

TERMS OF REFERENCE

SUPPLY & DESIGN GRAPHIC STAND FOR INDABA 2018

1. THE PROJECT DESCRIPTION

1.1. The Project Title

Design & Build Stand for Enterprise iLembe/Tourism Brand for the Tourism Indaba 2018.

1.2. Exhibition Details

Show Name: Tourism Indaba
Dates: 8 - 10 May 2018
Stand No: TBC
Hall No: TBC
Stand size: 18m²

1.3. Main objectives of the project

- To utilize Indaba as a platform to showcase the North Coast as a premier holiday destination
- To increase product awareness/sales for the establishments of the region
- To network with other industry stakeholders

- To afford a platform for local product owners to conduct business meetings with potential buyers/partners
- To demonstrate brand awareness and association between Enterprise iLembe and the tourism brand “North Coast”

2. PROJECT DESCRIPTION

Enterprise iLembe invites proposals and quotations from suitably qualified service providers to design and build a stand for Enterprise iLembe. The proposal should indicate how the service provider will deliver on the project deliverables and outcomes and to provide a breakdown of activities and time frames. A proposed design layout must accompany the quotation.

N.B: Enterprise iLembe welcomes creative ideas and input that could add value to this project.

3. TASK DESCRIPTION AND EXPECTED OUTPUTS

The following are the key activities which need to be undertaken to ensure that the project is a success, namely:-

- The service provider to design a stand for this exhibition; with appropriate branding and maximum visibility as well as allowing for maximum trade interaction. The design drawings and layouts need to be submitted together with the quotation.
- To make practical recommendations on how best Enterprise iLembe can utilize the space allocated within the available budget.
- The stand should be accessible, appealing, and attractive and consist of latest branding techniques and ideas.
- The stand at Indaba must allow for business meetings to be conducted; i.e. meeting tables must be built into the design component of the stand as well as a lounge area.

- Submit proposed recommendations to Enterprise iLembe on how best to utilize the floor space.
- A storage space to be included in the design
- Stand to also include the following;
 - A LED/LCD screen (minimum 42”) with USB inputs and a DVD player must also be provided.
 - Mini Fridge/Bar Fridge
 - Decorative elements such as pot plants and flower arrangements must be included
 - Brochure stands (floor and table)
- Build-up and breakdown of stand.
- Organize other logistics required for the exhibition (e.g. courier of the stand, brochures, electrical requirements, furniture etc)
- All graphics to be the property of Enterprise iLembe (e.g. all reusable items will be utilized for future shows), deliver said items to Enterprise iLembe office in Ballito.
- The service provider should be available at all times for the full duration of the show to attend to any emergencies that may arise.

4. APPOINTMENT OF SERVICE PROVIDER

Service providers must be registered on the database of Enterprise iLembe and must provide Tax Clearance Certificates. A B-BBEE Certificate will have to be submitted with the proposal in order to claim preference points in terms of the 80/20 points scoring system.

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)
- MBD 4 – Declaration of Interest Form (Compulsory).

- B-BBEE Status Level Certificate (if you have).

NB: Failure to submit the compulsory documents listed above will result in your proposal being disqualified.

The Entity supports the Proudly SA Campaign to the extent that, all things being equal, preference is given to procuring local assets, goods and services from businesses which are at least 51% owned by **women and/or youth**:

- Firstly – suppliers and businesses from the iLembe District;
- Secondly – suppliers and businesses from the Province of KwaZulu-Natal;
- Thirdly – suppliers and businesses within the Republic.

Procurement Policy

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.

Functionality Evaluation

The proposal submitted shall be evaluated on functionality criteria first before price evaluation.

Any bid that fails to achieve a minimum of 50 points on the functionality evaluations shall not be evaluated for price and will therefore be deemed to be unsuccessful.

Core Competencies & Evaluation for Functionality will be based on:

-Competency, specialist input and experience of the consultant/s; a proven track record in stand design

(All proposals must be accompanied by your company profile (include details of previous similar work done, with traceable references) (COMPULSORY)

- Understanding of the project brief, originality and relevance of the proposed plan
- Capacity to deliver the required quality within the specific time frames

This quotation calls for specialized skills and experience in this field and therefore the service provider will not be evaluated on price alone but on functionality prior to price scoring as follows;

Competency	Point Allocation
Competency & Experience:	25
Stand Design (originality & understanding brief)	60
Capacity to deliver	15

Only proposals with a score of 50 and higher will be eligible for evaluation in terms of the 80/20 points scoring system as follows:

COMPONENT	80/20
B-BBEE Status Level	20
Price	80
Total	100

Service providers who wish to claim preference points must submit a B-BBEE Certificate.

The 20 preference points will be allocated based on B - BBEE status level of contribution and shall be allocated as per the 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

5. APPOINTMENT OF SERVICE PROVIDER

Proposals must be submitted in the following format, failure to do so may render the proposal invalid:

- Full name of company
- Physical address
- Full contact details, including cell phone number (if applicable) of contact person
- Valid Tax clearance certificate (compulsory)
- Proof of registration on the Central Suppliers Database for Government (CSD) (compulsory)
- MBD 4 – Declaration of Interest Form (compulsory)
- Budget Activity Schedule (Cost implications)
- Competency, specialist input and experience of the consultant/s
- Understanding of the project brief, originality and relevance of the proposed plan
- Proposed stand design

6. PAYMENT TERMS

Payments will be paid on invoices rendered for work completed. On receipt of invoices rendered the service provider should allow at least four (4) weeks for the payments to be processed.

7. 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 and is not compelled to accept the lowest quotation.

8. CLOSING DATE AND TIME

Interested service providers are required to submit proposals by 12 March 2018 to Krisantha Naidoo; Tel: 066-406 3567/2387, Email: krisantha@enterpriseilembe.co.za