



**enterprise ilembe**  
ECONOMIC DEVELOPMENT AGENCY

## **TERMS OF REFERENCE**

**FOR**

# **THE APPOINTMENT OF A PROJECT MANAGER FOR THE ESTABLISHMENT OF THE MANDENI YOUTH ENTERPRISE PARK [YEP]**

**Closing Date: 31<sup>st</sup> January 2019**

**Time: 11h00**

**Information Contact:**

Name: Mr Bahle Magwaza

Tel: 032 946 1256 / Cell: 060 975 1980

*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.*

## TERMS OF REFERENCE

*It is the intention of Enterprise iLembe to enter into a formal contract with a single service provider/ Project Manager 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

**Province:** KwaZulu-Natal  
**Agency:** Enterprise iLembe Economic Development Agency  
**Project Name:** The appointment of a Project Manager for the Establishment of the Mandeni Youth Enterprise Park [YEP].

### 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 **turnkey** Project Manager, who will be responsible for the following;

- Undertake detailed designs for the Youth Enterprise Park including the development of concept plan;
- Drafting and formulation of the Operational Plan for the park and;
- Managing the construction of the park.

The Mandeni Youth Enterprise Park [YEP] will be implemented through the Corporate Social Investment initiative - donated containers. The Project Manager will be required to assist in sourcing of containers through stakeholder relationships. No budget will be allocated in sourcing of the containers as it will be sourced through cooperate social investment [CSI].

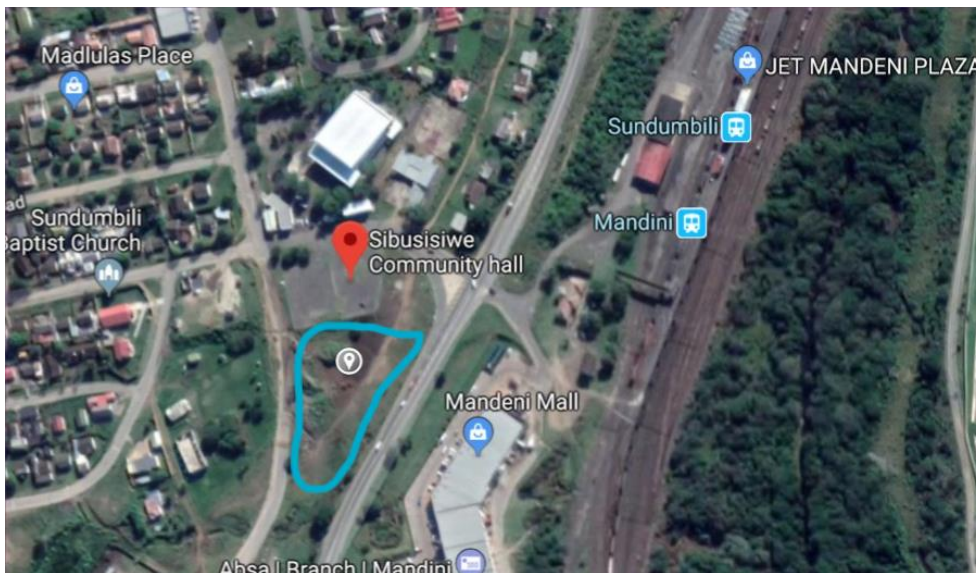
The aim of this project is to provide a decent and flexible work space for youth entrepreneurs in Mandeni Municipality. The objectives of the Youth Enterprise Park [YEP] are intended to:

- To integrate with National, Provincial and Municipal goals to stimulate entrepreneurship opportunities for Youth in the Municipality;
- To provide sustainable support for the youth to participate in the economy through affordable business space that is quick to implement;
- Provide infrastructure and operational support for the development of Youth Enterprises;
- To assist with improving the regularization of informal trade and to provide a more sophisticated space for businesses in this sector

The Youth Enterprise Park is intended to be integrated with a central public open space as part of enhancing place-making within a community economic environment.

### Section 3: Project Description

Enterprise iLembe requires the assistance of a specialized service provider/ Project Manager to assist with the Designing of a Layout and Operational Plan as well as the management of the construction of the Mandeni Youth Enterprise Park [YEP] located in **Mandeni, No.1 Thokoza Road, Sundumbili, Endlondlweni Area in Ward 7**. GPS Co-ordinates as follows; **29°08'32.5"S 31°24'11.8"E**. The area of Sundumbili has been identified as a node in the Municipal Spatial Development Framework.



Bidders are required to utilise the proposed methodology below as the minimum guidelines for the scope of work required for the designing of the layout plan following the project phases which are: Project Initiation, Status Quo / Informants Report, Concept and Viability and Detailed Designs and preparation of tender documentation for appointment of a contractor.

