



enterprise ilembe
ECONOMIC DEVELOPMENT AGENCY

TERMS OF REFERENCE

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE TRANSPORTATION OF FRUITS AND VEGETABLES FOR THE NATIONAL SCHOOLS NUTRITION PROGRAMME

Closing Date: **12 January 2018**

Closing Time: **11H00**

For all project-related and technical queries, please contact :

Sibonelo Simelane – 072 797 8771

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 service providers' proposal will form the basis of the contract.

Section 1: Details

Province:	KwaZulu-Natal
Municipality:	iLembe District Municipality and the local municipalities comprising of Kwa-Dukuza, Mandeni, Maphumulo & Ndwedwe
Contracting Agency:	Enterprise iLembe Economic Development Agency
Project Name:	Appointment of a Panel of Service Providers for the Transportation Of Fruits and Vegetables for the National Schools Nutrition Programme

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.

Section 2: Summary of Brief

Proposals are being requested from **fifty local** transport services **within the iLembe District** (Kwa-Dukuza, Mandeni, Maphumulo & Ndwedwe) to be included in a panel for the transportation of Fruits and Vegetables for the purposes of the National Schools Nutrition Programme.

Section 3: Project Description

3.1 Background

- Enterprise iLembe (EI) has been appointed by KZN Department of Education (DoE) to provide fresh produce to schools within the district on a weekly basis.
- Enterprise iLembe has a responsibility to procure fruits and vegetables and have them delivered to all schools that participate in the National School Nutrition Programme within the district.

3.2 Description of Services Required

- Enterprise iLembe requires services of suitable transporters to assist with the collection of fruits and vegetables from small scale farms to the distribution hubs and to the schools within the iLembe District.
- Collection and distribution of fruits and vegetables will happen on a weekly basis in all four local municipalities within the district
- Deliveries to schools will happen every Monday and or on any other day that will be communicated to transporters by the responsible Agricultural Officers
- *Transporters must have access to at least a 1 ton bakkie (Compulsory)*
- It is a mandatory requirement that prospective transporters submit proof of ownership of the bakkie. (It is **compulsory** for the vehicle to be registered in the name of the company or company director. If the vehicle is in the name of the bidders spouse, then a certified copy of the marriage certificate is required)
- The transporter must make a provision for a person to assist him/her with loading and off-loading of the bakkie at his/ her own cost
- Transporters must be located within the iLembe District region (**Compulsory**)
- Failure of the transporter to deliver the produce as required, may result in the termination of contract.
- Upon request by Enterprise iLembe, transporters may be required to collect fresh produce from the Durban Fresh Produce market/ or other markets.

3.3 Time frame

- The contract will coincide with the Service Level Agreement currently in place between Enterprise iLembe and KZN Department of Education, i.e. 30 June 2020.
- NB: Transport services will only be required during school terms.

Section 4: Deliverables & Ceiling Costs

It is the intention of Enterprise iLembe to appoint **fifty (50)** Service Providers to support with delivering of fruits and vegetables to schools that participate in the National Schools Feeding Scheme in our four local municipalities. It is in the best interest of Enterprise iLembe for Transport Service Providers to work in their local municipalities but Service Providers have to be aware that they can be allocated to any Municipality within iLembe District based on the need.

The Service providers will be required to transport fruits and vegetables from the local agri-hubs within their local municipality to their local schools and also from community projects (farms) within

iLembe to the Agric hubs that are based in the Local Municipalities of iLembe District, or as required, upon request from Enterprise iLembe.

Service providers are to include a Price per Kilometre for transportation of fruits and vegetables within their local municipal region.

Transporters of Fruits and Vegetables will be selected on an ad hoc basis, as and when required, taking into consideration the availability of the fruits and vegetables with regard to seasonal factors. Enterprise iLembe will on a weekly basis, determine the quantity of fruits and vegetables required and will inform suppliers accordingly.

Section 5: Requirements Related to Tender

A briefing session will be held on Thursday, 30 November 2017 at the iLembe Auditorium located at 12 Haysom Road, Stanger at 11am.

Submission of Proposals

Failure to submit required registration and compliance documentations as per the list, below as well as any other required documents may result in your proposal being disqualified.

Proposals must be submitted in a sealed envelope clearly marked “**PROPOSAL FOR: Appointment Of Panel of Preferred Service Providers for the Transportation of Fruits and Vegetables for the National Schools Nutrition Programme**” 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 Chief Executive Officer

Enterprise ilembe,

Sangweni Tourism Centre,

Cnr Link Road & Ballito Drive;

The closing date for submission of proposals is **11H00 on 12 January 2018.**

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.

PROPOSALS RECEIVED AFTER 11H00 ON 12 January 2018 WILL NOT BE CONSIDERED.

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 6: 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 read together with the 2017 PPPFA Regulations and the 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
Proof of ownership of bakkies. (<u>Vehicle Logbook/ Motor Vehicle Licence</u>) (Please note that the vehicles need to be in the name of the company or the business owner. If the vehicle is in the name of the bidders spouse, then a certified copy of the marriage certificate is required.)	Bakkie up to a maximum of 35 points	35
Vehicle Capacity – <u>Strictly a minimum of 1 TON</u> (Please list make, model and tonnage of vehicle/s in your proposal)	30	30
<u>Drivers Licence</u> (Please submit a copy of valid licence)	10	10
Proof of Residence (Please submit an original signed letter from councillor/ utility bill in the company name)	Maximum Points to be allocated to service providers located in the KwaDukuza, Mandeni, Maphumulo or Ndwedwe local municipal regions.	25

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

REQUIRED ANNEXURES

1. Annexure A – COMPULSORY INFORMATION Sheet (Below)
2. Detailed proposal – **including the price per kilometer. Also please list make, model and tonnage of vehicle/s in your proposal (Compulsory)**
3. 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**
4. Completed MBD 2, 4 and 6.1 Forms **(Compulsory) Please note that the MBD 6.1 Forms have been revised. Please ensure that the 2017 MBD 6.1 Forms are submitted.**
5. Proof of ownership of a vehicle. (Vehicle Logbook/ Motor Vehicle licence also note that the vehicles need to be in the name of the company or the registered business owner. . If the vehicle is in the name of the bidders spouse, then a certified copy of the marriage certificate is required.)
6. Copy of Valid Drivers License
7. Proof of Residence (Please submit an original signed letter from councillor/ utility bill in the company name).
8. Company registration documents (compulsory)
9. 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.

10. 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/Annexure
Proof of ownership of bakkies. (Vehicle Logbook/ Motor Vehicle Licence/ Certified Marriage Certificate)	
Vehicle Capacity – Strictly a minimum of 1 TON (Please list make, model and tonnage of vehicle/s in your proposal)	
VALID Drivers Licence (Please submit a copy of licence)	
B-BBEE Certificate	
Tax Clearance Certificate	
In which region is the business located? Ndwedwe, Kwadukuza, Maphumulo or Mandeni.	
Total RATE PER KILOMETRE (Including VAT)	

Above information certified correct:

Signature: _____

Name: _____

Date: _____

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