



enterprise ilembe

ECONOMIC DEVELOPMENT AGENCY

TERMS OF REFERENCE

FOR

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY
AND INSTALLATION OF FENCING**

Closing Date: 23 April 2019

Closing Time: 11h00

Venue: Sangweni Tourism Centre, Ballito

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 service providers 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: Supply, Delivery and Installation of Fencing.

Section 2: Project Description

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, intends on appointing suitable service providers to Supply, Deliver and Erect Fencing in seven different agricultural projects within the iLembe District.

Projects will be clustered into FOUR clusters as indicated in the table below. Each Service provider should bid for **ONLY ONE** Cluster. Different service providers will be appointed for each cluster.

Clusters with perimeters, Co-ordinates and contact person responsible for each cluster are tabled below:

CLUSTER	PROJECT NAME	PERIMETER SIZE	LOCAL MUNICIPALITY	Co-ORDINATES	WARD
Cluster 1	Fihla usizi	1003 m	Maphumulo	S29° 180' 274" E31° 1478' 05"	9
Cluster 2	Green Getto	492 m	KwaDukuza	S29° 23' 41" E31° 15' 46"	10
	Vukukhanye	509 m	KwaDukuza	S29° 13' 44" E31° 19' 32"	1
Cluster 3	80 Planting	704 m	Mandeni	S29° 10' 12" E31° 24' 4"	4
	Kwasikhonyana	820 m	Mandeni	S29° 04' 37" E31° 27' 20"	16
Cluster 4	Sawududula	458 m	Ndwedwe	S29° 29' 45.58" E30° 57' 16.85"	13
	Fisokhulu Cooperative	764 m	Ndwedwe	S29° 22' 12.76" E30° 56' 52.94"	2

The project aims to address socio-economic issues such as unemployment, poverty and local economic development by improving infrastructural needs in Agricultural projects for maximisation of production. Also aims at creating a conducive environment for these businesses to thrive.

Please note: It will be the responsibility of the service provider 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 work to be performed.

Bidders are requested to submit their pricing for this tender as per the Scope of Work format that can be found on price schedule below. Service providers are requested to only fill the schedule as per their cluster selected as set out in the pages that follow.

(Failure to do so may result in your bid being disqualified.)

CLUSTER 1: Bill of quantities/pricing schedule

Project Name: Fihla Usizi Co-operative				
LM : Maphumulo				
Fence Perimeter: 1003m				
No	Item Description	Qty	Unit Price	Total Cost
		1003m		
1.	Fully Galvanized barbed wire 1.6mm diameter High Tensile Double Strand 845m per roll Galvanized Class	6		
2.	2.4m Standard Creosote Poles Pressure treated, SASS approved 100 - 125mmØ	334		
3.	Hinged Joint Fence, 1.2m high (eg. Veldspan/Bonnox/or equivalent) Galvanized Class Vertical wire apertures: 150mm. Horizontal wires at 75/88/110/114/127/140mm. 100m	10		
4.	Galvanized Wire Staples 3.15 x 32mm 500g packs	38		
5.	Gate: 900 (w) x 1800 (h)mm pedestrian gate Hot dip galvanized finish 40 - 50mm diam pipe frame wall thickness of 1.6mm min Hinge eye bolts, include chain	1		
6.	Gate: 2400 (w) x 1800mm (h) tractor gate (2 frames per gate, HDG finish, 40-50mm diam.pipe frame, wall thickness 1.6mm min Hinge eye bolts - include chain	1 Pair		
7.	8 ga straining wire, 4mmdiam, 5kg(50m) rolls Galvanized Class	5		
8.	12 ga straining wire, 2.5mmdiam, 5kg(130m) rolls Galvanized Class	5		
9.	Razor wire-flat wrap 15m x 500mm	150		
10.	Nails 500g	5		
11.	Cement	10		

12.	Sand	2m ³		
13.	Labour			
	SUB-TOTAL			
	VAT			
	TOTAL			

CLUSTER 2: Bill of quantities/pricing schedule

Project Name: Green Getto and Vukukhanye Co-operative						
LM : KwaDukuza						
Fence Perimeter: 1001m						
No	Item Description	Qty 492 m	Qty 509 m	Total Qty	Unit Price	Total Cost
1.	Fully Galvanized barbed wire 1.6mm diameter High Tensile Double Strand 845m per roll Galvanized Class	3	3	6		
2.	2.4m Standard Creosote Poles Pressure treated, SASS approved 100 - 125mmØ	164	170	334		
3.	Hinged Joint Fence, 1.2m high (eg. Veldspan/Bonnox/or equivalent) Galvanized Class Vertical wire apertures: 150mm. Horizontal wires at 75/88/110/114/127/140mm. 100m	6	5	11		
4.	Galvanized Wire Staples 3.15 x 32mm 500g packs	17	20	37		
5.	Gate: 900 (w) x 1800 (h)mm pedestrian gate Hot dip galvanized finish 40 - 50mm diam pipe frame wall thickness of 1.6mm min Hinge eye bolts, include chain	1	1	2		
6.	Gate: 2400 (w) x 1800mm (h) tractor gate (2 frames per gate, HDG finish, 40-50mm diam.pipe frame, wall thickness 1.6mm min Hinge eye bolts - include chain	1 Pair	1 Pair	2 Pairs		
7.	8 ga straining wire, 4mmdiam, 5kg(50m) rolls Galvanized Class	2	2	4		
8.	12 ga straining wire, 2.5mmdiam, 5kg(130m) rolls Galvanized Class	2	2	4		
9.	Razor wire-flat wrap 15m x 500mm	32	34	66		
10.	Nails 500g	5	5	10		