Please note that there will be a compulsory site briefing (detailed in Section 5, below).

**Bidders are requested to submit their pricing for this tender as per the Scope of Work outlined in this document.**

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

### **Expected Planning Process and Methodology for the Study (Scope of Work)**

The proposed methodology is briefly outlined as follows:

#### **PHASE 1: Project Initiation**

This phase must consist of the formulation of an Inception Report, which will contain a more detailed project programme, elaboration on aspects of the methodology. This must also involve setting up of consultative structures and an outline of the public participation and consultation processes with various stakeholders. This must be presented at the first Steering Committee (PSC) meeting for consideration and approval.

#### **PHASE 2a: Status Quo / Informants Report**

This section will involve an understanding of the study area and the current state of the precinct environment and contextual analysis. This should include an analysis of:

- a. The role of the study area, particularly its economic role -regional and local – and challenges/opportunities for investment, employment etc.
- b. Local economic analysis of business environment and types of businesses in the community, particularly prevalent among youth;
- c. Surrounding land uses and linkages to surrounding areas/nodes
- d. Movement and circulation patterns including pedestrian facilities / pedestrian safety
- e. Public space and landscaping
- f. Analysis of basic infrastructure network requirements – including any capacity constraints

**NB: The Status Quo Report must be brief and concise.**

#### **Phase 2b: Concept and Viability**

Undertake a Site Analysis, determine viability and develop a concept for the proposed Youth Enterprise Park as follows:

- a. Topographical Survey;
- b. Wetland survey within 500m of the site;
- c. Environmental Screening and Heritage Impact Assessment (Environmental and Water Use License requirements), if any;
- d. Town Planning considerations in terms of the Spatial Planning and Land Use Management Act, 2013 (If required);

- e. Geotechnical Investigation (If required);
- f. Social Facilitation: Project Communication
- g. Draft Operational Plan for the Youth Enterprise Park
- h. Develop Concept Designs.

**NB:** The successful bidder will have to liaise with the responsible authorities to determine and obtain any approvals necessary for the project. Should there be a need for Planning Approval, the Professional Team will be responsible for packaging the application as per the requirements and hand over to the Municipality to undertake the internal processes towards approval. The draft concept designs will have to be presented to the PSC for discussion and further amendments where necessary. The Final concept design is to be presented to the PSC for approval.

### **Phase 2c: Detailed Designs**

- a. Prepare detailed designs and accompanying report
- b. Prepare detailed construction estimates
- c. Prepare Tender Documents for appointment of a Contractor

**NB:** The Detailed designs will have to be presented to the PSC for approval.

### **Project Duration:**

The planning phase of this project should not take a period of more than eight (8) months from date of appointment.

### **Roles and Responsibilities**

- a) The contract will be between Enterprise iLembe and the Project Manager and all other appointments to be between the Project Manager and Professional Team. The Project Manager will be paid by Enterprise iLembe and any payments to the professional team will be the responsibility of the Project Manager.
- b) All interested bidders are to include the total cost of all professional fees including Architectural Fees, Construction Costs and the Project Management Fee for the Establishment of the Park in their proposals.

<b>Enterprise iLembe shall:</b>	<b>The successful bidder(s) must:</b>
Liaise with the respective stakeholders and ensure smooth running of the project.	Provide Inception plan linked to budget with cash flow projections which will serve as a project implementation plan;
Monitor and evaluate performance of successful bidder(s)	Provide monthly progress reports by the 2 <sup>nd</sup> day of every month;
Verification and Approval of invoices	Convene PSC meetings;
	Ensure the submission of close out report 1 week after final delivery of the final project report;
	Liaise with the Enterprise iLembe in writing in terms of identified challenges and interventions that may be required in the course of executing the project.

## **Section 4: Implementation Schedule**

### **Work Schedule**

The appointed Project Manager will be required to prepare a realistic work schedule determining the stages of work to be done and time frames.

### **Reporting**

The Project Manager will work in close cooperation with Enterprise iLembe management and will be required to submit progress reports on each stage of work that has been completed and the final delivery must be presented to the PSC and the Municipality Council for approval. A final report should be submitted once comments are obtained and it must be accepted by Enterprise iLembe and the Mandeni Municipality before the project is deemed completed. The Project Manager will be expected to keep financial and other appropriate records.

