

**TERMS OF REFERENCE FOR THE APPOINTMENT OF AN ACCOUNTING FIRM TO
CONDUCT THE PHYSICAL VERIFICATION AND CONDITIONAL ASSESSMENT OF
INFRASTRUCTURE IMMOVABLE ASSETS**

1. 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.

2. SPECIFICATIONS:

Enterprise iLembe hereby invites quotations from experienced, suitably qualified, accounting firms to perform:

1. The physical verification and conditional assessment of agricultural infrastructure (such as Agricultural Hydroponic Tunnels, Agricultural Processing Facilities/Hubs, Winery Equipment, Irrigation Equipment, and Storage Containers) assets.
2. Componentisation, GRAP Classification and Treatment of above Assets (along with the supporting accounting entries to be effected on the Pastel Accounting system currently being utilised by Enterprise iLembe.)

The current situation at Enterprise iLembe is that assets for the following projects were not componentised and were recorded as a lump sum for each project on the pastel system.

- iLembe Winery;
- Agricultural Hydroponic Tunnels; and
- Agricultural Processing Facilities/Hubs

The assistance of the service provider is to rectify the situation to enable the correct rates of depreciation to be calculated across all assets in accordance with their useful lives as required in terms of GRAP.

These Assets are located in four local municipalities' i.e. KwaDukuza, Maphumulo, Mandeni and Ndwedwe areas.

3. APPOINTMENT OF SERVICE PROVIDER

Quotations will be evaluated in terms of the 80/20 points scoring system as set out in the SCM Policy of Enterprise iLembe, as follows:

COMPONENT	80/20
B-BBEE Status Level	20
Price	80
Total	100

Service providers who wish to claim preference points must submit a B-BBEE Certificate.

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	16
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

Proposals must be submitted in the following format, failure to do so may render the proposal invalid:

- Full name of company
- Physical address
- Full contact details, including cell phone number (if applicable) of contact person

- Valid Tax clearance certificate (**compulsory**)
- Methodology (**compulsory**)
- Realistic work schedule determining the stages of work to be done and time frames (**compulsory**)
- Proof of qualifications of team members (**compulsory**)
- Proof of Registration with SAICA/ SAIPA (**compulsory**)
- Valid tax clearance certificate or TCS Pin issued by SARS (**compulsory**)
- Central Suppliers Database Registration Report (**compulsory**). (This report will be available on the CSD Website once you have registered on the Central Suppliers Database)
- B-BBEE Status Level Certificate (if you have)
- MBD 4 – Declaration of Interest Form.
- Proof of Past experience in similar undertakings for the previous five years.

NB: All service providers must be registered on the Enterprise iLembe Database. Registration forms are available on our website www.enterpriseilembe.co.za or upon request via e-mail.

4. PAYMENT TERMS

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

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 and is not compelled to accept the lowest quotation.

6. CLOSING DATE AND TIME

Interested individual service providers are required to submit the proposal by Monday, **20 March 2017 at 10h00** via e-mail.

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For all technical enquiries, please e-mail Ms Nonkuleleko Ngcobo on Nonkululekon@enterpriseilembe.co.za.