



**enterprise ilembe**  
ECONOMIC DEVELOPMENT AGENCY

## TERMS OF REFERENCE

*FOR*

### **THE REPAIRS TO THE NDWEDWE EMLWANDLE HYDROPONIC TUNNEL**

Closing Date: **05 November 2018**

Time: **11h00**

**Information Contact:**

Name: Mr Sibonelo Simelane

Tel: 032 946 1256 / Cell 072 797 8771

*It is compulsory for bidders to ensure that their proposals are bound or stapled securely together. If the proposal is too thick to be bound or stapled, bidders are allowed to split the document into sections, however, each section must be bound or stapled and must be individually labelled with the name of the bidder. Under NO circumstances will loose submissions be accepted.*

## 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 consultant's proposal will form the basis of the contract.*

### Section 1: Details

<b>Province:</b>	KwaZulu-Natal
<b>Agency:</b>	Enterprise iLembe Economic Development Agency
<b>Project Name:</b>	Repairs to existing Agricultural Hydroponic Tunnel in Ndwedwe

### 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 the project is to appoint a suitable service provider to assist Enterprise iLembe with the repairs to the Agricultural Hydroponic Tunnel at Ndwedwe. The aim of this project is to ensure that the Enterprise iLembe tunnels are brought back to suitable functionality.

## Section 3: Project Description

Enterprise iLembe requires the assistance of a specialized service provider to assist with the repairs of the existing tunnel located in Ndwedwe, eMlwandle area, Ward 4 GPS Co-ordinates as follows: **29°17'19.8"S 31°01'55.3"E**

The Tunnels were established in 2011 and have been damaged over a period of time.

**Please note: It will be the responsibility of the service provide to ensure that all material kept on site is safe and secured against theft and any other form of loss for the duration of the repairs.**

Bidders are required to utilise the tables below as the minimum guideline for the scope of work required for the repairs to the following: Hydroponic House structure, Technical Equipment, Pump Room and Electric works. Please note that there will be a compulsory site briefing (detailed in Section 5, below) at which bidders will be required to determine the final scope of work required to repair the tunnel to full working condition.

**Bidders are requested to submit their pricing for this tender as per the Scope of Work format that can be found on page 4 of this document. Bidders are allowed to add/remove items as deemed necessary after the compulsory site inspection.**

**Failure to submit the pricing in the above-mentioned format may result in your bid being disqualified.**

## Mvoti Bridge Tunnel

10 bay (6.4m) Tropic with 10 Gutters (4m)

64m x 40m Green Area

2560m<sup>2</sup>

Items	Description of Service	Price
1.	<p><b>Preparations:</b></p> <ul style="list-style-type: none"><li>▪ Remove all plastic sheeting and nets from the structure.</li><li>▪ Clear floor area of all vegetative material, including roots.</li><li>▪ All vegetation (external) to be cleared 5m from fence line.</li><li>▪ Site clearing around the tunnel structure to fence boundary.</li><li>▪ All plant material to be removed from the house and placed at least 20m away from house.</li><li>▪ Reshape floor for drainage, rake and compact.</li><li>▪ Spray floor with pre-emergent herbicide.</li><li>▪ Clear drains to outside.</li><li>▪ Excess water to be drained out of greenhouse and away from the structure.</li><li>▪ Remove 90m fence, reinstall fence and replace damaged poles.</li><li>▪ Remove sand 5m from the tunnel structure to be level with the skirting base.</li></ul>	
2.	<p><b>Supply and install:</b></p> <ul style="list-style-type: none"><li>▪ Install new roof plastic: 10 pieces 7.5m x 46m, 5 layer film with anti-drip and minimum 3 year warrantee.</li><li>▪ Clips in roof gutter must correctly fastened with 'omega, clips.</li><li>▪ Install new aluminium fasteners and PVC inserts.</li><li>▪ Install new roof vent curtains: 9 pieces 40m x 1.5m, 5 layer film with anti-drip and minimum 3 year warrantee.</li></ul>	

