



enterprise ilembe

ECONOMIC DEVELOPMENT AGENCY

TERMS OF REFERENCE

FOR

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF ACCREDITED
TRAINING SERVICE PROVIDERS FOR A PERIOD OF THREE YEARS**

Closing Date: 11 January 2019

Closing Time: 11h00

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SERVICE PROVIDER TERMS OF REFERENCE

The intention of Enterprise iLembe is to establish a panel of credible service providers that will provide training services

Section 1: Details

Province:	KwaZulu-Natal
Agency:	Enterprise iLembe Economic Development Agency
Project Name:	Appointment of a panel of training service providers

Section 2: Background

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.

Enterprise iLembe works closely with SMMEs with an intention of promoting, mentoring SMMEs and Cooperatives through the provision of financial and business development support, thereby propelling them way up into the mainstream economy. Enterprise iLembe provides Business Development Initiatives such as Training, Capacity Building, Incubation and Mentorship through partnership with accredited service providers, hence enabling our engagement with SETA's, NSF, and other. Enterprise iLembe intends to support co-ops & SMMEs, have measurable impact and through engagements, identify skills needs and strategies to address them.

Section 3: Work Description

3.1 Scope of Work

- Enterprise iLembe is establishing a panel of service providers to render training services within the District to Youth, Women, Unemployed, SMMEs, CO-OPs etc, which will run for a period of 3 years.
- Service providers will be expected to provide quotations as and when required for the services they are accredited for.
- Service providers must indicate the relevant Sector Education and Training Authority (SETA) and/or Quality Council for Trades & Occupation (QCTO) which reflect the courses for which they are accredited to provide.
- Unit standard number and the National Qualification Framework (NQF) level for each short course provided must be indicated.
- The scope of work for the service providers on the panel will include material development and facilitation of the modules / programmes they are accredited for.
- Service providers may be required to partner with Enterprise iLembe in order to secure funding during the term of contract, should the need arise.

3.2 Project Timelines

- The service providers will be appointed to the Enterprise iLembe Panel for a period of three (3) years, subject to the performance of the service provider(s). The performance of appointed service provider(s) will be reviewed on an annual basis and/or on completion of a specific training programme.

3.3 Expertise Requirements

- The Facilitator to be utilized by the Service providers must possess relevant qualification and at least two (2) year practical experience in line with courses/programs to be offered.
- As and when training is required, training providers will be required to provide CV's of their facilitators with their relevant qualifications as well as track record of a minimum of two relevant facilitation rendered successfully.

3.4 Mandatory Requirements

- Bidders must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified.
- Bidders are required to be registered on the Central Supplier Database (CSD) and the Enterprise iLembe shall verify the bidder's tax compliance status through the Central Supplier Database. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database. It is therefore a condition of this bid that the tax matters of the bidder be in order at any point in time from the closing date of the bid. This bid will only be awarded to a bidder(s) whose tax status on Central Supplier Database is compliant
- Please note that no awards will be made to persons in service of the state as identified on the MBD 4 – Declaration of Interest form read together with the verification reports generated from the Central Supplier Database.
- Valid copy of Sector Education and Training Authority (SETA) and/or Quality Council for Trades & Occupation (QCTO) certificate of accreditation stating the courses for which they are accredited to provide or copy of certificate of Council on Higher Education of South Africa in case of Universities and Colleges, or valid accreditation letter or Certificates from other relevant bodies where applicable.

3.5 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)

Section 5: Time Frame & Reporting

The appointment will be effective for a period of three years, on an *ad hoc* basis, as and when training services are required.

Reporting

The Service Provider will be required to prepare and present progress reports coinciding with each of the agreed milestones. Where considered necessary the Service Provider will also be expected to compile reports and presentations for other bodies as required by Enterprise Ilembe. The service provider will be expected to keep financial records and other appropriate records.

Section 6: Deliverables & Ceiling Costs

Funding is made available by Enterprise iLembe for the project. Service Providers in their proposals are to set out their approach, methodology.

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

Section 7: Documentation and Confidentiality

Information and data which is generated in the context of the project; may not be made available to any third party without prior permission of the Chief Executive Officer. All project material shall be presented in both hard copy and electronic format.

