



**enterprise ilembe**  
ECONOMIC DEVELOPMENT AGENCY

## TERMS OF REFERENCE

*FOR*

### **THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF WINE REQUIRED FOR RESALE**

Closing Date: 29 November 2017  
Time: 11h00

Information Contact:  
Name: Mr D Maerkl  
Tel: 032 946 1256

## Section 1: Details

<b>Province:</b>	KwaZulu-Natal
<b>Agency:</b>	Enterprise iLembe Economic Development Agency
<b>Project Name:</b>	Supply of wine required for resale

## 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 this activity is to appoint a service provider who will source wine from Cape Town, package and label the wine which will then be delivered to Enterprise iLembe for resale.

## Section 3: Work Description

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

- The sourcing of the following five varieties of wine:
  - Sauvignon Blanc;
  - Chenin Blanc;
  - Merlot;
  - Cabernet Sauvignon; and
  - Rose (Pinotage)

**Please note that each wine Cultivar used must be of High Quality.**

- All of the Wines/ Winemakers should be certified or accredited by SAWIS
- Labelling: the wine brand has been developed and requirements of labelling will be forwarded to the successful service provider, upon appointment by Enterprise iLembe.

- Packaging – All required varieties of wines listed above must be packaged in 750 ml bottles
- 1 000 bottles of each variety of wine is required (Total of 5000 bottles).
- Bottle colours will be finalised with preferred bidder.
- Delivery: should be made to Sugar Rush park, Esenembe road, Dolphin coast 4390
- Insurance of wine bottles: service provider must ensure proposal makes proper provision for insurance on the wine bottles while it is being transported to Enterprise iLembe/ Sugar Rush Park Upon delivery of bottles to Enterprise iLembe/ Sugar Rush Park, the risk of ownership shall transfer to Enterprise iLembe.

**Duration:**

The initial supply of the 5000 bottles of wine are expected to be delivered to Enterprise iLembe within four (4) weeks after the date of appointment of the successful service provider.

## Section 4: Implementation Schedule

**Work Schedule**

Interested bidders are to include a detailed schedule of activities which will place the final product at Ballito.

## Section 5: Requirements Related to this Brief

**Supporting Documents Required:**

*Proposals/ Quotations must be accompanied by the following documents:*

- *Valid tax clearance certificate or TCS Pin issued by SARS (compulsory)*
- *Central Suppliers Database Registration Report (compulsory). (This report will be available on the CSD Website once you have registered on the Central Suppliers Database)*
- *B-BBEE Status Level Certificate (if you have)*
- *MBD 4 – Declaration of Interest Form (Compulsory).*

**NB: Failure to submit compulsory documents will result in your proposal being disqualified.**

## 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;-

#### Competencies

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

Competency	Point Allocation	Maximum Points
All 5 varieties of the proposed wines/ winemakers are SAWIS accredited	Proof of SAWIS Accreditation (Certificate/s etc)	40
Proof of similar projects undertaken relating to the transportation, winery and labelling.  <b>(Please include a detailed listing of contactable references for whom similar services were undertaken over the past five (5) years)</b>	0-1 years – 5 points 2-4 years 15 points Above 5 years 20 points	20
Service provider to indicate in the proposal how the requirements for packaging, labelling and transportation of the wines can be met	Packaging – 10 points Labelling – 10 points Transportation (including insurance) 20 points	40

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	Nature of Work Undertaken (i.e. Sourcing/ Labelling/ Packaging and Delivery of Wine)	Start Date	Date of Completion	Client Contact Person	Tel No.

**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

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

## Section 7: Closing Date & Time

All proposals must be emailed to [krisantha@enterpriseilembe.co.za](mailto:krisantha@enterpriseilembe.co.za) on or before the time and date set out below.

The closing date for receipt of proposals is on or before **11h00 on 29 November 2017**.

**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.**