	<ul style="list-style-type: none"> <li>▪ Install new side curtain plastic: 4 pieces - 4.5m x 40m, 5 layer film with anti-drip and minimum 3 year warrantee.</li> <li>▪ New plastic inserts and plastic clips on curtains.</li> <li>▪ Install new nets: 4 pieces - 3m x 40m</li> <li>▪ Install new skirting with solar side greenhouse film: 4 pieces - 40m x 1.5m (side nets and skirting knitted together).</li> <li>▪ Replace plastic to 8 curtain boxes (wind support).</li> <li>▪ Reattach 1 curtain box (wind support).</li> <li>▪ Reattach 2 gutter pipes.</li> <li>▪ Install new floor plastic, minimum 150 micron black/white film - 10 rolls 7.5m x 40m.</li> <li>▪ Ensure drainage channels are clear.</li> <li>▪ Adjust doors runners and repair seal</li> <li>▪ Clear debris and reinstate the existing screen.</li> <li>▪ Reinstall the screen motor and drive chain.</li> <li>▪ Install trellising and tensioners in 10 bays.</li> </ul>	
3.	<p><b>Pump station, Irrigation and Fertigation system:</b></p> <ul style="list-style-type: none"> <li>▪ Supply and install irrigation pump system Netafim, comprises of Netafim NMC Junior Controller, Netafim NMC 64l and Netafim NMC Fertikit.</li> <li>▪ Design and install irrigation system to irrigate hydroponic vegetables in bags (7168 plants).</li> <li>▪ Netafim CNL 4 Way Drip system with pipe and fittings.</li> <li>▪ Drippers to be pressure compensating non-leak</li> <li>▪ Supply and install fertigation system, stock tank mixing system and auto-filter, 3 tank fertilizer injection system, 2 fertilizer, 1 x acid</li> <li>▪ Minimum 3 irrigation blocks able to operate independently.</li> <li>▪ Install and commission pump station, irrigation and fertigation system.</li> </ul>	

4.	<p><b>Electrification of Agricultural Hydroponic Tunnel (2560m<sup>2</sup>), Pump room, Storage and Office containers:</b></p> <ul style="list-style-type: none"> <li>▪ Reconnect electricity from Eskom power supply.</li> <li>▪ Connect electricity and wire pump house, storage and office containers.</li> <li>▪ Connect power to tunnel electrical control panel and wire tunnel.</li> <li>▪ Install cable from control room to river, cable to be buried to at least 500mm.</li> <li>▪ Test and commission.</li> </ul>	
5.	<p><b>Technical Equipment and electrics:</b></p> <ul style="list-style-type: none"> <li>▪ Climate controller, internal and external weather sensors. Replace where necessary.</li> <li>▪ Install NMC junior climate controller and internal measuring box</li> <li>▪ Install communication system to NMC 64 climate controller.</li> <li>▪ Programmed the controller to basic requirements – including storm setting to protect tunnel.</li> <li>▪ Check and service 6 motors and 10 fans.</li> <li>▪ Test and commission.</li> </ul>	
6.	<p><b>Reservoir and Water supply:</b></p> <ul style="list-style-type: none"> <li>▪ Supply and install Electric pump, 1.1KW single phase pump (with starter for pump) mounted on a wheelbarrow, double wheels.</li> <li>▪ Single phase electrical cable from electrical point to high water mark.</li> <li>▪ Galvanised stand for electrical socket, concreted in ground at high water mark</li> <li>▪ Pipe termination to be a high-water level with extension to both delivery pipe and electrical cable.</li> <li>▪ All joints to be quick couplings.</li> <li>▪ Supply and install 5m suction pipe complete with foot valve and clamps.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Supply and install 200m delivery pipe – 50mm HDPE, with quick couplings.</li> <li>▪ Trench for cable and delivery pipe to river high water mark, with concrete on top.</li> <li>▪ Prepare platform and erect 100,000 litre reservoir.</li> <li>▪ Reservoir to be at same level or higher than pump room, and situated alongside the pump room.</li> <li>▪ Reservoir fitted to pump station.</li> <li>▪ Test and commission reservoir and water supply.</li> </ul>	
7.	<p><b>Pump room structure:</b></p> <ul style="list-style-type: none"> <li>▪ Supply one, 3m x 6m office container, install on 6 concrete pillars – 500mm x 500mm x 500mm 25mpa concrete.</li> </ul>	

**Project duration:**

The repairs to the existing Agricultural Hydroponic Tunnel in Ndwedwe should not take a period of more than three (3) months from date of appointment.

