



**enterprise ilembe**  
ECONOMIC DEVELOPMENT AGENCY

**TERMS OF REFERENCE**

***FOR***

**ALTERATIONS AT SANGWENI TOURISM CENTRE**

**Closing Date: 28 August 2018**  
**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

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

## Section 2: Summary of Brief

Enterprise iLembe invites all suitably qualified service providers, from within the iLembe District, 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:

### **New Finance Offices (Ground Floor, Main Building at the Sangweni Tourism Centre):**

- Partitioning of Finance Office – Open Plan (ground floor- with a closed ceiling including plug points)
- Supply and Install Lighting – in new Finance Office open plan partitioning
- Supply and Install 3 x closed ceiling for current open partitioned offices (TCMI Office, Admin and HR Office and Mini Boardroom)
- Painting of Partitioning internal and external walls

### **Old Finance Office (Sangweni Tourism Centre)**

- Removal of installed filing cabinet to be re-installed in the **new Finance Offices (Ground Floor, Main Building at the Sangweni Tourism Centre)** (Above) & Repaint Tourism Information Wall
- Supply and Install small built in 3 door cupboard with sink and kitchen top, with plumbing – Tourism Information Office

Service providers are required to include the following in their proposals:

- **All other direct costs to related to a contract of this nature**
- **Proposed site plans (COMPULSORY)**
- **Proposed timelines for completion of project (COMPULSORY)**
- **All quoted prices to include VAT &;**
- **Detailed listing of similar projects undertaken together with contactable references in the following format:**

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

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: 066406 2387/ 066 406 3567

E-mail: [kerry@enterpriseilembe.co.za](mailto:kerry@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](mailto:krisantha@enterpriseilembe.co.za) .

and be received on or before **12h00 (midday) on 28 August 2018.**

***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**

Proposals will be evaluated in terms of the Procurement Policy of Enterprise iLembe 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 Preferential Procurement Regulations 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**

**NB:** Service providers **must** demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key competencies/areas in order to claim points in the functionality evaluation:

<b>No:</b>	<b>Competency</b>	<b>Point Allocation</b>	<b>Maximum Points</b>
1.	Proposals must contain a detailed description of work to be undertaken along with the cost implications		50
2.	Proof of past experience construction	<ul style="list-style-type: none"><li>• 0 to 1 year – 15 points</li><li>• &gt;1 year to 5years – 30 points</li><li>• &gt;5 years - 50 points</li></ul>	50

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:-

<b>Status Level of Contributor</b>	<b>Preference Points on scorecard (80/20 System)</b>
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
- Proof of residence in iLembe (i.e a Utility Bill or Original Signed Councillor Letter from any of the following regions viz. KwaDukuza, Mandeni, Maphumulo or Ndwedwe) (compulsory)
- 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 submit proof of registration 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 PPPFA (No. 5 of 2000) and the 2011 B-BBEE Regulations.