Payments will be made on invoices submitted for work completed per achieved milestone. On receipt of invoices submitted, the Project Manager 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 **16<sup>th</sup> January 2019 at 11h00** in Mandeni, No.1 Thokoza Road, Sundumbili, Endlondlweni Area in Ward 7. GPS Co-ordinates as follows:  
**29°08'32.5"S 31°24'11.8"E.**

### Submission of Proposals:

Proposals must be submitted in sealed envelopes marked **“PROPOSAL FOR: THE APPOINTMENT OF A PROJECT MANAGER FOR THE ESTABLISHMENT OF THE MANDENI YOUTH ENTERPRISE PARK [YEP]”** 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 **31<sup>st</sup> January 2019 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)

**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 70 points (70%) of 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 Table 1 below:-

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

The successful bidders or consortium **must demonstrate the following key competencies** for the functionality evaluation as per the Table 1.

**Table 1:**

	<b>Compulsory Criteria</b>	<b>Scoring Measurement</b>	<b>Max Score</b>	<b>Points</b>
1.	<b>Proposed approach and/or methodology</b>	Understanding of project and articulation of the project activities required	20	<ul style="list-style-type: none"> <li>• Detailed methodology incorporating all aspects of project implementation =20</li> <li>• Semi detailed methodology incorporating some aspects of project implementation =10</li> <li>• methodology that demonstrates a lack of understanding of project implementation =0</li> </ul>



2.	Compulsory Professional Registration, Specific Experience and Years of Experience of Team Members	CV which clearly outlines past experience and no. of years experience, Certified copies of qualification, Registration Certificates, etc		Point Allocation
2a	Town & Regional Planner (Team Leader)	4yr Town and Regional Planning degree with preferably a minimum of 5 years' experience, SACPLAN registered	10	<ul style="list-style-type: none"> <li>• ≥5 years = 10 points</li> <li>• ≥3 years - 5 years = 5 points</li> <li>• &lt;3 years = 2 points</li> </ul>
2b	Registered Engineer - Civil / Structural	BEng / BSc in Civil Engineering (ECSA registered)	10	<ul style="list-style-type: none"> <li>• ≥5 years = 10 points</li> <li>• ≥3 years - 5 years = 5 points</li> <li>• &lt;3 years = 2 points</li> </ul>
2c	Registered Engineer - Electrical	BEng / BSc in Electrical Engineering	10	<ul style="list-style-type: none"> <li>• ≥4 years = 10 points</li> <li>• ≥ 2 years - 4 years = 5 points</li> <li>• &lt;2 years = 2 points</li> </ul>
2d	Professional Land Surveyor	BSc / BTech degree in Land Surveying(PLATO registered)	10	<ul style="list-style-type: none"> <li>• ≥4 years = 10 points</li> <li>• ≥ 2 years - 4 years = 5 points</li> <li>• &lt;2 years = 2 points</li> </ul>
2e	Economist / Business Economist	Degree in Economics or Business Economics / Local Economic Development	10	<ul style="list-style-type: none"> <li>• ≥5 years = 10 points</li> <li>• ≥3 years - 5 years = 5 points</li> <li>• &lt;3 years = 2 points</li> </ul>
2f	Social Facilitator	Degree in Social Sciences / Humanities	10	<ul style="list-style-type: none"> <li>• &gt;4 years = 10 points</li> <li>• ≥ 2 years - 4 years = 5 points</li> <li>• &lt;2 years = 2 points</li> </ul>
3	<b>Local Content Criteria: Proof of Residence</b>		10	<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 – 5 points</li> <li>• Within the Republic of South Africa – 2 points</li> </ul>
4	<b>A list of contactable references for similar projects undertaken in the last 10 years (To be submitted in format as in Table 2 below)</b>	Minimum of 4 contactable references to be provided	10	4 contactable references = 10 points 3 contactable references = 5 points Less than 3 contactable references = 1 points

**Table 2: Contactable References for similar projects in the last 10 years**

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

**Only bidders who achieve a total of 70 points (70%) 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. Bidders 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.

- Utility Bills or Councillor Letters (with **original signature**), as proof of residence. (COMPULSORY)
- 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.)

**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 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 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 Exempt Micro Entity that has the capability and ability to execute the sub-contract.

If a bidder intends on sub-contracting (incl Joint Ventures, Consortia, etc.), this must be clearly indicated in the proposal and the bidder must ensure the above requirements are met.

Once the tender has been awarded, the appointed bidder cannot sub-contract ((incl Joint Ventures, Consortia, etc.) the work to another company unless this was indicated in the original proposal and requirements relating to sub-contracting were met.

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

## ANNEXURE A – MANDATORY INFORMATION

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

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

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

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

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

Details	Response (Please indicate where the information can be found in your proposal)
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**