11.	Cement	10	10	20		
12.	Sand	2m ³	2m ³	4m ³		
13.	Labour					
	SUB-TOTAL					
	VAT					
	TOTAL					

CLUSTER 3: Bill of quantities/pricing schedule

Project Name: 80 Planting and KwaSkhonyana Co-operative						
LM : Mandeni						
Fence Perimeter: 1 524m						
No	Item Description	Qty 704m	Qty 820m	Total Qty	Unit Price	Total Cost
1.	Fully Galvanized barbed wire 1.6mm diameter High Tensile Double Strand 845m per roll Galvanized Class	3	3	6		
2.	2.4m Standard Creosote Poles Pressure treated, SASS approved 100 - 125mmØ	245	284	709		
3.	Hinged Joint Fence, 1.2m high (eg. Veldspan/Bonnox/or equivalent) Galvanized Class Vertical wire apertures: 150mm. Horizontal wires at 75/88/110/114/127/140mm. 100m	8	9	17		
4.	Galvanized Wire Staples 3.15 x 32mm 500g packs	32	40	72		
5.	Gate: 900 (w) x 1800 (h)mm pedestrian gate Hot dip galvanized finish 40 - 50mm diam pipe frame wall thickness of 1.6mm min Hinge eye bolts, include chain	1	1	2		
6.	Gate: 2400 (w) x 1800mm (h) tractor gate (2 frames per gate, HDG finish, 40-50mm diam.pipe frame, wall thickness 1.6mm min Hinge eye bolts - include chain	1 Pair	1 Pair	2 Pairs		
7.	8 ga straining wire, 4mmdiam, 5kg(50m) rolls Galvanized Class	4	5	9		
8.	12 ga straining wire, 2.5mmdiam, 5kg(130m) rolls Galvanized Class	3	4	7		
9.	Razor wire-flat wrap 15m x 500mm	47	55	102		
10.	Nails 500g	5	5	10		

11.	Cement	10	10	20		
12.	Sand	2m ³	2m ³	4m ³		
13.	Labour					
	SUB-TOTAL					
	VAT					
	TOTAL					

CLUSTER 4: Bill of quantities/pricing schedule

Project Name: Sawdudula and Mambava Co-operative						
LM : Ndwedwe						
Fence Perimeter: 1132m						
No	Item Description	Qty 458 m	Qty 674 m	Total Qty	Unit Price	Total Cost
1.	Fully Galvanized barbed wire 1.6mm diameter High Tensile Double Strand 845m per roll Galvanized Class	2	3	5		
2.	2.4m Standard Creosote Poles Pressure treated, SASS approved 100 - 125mmØ	153	225	378		
3.	Hinged Joint Fence, 1.2m high (eg. Veldspan/Bonnox/or equivalent) Galvanized Class Vertical wire apertures: 150mm. Horizontal wires at 75/88/110/114/127/140mm. 100m	5	7	12		
4.	Galvanized Wire Staples 3.15 x 32mm 500g packs	38	38	76		
5.	Gate: 900 (w) x 1800 (h)mm pedestrian gate Hot dip galvanized finish 40 - 50mm diam pipe frame wall thickness of 1.6mm min Hinge eye bolts, include chain	1	1	2		
6.	Gate: 2400 (w) x 1800mm (h) tractor gate (2 frames per gate, HDG finish, 40-50mm diam.pipe frame, wall thickness 1.6mm min Hinge eye bolts - include chain	1 Pair	1 Pair	2 Pairs		
7.	8 ga straining wire, 4mmdiam, 5kg(50m) rolls Galvanized Class	5	5	10		
8.	12 ga straining wire, 2.5mmdiam, 5kg(130m) rolls Galvanized Class	5	5	10		
9.	Razor wire-flat wrap 15m x 500mm	31	45	76		
10.	Nails 500g	5	5	10		

11.	Cement	10	10	20		
12.	Sand	2m ³	2m ³	4m ³		
13.	Labour					
	SUB-TOTAL					
	VAT					
	TOTAL					

General conditions of the contract

- **Bidder to check the completeness of the document**

The bidder is required to check the number of consecutively numbered pages and should any found to be missing or in duplicate, or the text of figures indistinct, or should there be any doubt or obscurity as to the meaning of any part of these documents, the bidder must ascertain the true meaning or intent of the same prior to the submission of his/her bid, as no claims arising from any incorrect interpretation will be admitted.