## Section 4: Implementation Schedule

**Work Schedule**

The appointed Service Provider will be required to prepare a realistic work schedule determining the stages of work to be done and time frames

**Reporting**

The service provider will work in close co-operation with Enterprise iLembe management and will be required to submit progress reports on each stage of work that has been completed as well as a close-out report upon completion of the project. The service provider will be expected to keep financial and other appropriate records.

Funding is made available by Enterprise iLembe for the project. Payments will be made on invoices submitted for work completed per achieved milestone. On receipt of invoices submitted, the service provider should allow at least 4 weeks for the payments to be processed.

## Section 5: Requirements Related to this Brief

### Compulsory Site Briefing:

A compulsory site briefing will take place on Wednesday, 24 October 2018 at 11h00 in Ndwedwe, eMlwanle area, Ward 4 GPS Co-ordinates as follows:

**29°17'19.8"S 31°01'55.3"E**

Submission of Proposals

Proposals must be submitted in sealed envelopes marked **"PROPOSAL FOR: REPAIRS TO AGRICULTURAL HYDROPONIC TUNNEL IN NDWEDWE"** and must be hand delivered and placed in the tender box 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  
4420**

The closing date for receipt of proposals is Monday, 5<sup>th</sup> November 2018 at 11h00.

Please note: All proposals must be hand-submitted to the tender box. Incomplete, faxed, emailed and applications received after the closing date and time **WILL NOT** be considered. Bidders using a courier service to deliver documents are responsible for ensuring that such delivered documents are physically deposited in the tender box.

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. **Please note that no proposals will be accepted from persons in service of the state.**



## **Section 6: Adjudication Criteria**

### **PROUDLY SOUTH AFRICA CAMPAIGN:**

Preference will be given to entities in terms of the following order:

- Firstly – suppliers and businesses operating within the iLembe District;
- Secondly – If no suitable suppliers are found within the iLembe District, suppliers and businesses operating within the Province of KwaZulu-Natal shall be considered;
- Thirdly – If no suitable suppliers are found within the Province of KwaZulu-Natal, suppliers and businesses operating within the Republic of South Africa shall be considered.

In order to comply with this provision, bidders are requested to submit Utility Bills or Councillor Letters (with **original signature**), as proof of residence. (COMPULSORY)

### **PREQUALIFYING CRITERIA**

#### **Sub-contracting:**

The successful bidder will be required to subcontract at least 30% to a business operating within the jurisdiction of iLembe District Municipality which is classified in terms of the following; –

- i. An EME or QSE which is at least 51% owned by black people;
- ii. An EME or QSE which is at least 51% owned by black people who are youth;
- iii. An EME or QSE which is at least 51% owned by black people who are women;
- iv. An EME or QSE which is at least 51% owned by black people with disabilities;
- v. An EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships;
- vi. A cooperative which is at least 51% formed by black people;
- vii. An EME or QSE which is at least 51% owned by black people who are military veterans;
- viii. An EME or QSE

**This must be clearly demonstrated in the bidders proposal. Please submit details of the sub-contractor, the work to be undertaken by the subcontractor and the supporting documents required on page 14 of this document. (Compulsory)**

Any tenderer who fails to meet the prequalifying criteria set out in the tender documents shall be deemed to be non-compliant with the minimum requirements for the tender and shall be disqualified.

**Functionality Evaluation:**

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.**

**Functionality Evaluation**

The functionality evaluation points will be applied as per the table below;-

**NB:** Bidders must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key competencies/areas:

**Competencies**

The successful bidders or consortium **must demonstrate the following key competencies** for the functionality evaluation as per the table that follows:

