



enterprise ilembe

ECONOMIC DEVELOPMENT AGENCY

TERMS OF REFERENCE

FOR

ALTERATIONS AT SANGWENI TOURISM CENTRE

Closing Date: 18 August 2017
Time: 12h00 (Midday)

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.

Section 1: Details

Province:	KwaZulu-Natal
Municipality:	iLembe District Municipality and the local municipalities comprising of KwaDukuza, Mandeni, Maphumulo & Ndwedwe
Contracting Agency:	Enterprise iLembe Economic Development Agency
Project Name:	Alterations at Sangweni Tourism Centre

Section 2: Summary of Brief

Enterprise iLembe invites all suitably qualified service providers to submit proposals for the alterations/ renovations to be performed at the Sangweni Tourism Centre located at the Corner of Link Road and Ballito Drive, Ballito.

Section 3: Specifications

Alterations to the interior offices are required in order to create more office space and a more conducive working environment.

Proposals to include the following, at a minimum:

- **CEO's office:**
 - Strip existing ceilings as discussed on site to allow for new position of drywalls.
 - Strip existing drywall.
 - Strip existing door and frame and reposition to new drywall.
 - Supply and install drywalls as discussed on site.
 - Supply and install 9mm flush plaster ceilings.
 - Supply and install 75mm rhino cornice.
 - Reposition 1 x 4x4 surface mounted plug
 - Reposition 2 x 1 lever switch points
 - Reposition existing florescent in passage at top of stairs
 - Paint ceiling with undercoat
 - Paint entire ceiling with ceiling paint
 - Paint repositioned dry walling with primer
 - Paint repositioned dry walling with finished colour x 2 coats

- **Ground Floor Offices**
 - **Insert ceilings in 3 existing dry wall offices**
 - **Paint Ceiling with undercoat and top coats**
- **Service providers are to also include a quotation for the re-painting of the exterior walls of three buildings at the Sangweni Tourism Centre (i.e. Main Building, Finance Office and the Boardroom)**
- **All other direct costs to related to a contract of this nature**
- **Proposed site plans**
- **All quoted prices to include VAT &;**
- **Detailed listing of similar projects undertaken together with contactable references.**
- **Please detail quote for each component i.e. 1) CEO Office 2) Ground Floor Offices 3) Exterior Painting**

Interested service providers are requested to set up an appointment with the Office Administrator to conduct site inspections. Details as follows:

Name: Mrs Kerry Vd Linde
 Tel No: 032-946 1256
 E-mail: kerry@enterpriseilembe.co.za

Interested service providers are required to register on the Enterprise iLembe Accredited Suppliers Database. Registration forms are available upon request or can be downloaded from www.enterpriseilembe.co.za.

Section 4: Payment Terms

Payments will be made on invoices rendered for work completed. On receipt of invoices rendered the service provider should allow at least 4 weeks for the payments to be processed. ***Payments will be made directly to the appointed service provider. Under no circumstances will payments to third parties be made by Enterprise iLembe.***

Section 5: Non - Appointment

Enterprise iLembe has a right not to make an appointment should it find that proposals received do not meet the specified criteria / requirements.

Section 6: Requirements Related to this Proposal

Documentation and Information Relating to this Brief:

Submission of Proposals

Proposals must be submitted via e-mail to krisantha@enterpriseilembe.co.za .

and be received on or before **12h00 (midday) on 18 August 2017.**

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

Section 7: Adjudication Criteria

Procurement Policy

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

- All proposals received shall be evaluated in terms of the PPPFA (No.5 of 2000), read together with the 2017 PPPFA Regulations and the 2011 B-BBEE Regulations.

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	14
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

REQUIRED ANNEXURES

Quotations must be accompanied with the following submissions:

- Copy of a valid original tax clearance certificate (compulsory)
- Company registration documents
- 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). Please visit <https://secure.csd.gov.za/> to register on the Central Supplier Database. It is compulsory for service providers to be registered on the Central Suppliers 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 4 – Declaration of Interest Forms (Compulsory) and;
- B-BBEE Status Level Certificate (if you have) as all quotations will be evaluated in terms of the 80/20 points scoring system as set out in the PPPA (No. 5 of 2000) and the 2011 B-BBEE Regulations.