



enterprise ilembe
ECONOMIC DEVELOPMENT AGENCY

TERMS OF REFERENCE

FOR

THE ELECTRIFICATION OF THE AGRICULTURAL HYDROPONIC TUNNELS IN MANDENI

Closing Date: 23 February 2017
Time: 11h00

Information Contact:
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Tel: 032 946 1256 / Cell 0727978771

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

Province: KwaZulu-Natal
Agency: Enterprise iLembe Economic Development Agency
Project Name: Electrification of the Agricultural Hydroponic Tunnels in Mandeni

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 suitable service provider to assist Enterprise iLembe with the electrification of the Agricultural Hydroponic Tunnels at Mandeni. The aim is to ensure that all Enterprise iLembe tunnels are brought back to suitable functionality.

Section 3: Project Description

Enterprise iLembe requires the assistance of a specialized service provider, located within the iLembe District to assist with the electrification of the existing 2 x 2500m² located at the Mathonsi Devine Tunnels, Mandeni. GPS Co-ordinates as follows:

31°22'54.173"E 29°8'7.856"S.

The Tunnels were established in 2011 and have been damaged and subjected to cable theft over time.

Please note: It will be the responsibility of the service provide to ensure that all material is kept on site is safe and secured against theft and any other form of loss.

Bidders are required to utilise the tables below as a guideline for the scope of work required.

Please note that there will be a compulsory site briefing (detailed in Section 5, below) at which bidders will be required to determine the final scope of work required.

Scope of work

The following tables represent the minimum work that is required on site. Service providers are to use the tables below as a guideline for compiling their proposals (**Bidders are allowed to insert and/ or delete items and revise quantities as deemed necessary**).

1 Electrical Installation

LV Reticulation

Description	Qty
Distribution Kiosk - with frame	1
Sub-Kiosk - with frame	1
DB-1	1
DB-2	1
Sub-DB-1	1
Sub-DB-2	1
Sub-DB-3	1
16mm ² x 4 core PVC	300
16mm ² x 2 core PVC	100
10mm ² x 2 core PVC	50
6mm ² x 2 core PVC	15
4mm ² x 2 core PVC	150
2,5mm ² x 4 core Surfex	500
2,5mm ² x 2 core Surfex	500
2,5mm ² Surfex	300
1,5mm ²	500
16mm ² Terminations	7
10mm ² Terminations	4
6mm ² Terminations	4
4mm ² Terminations	4
Cable Trunking	50
Test and Commissioning	7

2 OTHER

<u>Description</u>	<u>Qty</u>
Bidders to include all costs associated with this project in their proposals	

Please note that this is merely a guideline of how the pricing should be structured. Service providers must add or remove items from above table as required.

Project duration:

The electrification project should be concluded within one (1) month from 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

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.

Funding is made available by Enterprise iLembe for the project. Payments will be made on invoices submitted for work completed per achieved milestone. On receipt of invoices rendered the service provider should allow at least 4 weeks for the payments to be processed.

Section 5: Requirements Related to this Brief

Compulsory Site Briefing:

A compulsory site briefing will take place on Monday, 13 February 2017 at the Mathonsi Devine Tunnels, Mandeni. GPS Co-ordinates as follows:

31°22'54.173"E 29°8'7.856"S

Submission of Proposals

Proposals must be submitted in sealed envelopes endorsed “**PROPOSAL FOR: ELECTRIFICATION OF THE AGRICULTURAL HYDROPONIC TUNNELS IN MANDENI**” 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 **23 February 2017 at 11h00.**

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
Previous experience in electrification projects	0 years 0 1 – 5 years 5 5 – 10 years 10 Above 10 years 15	15
Minimum scope of work as per the tables on section 3 (pages 3 & 4) included in proposal	20	20
Electricians assigned to this project must possess the required certifications/ qualifications. (Bidders are to submit copies of certificates/ qualifications of electricians to claim points for this)	20	20
Electrical certificate of Compliance upon completion of project (Bidders must include in their proposals that an ECOC will be provided once the project is complete.)	15	15
Warranty for work undertaken for this project (bidders are to include in their proposal whether they will provide a warranty for all repairs carried out. Only warranties valid for a minimum of three years will be considered)	15	15
Business located within the iLembe District (bidders are to submit proof of residence/ letter from councillor confirming address)	15	15

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

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

Client Name	Nature of Work Undertaken	Commencement Date	Date of Completion	Client Contact Person	Tel No.

- Company profile and detailed CV's of team members who will be involved in this project ***INCLUDING Copies of Qualifications.*** (Compulsory)

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 that follows:-

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

DOCUMENTS REQUIRED FOR TENDER:

In addition to the requirements listed above, the following documents are required:

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 and copies of qualifications of staff are to be provided **(Compulsory)**.
- 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. **(Compulsory)** Proof of registration must be attached to the proposal (along with the Supplier Number as well as the unique registration reference number).
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 TCS PIN from SARS** to enable the municipality to verify the bidder's tax compliance status online via E-filing.
- MBD 2, 4 and 6.1 Forms **(Compulsory)**
- Proof that business is located within the iLembe District (Please submit proof of residence/ letter from councillor confirming address)**(Compulsory)**
- Company registration documents

- Bank confirmation Letter
- 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.

[End of brief]

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)
Proof of previous experience (in the format specified on page 5 of this document)	
Team members CV's including copies of certificates/ qualifications	
SARS Tax Clearance Certificate/ TCS PIN	
Proof of CSD Registration (Supplier Registration Number and Unique Registration Code are to be provided)	
MBD 2, 4 and 6.1 Documents	
B-BBEE Certificate	
Price (including VAT)	

Above information certified correct:

Signature: _____

Date: _____

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