Section 8: 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.

Section 9: Requirements Related to Tender

Please note that it is mandatory to complete Annexure A, MBD 1, 4 and 6.1 forms. Failure to complete these documents and return it with your submission will disqualify your bid in its entirety.

Submission of Proposals

Proposals must be submitted in sealed envelopes endorsed “**PROPOSAL FOR: “The Panel of Training Service Providers”**” 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.**

The closing date for receipt of proposals is on or before **11 January 2019 at 11h00.**

Please note: All proposals must be hand-submitted to the tender box, and incomplete, faxed, emailed applications 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.

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.

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.

Section 10: Adjudication Criteria

Procurement Policy

Bids 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: Bidders 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:

CRITERIA	SUBMISSION REQUIREMENTS	WEIGHT
A. Accreditation	<ul style="list-style-type: none">• Proof of Accreditation certificate by Relevant SETAs and listed SAQA of the training provider for all unit standards• The Accreditation certificate must be current and valid	30
B. Learner Potfolio	<ul style="list-style-type: none">• Provide a copy of a sample of portfolio of evidence and learner guide to be used in the training• Learner portfolio must not be older than 2 years	10
C. Registered Facilitator, Assessor, Moderators	<ul style="list-style-type: none">• Provide a list of registered Facilitators, Assessors and Moderators linked to their respective organisations	10

<p>D. Capacity to Deliver</p>	<p>Demonstrate the ability to provide and facilitate funding and training in the listed programmes by submitting the following:</p> <ul style="list-style-type: none"> ▪ Total learners enrolled per annum per approved Unit Standards ▪ Total portfolio of evidence submitted per Unit Standard per annum ▪ Total learners declared competent per Unit Standard Per annum 	<p>10</p> <p>10</p> <p>10</p>
<p>E. Experience</p> <p>Please submit a schedule past experience in the tabular format set out below.</p>	<p>Number of years/ experience in providing training in relating to the accredited Unit Standards</p> <ul style="list-style-type: none"> ▪ 5 years and above = 10 points ▪ 4 years = 8 points ▪ 3 years = 6 points ▪ 2 years = 4 points ▪ below 2 years = 2 points 	<p>10</p>
<p>F. References</p>	<p>Must provide a SETA/ client reference letter/s from a training programme provided on a similar Unit Standards</p> <ul style="list-style-type: none"> ▪ 1 (one) reference letter = 2 ▪ 2 (two) reference letters = 4 ▪ 3 (three) reference letters =10 <p>The letters should not be older than 3 years</p>	<p>10</p>

In order to be awarded points for the Experience 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	Start Date	Date of Completion	Amount	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

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

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 11: Required Annexures

1. Annexure A: Compulsory Information Sheet (see below)

2. Service Providers Proposal

3. Registration details & Compliance

- Valid copy of Sector Education and Training Authority (SETA) and/or Quality Council for Trades & Occupation (QCTO) certificate of accreditation stating the courses for which they are accredited to provide or copy of certificate of Council on Higher Education of South Africa in case of Universities and Colleges, or valid accreditation letter or Certificates from other relevant bodies where applicable. (Compulsory)
- All interested bidders must be registered on the Central Supplier Database for Government. The detailed registration report must be attached to the proposal (along with the Supplier Number and the Unique registration reference number). **(Compulsory). 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.
- 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 (Compulsory).** Please note that the SBD forms will not be accepted.
- If the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements for the past three years or since establishment if established during the past three years
- Bank confirmation letter
- Company registration documents showing all active members/ directors/ shareholders/ owners etc.
- 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.)

Points to note regarding the B-BBEE Status Level:

- Bidders other than EMEs must submit 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 are applicable ONLY to consortia / joint ventures / sub-contracting and 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.

ANNEXURE A – MANDATORY INFORMATION

Name of Company: _____

Contact Person/s: _____

Contact Number/s: _____

E-mail address: _____

Postal Address: _____

Details	Response/Annexure
Bidders Experience and Qualifications.	
Proof of Previous Success specific to this project	
Proof of registration on the Central Suppliers Database for Government (Please include Supplier Number and the Unique registration reference number in proposal)	

Above information certified correct:

Signature: _____

Name: _____

Date: _____

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