to this assignment should be included.
  - A brief profile (1/2 to 1 page) of each should be included with details of engagements undertaken.
  
- 3. 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.
  - MBD 2, 4 and 6.1 Forms **(Compulsory)**

- 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.

## ANNEXURE A – MANDATORY INFORMATION

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

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

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

E-mail address: \_\_\_\_\_

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

\_\_\_\_\_

Details	Response (Please indicate where the information can be found in your proposal)
Demonstrable knowledge of and practical experience in the preparation of business plans.	
Proof of similar projects undertaken	
Service provider must be willing to undertake the project at risk and an expense recuperation structure is included in the proposal	
All interested bidders must be registered on the Central Supplier Database. Proof of registration must be attached to the proposal (along with the Supplier Number as well as the Unique registration reference number)	
MBD 2, 4 and 6.1 forms	
Valid Original Tax Clearance Certificate	

**Above information certified correct:**

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

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

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

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