#	Competency	Point Allocation	Maximum Points								
1	<p>Proof of previous experience in construction and/or repairs of Agricultural Hydroponics Tunnels</p> <p>(Please attach list of references with contact details to your proposal in the tabular format below up to a maximum of 11 years) (Compulsory)</p>	<table> <tr> <td>0 years</td> <td>0</td> </tr> <tr> <td>1 – 5 years</td> <td>5</td> </tr> <tr> <td>5 – 10 years</td> <td>10</td> </tr> <tr> <td>Above 10 years</td> <td>20</td> </tr> </table>	0 years	0	1 – 5 years	5	5 – 10 years	10	Above 10 years	20	20
0 years	0										
1 – 5 years	5										
5 – 10 years	10										
Above 10 years	20										
2	<p>Comprehensive description of all repairs/ replacements to be undertaken to ensure that the tunnels are rehabilitated to full working condition. [This detailed description will be based on the bidders' assessment of the Hydroponic Tunnels during the compulsory site briefing (detailed in Section 5, above) and is required to be presented in the format specified in Section 3, above (Compulsory)].</p>	20	20								
3	<p>Provision of training/ skills transfer to local labourers (tunnel employees) identified by the Agency. This training must include, but is not limited to irrigation and fertigation central control</p> <p>(Bidders must include a provision for training of tunnels staff in their proposals- failure to include this provision will result in no points being allocated for this competency.) (Compulsory)</p>	15	15								
4	<p>Warranty for repair work undertaken for this project (bidders are to include in their proposal whether they will provide a warranty for all repairs carried out- Compulsory).</p> <ul style="list-style-type: none"> <li>• Warranties valid for 3 years -10 points</li> <li>• Warranties valid for 2 years- 6 points</li> <li>• Warranties valid less than 2 years – 4 points</li> </ul>		10								
5	<p>Electricians assigned to this project must possess the required certifications/ qualifications. (Bidders must submit copies of certificates/ qualifications of electricians to claim points for this) (Compulsory)</p>	10	10								
6	<p>Electrical certificate of Compliance upon completion of project (Bidders must include in their proposals that an ECOC will be provided once the project is complete.) (Compulsory)</p>	15	15								
7	<p>Proof of Residence (compulsory):</p> <ul style="list-style-type: none"> <li>• Within the iLembe District (i.e. KwaDukuza, Mandeni, Maphumulo or Ndwedwe) – 10 points</li> <li>• within the Province of KwaZulu-Natal – 6 points</li> <li>• within the republic of South Africa – 4 points</li> </ul>		10								

In order to be awarded points for the first 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	Commencement Date	Date of Completion	Client Contact Person	Tel No.

- Company profile and detailed CV's of team members who will be involved in this project and who will be responsible for the provision of training on the irrigation and fertigation central control.

**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 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

#### **DOCUMENTS REQUIRED FOR TENDER:**

1. **Annexure A: Compulsory Information Sheet (see below)**
2. **Service Providers Proposal including Human Resource committed to the project**
  - Only staff that will be undertaking specific activities with regards to this assignment should be included.

- A brief profile (1/2 to 1 page) of each should be included with details of engagements undertaken.

### **3. Registration details & Compliance**

- 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**
- 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.
- Proof of residence in (i.e. a Utility Bill or **Original** Signed Councillor Letter) (compulsory)
- MBD 1, 4 and 6.1 Forms. **Please note that the MBD 6.1 Forms have been revised. Please ensure that the 2017 MBD 6.1 Forms are submitted. These forms are available upon request via e-mail or on our website [www.enterpriseilembe.co.za](http://www.enterpriseilembe.co.za) (Compulsory).** Please note that the SBD forms will not be accepted.
- Proof of VAT registration, if applicable
- Company registration documents
- Bank confirmation Letter
- Power of Attorney/ Signing authority where applicable
- B-BBEE Verification Certificate (Please attach the approved B-BBEE accreditation certificate if available in order to claim points for this.)
- CIDB Grading Certificate

#### **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.

**The following rules applicable ONLY to consortia / joint ventures / sub-contracting MUST be adhered to:**

- In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate tax clearance certificate / tcs pin AND Central Supplier Database (CSD) registration number.
- In bids where Consortia / Joint Ventures / Sub-contractors are involved, the relevant agreement between all parties involved must be submitted, which clearly outlines the roles and responsibilities specific to this tender.
- A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an Exemp Micro Entity that has the capability and ability to execute the sub-contract.
- A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

-----END OF BRIEF-----

## ANNEXURE A – MANDATORY INFORMATION

Name of Company: \_\_\_\_\_

Contact Person/s: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

<b>Details</b>	<b>Response (Please indicate where the information can be found in your proposal)</b>
Proof of previous experience (in the format specified on page 5 of this document)	
Tax Clearance Certificate/ TCS Pin	
Proof of CSD Registration (Supplier Registration Number and Unique Registration Code or CSD Registration Report are to be provided)	
MBD 1, 4 and 6.1 Documents	
B-BBEE Level	
Price (Including VAT)	

**Above information certified correct:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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