- **Validity period for bid**

All prices must be valid for a period of three months (**90 days**) from the closing date of the bid.

- **Compulsory site briefing meeting.**

No compulsory site briefing will be held.

- **Pricing**

All items as described in the project specification are to be priced in full. If a bidder does not bid all items, his/her bid may be rejected. Per item prices to exclude VAT. .Transport/Delivery costs must be included in the pricing. It must not be a separate item. The bid price page must be signed by an authorised person.

- **Applicable specification standards.**

For the purpose of this Contract the relevant SABS/SANS specifications shall apply. All materials to be SABS/SANS approved and installed to applicable standards specified by SABS/SANS or the manufacturer.

- **Project site handover to Service Provider**

The Service Provider will be introduced to the project participants following the Bid award. The sites will be handed over to the service provider who will control the sites for the contract duration. Only the service provider's own employees, Service provider's local labour and Enterprise ILembe Representatives will be allowed on site.

- **Water and Power**

In most cases there will be no power or piped water available on site. The Contractor shall make the necessary arrangements for the provision of any water and power. No payment will be made for the provision or use of these services and the cost of these shall be included in the Bids amount.

- **Housing of Service Provider Employees.**

No housing is available for the Service Provider employees and the Service Provider shall make his own arrangement for housing his employees and transporting them to and from the site. However, Service provider may arrange temporary accommodation for his/her staff with the project members. The Service Provider is in all respects responsible for the housing and transporting of his employees, and for the arrangement thereof, and no extension of time due to any delays resulting from this, will be granted.

- **Employment of local labour**

Where possible, and subject to the availability of the community leaders, the Service Provider will be expected to liaise with the local community leaders to ensure that all unskilled labour required is employed from the community.

- **Delivery and safeguarding of materials**

Materials must be delivered within *two weeks* of receiving an official order, unless Enterprise ILembe indicates that delivery within this period is not desirable due to delays in the project. Safeguarding of materials and material installed during the project implementation process will be the responsibility of the service provider until project commissioning and hand over is done.

- **Project duration**

The work is to be completed within 2 months of the award of the bid. The Service Provider is to supply a work schedule with the proposed times of completion of each phase.

Section 3: 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 4: Requirements Related to Bid

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.

Proposals must be submitted in sealed envelopes endorsed “**PROPOSAL FOR: THE SUPPLY, DELIVERY AND INSTALLATION OF FENCING** ” (stating the cluster number bidding for) 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;**

And be received on or before: **23 April 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.

Section 5: Proudly South African Campaign

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 Original Councillor Letters, 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 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	Bidder's experience in installation of fences (Please attach documentary proof of fence installation projects executed with contact details to your proposal) (Compulsory)	1 – 5 projects = 15 points 5 – 10 projects = 25	25
2	Financial capability Total Credit Facility (with financial institution and/or manufacturer of fencing material) (Please attach Letter of Intent as a	R 250 000 - R500 000 = 15 points >R 500 000 = 25 points	25

	proof of Evidence of credit facility with manufacturer/supplier and/or Registered Financial Institution or proof of access to any legal funding instrument)		
3	Comprehensive description of all work to be undertaken for your preferred cluster to ensure that the Fencing is properly installed (in the format detailed in Section 2, above) (Compulsory)].	20	20
4	Warranty for material and work undertaken for this project (bidders are to include in their proposal whether they will provide a warranty for all work carried out- Compulsory).	<ul style="list-style-type: none"> • Warranties valid for 3 years -10 points • Warranties valid for 2 years- 6 points • Warranties valid less than 2 years – 4 points 	10
5	Proof of Residence (compulsory):	<ul style="list-style-type: none"> • Within the iLembe District (i.e. KwaDukuza, Mandeni, Maphumulo or Ndwedwe) – 20 points • within the Province of KwaZulu-Natal – 10 points • within the republic of South Africa – 5 points 	20

In order to be awarded points for **competency 1** listed above, please submit a list of traceable references for similar projects undertaken by the bidder in the following format:

Client Name	Nature of Work Undertaken and Number of Fences erected)	Start Date	Date of Completion	Client Contact Person	Tel No.

Bidders wishing to claim preferential points must attach a B-BBEE certificate or a B-BBEE affidavit.

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 6: Required Annexures

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

2. Service Providers Proposal

3. Registration details & Compliance

- 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/ TCS Pin (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** . Bidders have the responsibility to ensure the correct versions of the forms are submitted – in Enterprise iLembe's format **(Compulsory)**. Please note that the SBD forms will not be accepted.
- 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.)
- CIBD grading certificate

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

- 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.

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.

-----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)
Which cluster are you bidding for? (Cluster 1,2,3 or 4 as per page 3 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*