



enterprise ilembe
ECONOMIC DEVELOPMENT AGENCY

TERMS OF REFERENCE

FOR

REQUEST FOR PROPOSALS FOR REPAIRS TO THE AGRICULTURAL HYDROPONIC TUNNELS IN MAPHUMULO

Closing Date: 02 October 2017
Time: 12h00

Information Contact:
Name: Mr Sibonelo Simelane
Tel: 032 946 1256 / Cell 072 797 8771

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

Province:	KwaZulu-Natal
Agency:	Enterprise iLembe Economic Development Agency
Project Name:	Repairs to existing Agricultural Hydroponic Tunnels in Maphumulo

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 Two Agricultural Hydroponic Tunnels located on the same site in the Gama Area, Maphumulo. 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 TWO tunnels located in Maphumulo, ward 6, Gama Area. GPS Co-ordinates as follows:

29°09'20.53"E 30°9'7.6864"S

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 is kept on site is safe and secured against theft and any other form of loss for the duration of the repairs.

Bidders are to provide for the supply and delivery of materials and actual repairs to be undertaken in their proposals. Bidders are required to utilise the tables below as a guideline for the scope of work required for the repairs to the following: Maphumulo Tunnel 1, Maphumulo Tunnel 2 and 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 tunnels 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. Failure to do so may result in your bid being disqualified. (Bidders are allowed to insert and/ or delete items and revise quantities as deemed necessary).

Maphumulo Tunnel 1
10 bay (6.4m) Tropic with 10 Gutters (4m)
64m x 40m Green Area

#	Description of Service	Price
1	<p><u>Preparation :</u></p> <ul style="list-style-type: none"> • Remove existing film, roof and side curtains. Salvage all PVC inserts and aluminium fasteners. • Salvage all clips and fasteners carefully. Salvage doors and place in a safe place. • Salvage curtain boxes and place in a safe place. Salvage all fasteners for doors and boxes. • Clear floor area of all vegetative material, • Salvage as much irrigation equipment as possible. • All plant material to be removed from the house and placed at least 20m away from house – fire hazard • Reshape floor for bag drainage, rake and compact. Spray floor with pre-emergent herbicide. • Clear drains to outside. 	
2	<p><u>Supply and installation:</u></p> <ul style="list-style-type: none"> • Install new roof plastic: 9 pieces 7.5m x 46m 5 layer film with anti-drip and minimum 3 year warrantee. We assume all fasteners and PVC inserts are on site. • Install new roof vent curtains: 9 pieces 40m x 1.5m 5 layer film with anti-drip and minimum 3 year warrantee. (We assume all steel pipe for curtains are on site, as well as zondor clips to attach plastic to pipe). • Replace all side curtain plastic: 4 pieces - 4.5m x 40mm 5 layer film with anti-drip and minimum 3 year warrantee. We assume all steel pipe for curtains are on site, as well as zondor clips to attach plastic to pipe. • Replace skirting with Solarside greenhouse film, 1 piece 40m x 1.5m • Install new floor plastic, minimum 150 micron black/white film - 10 rolls 7.5m x 40m. Ensure drainage channels are clear. • Reinstall curtain boxes, check curtain pipes, install new fasteners where necessary • Reinstall doors, adjust runners and check seal 	

Maphumulo Tunnel 2
10 bay (6.4m) closed shine with 6 Gutters (4m)
64m x 24m = 1536m² Green Area

#	Description of Service	Price
1	<p><u>Preparation :</u></p> <ul style="list-style-type: none"> • Remove existing film where damaged, 1 roof plastic at date of inspection 1/6/17, and East side curtains. Salvage all pvc inserts and aluminium fasteners. Salvage all clips and fasteners carefully. Salvage doors and place in a safe place. Salvage curtain boxes and place in a safe place. Salvage all fasteners for doors and boxes. • Clear floor area of all vegetative material, salvage as much irrigation equipment as possible. All plant material to be removed from the house and placed at least 20m away from house – fire hazard. Salvage floor plastic – do not remove or damage floor plastic. Clear drainage channels. 	
2	<p><u>Supply and installation:</u></p> <ul style="list-style-type: none"> • Install new roof plastic: 1 x 7.5m x 30 m 5 layer film with anti-drip and minimum 3 year warrantee. We assume all fasteners and PVC inserts are on site. • Replace East side curtain plastic: 1 pieces - 4.5m x 24m 5 layer film with anti-drip and minimum 3 year warrantee. We assume all steel pipes for curtains are on site, as well as zondor clips to attach plastic to pipe. • Install trellising in 6 bays – not installed 	
3	<p><u>Commissioning:</u></p> <ul style="list-style-type: none"> • Check curtain motors are operational and set limits. • Check curtain boxes, fasten bolts and replace where necessary • Check doors, adjust runners and check seal. Check curtain pipes, check nuts and bolts replace where necessary • Reinstall internal irrigation system, flush as per Netafim protocol with H₂O₂, leave overnight and flush with fresh water. 	

Technical Equipment, Pump room and Electrics

#	Description of Service	Price
1	<p><u>Preparation :</u></p> <ul style="list-style-type: none"> • Clean pump room, clean all filters manually, clean stock tanks with H2O2. • Clean out reservoir, ensure incoming water supply is functional. Clean out incoming water filter. • Tension and repair reservoir cover 	
2	<p><u>Commissioning:</u></p> <ul style="list-style-type: none"> • Check fertigation system, stock tank mixing system and auto-filter. • Remove volute cover and clean out pumps • Check all solenoid valves are operational. Replace parts where necessary. • Check climate controller, internal and external weather sensors. Replace where necessary. • Install new NMC junior climate controller and internal measuring box in greenhouse 2 • Install communication system to the existing NMC 64 climate controller in house 1. Ensure communication between primary controller and new slave controller is ok. • Ensure controllers are programmed to basic requirements – including storm setting to protect houses. 	

Project duration:

The repairs to the existing Agricultural Hydroponic Tunnels in Maphumulo should not take a period 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 rendered 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, 20 September 2017 at 11h00 at the Maphumulo Tunnels, Ward 6, Gama area. GPS Co-ordinates as follows:

29°09'20.53"E 30°9'7.6864"S

Submission of Proposals

Proposals must be submitted in sealed envelopes endorsed "**PROPOSAL FOR: REPAIRS TO AGRICULTURAL HYDROPONIC TUNNELS IN MAPHUMULO**" 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 **02 October 2017 at 12h00**.

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.

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 6: Adjudication Criteria

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:

#	Competency	Point Allocation	Maximum Points
1	Demonstrable knowledge of and practical experience in the construction / repairs of Agricultural Hydroponics Tunnels (Refer to the following paragraph (below) for the required template in which this information is required)	0 years 0 1 – 5 years 5 5 – 10 years 10 Above 10 years 20	20
2	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)].	20	20
3	Provision of training on irrigation and fertigation central control (Bidders are to 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.)	10	10

4	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. Only warranties valid for a minimum of three years will be considered)	15	15
5	Business located within the iLembe District (Please submit proof of business location i.e. Utility Bill or Councillor Letter)	5	5
6	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)	15	15
7	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.)	15	15

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.
- MBD 2, 4 and 6.1 Forms (**Compulsory**) **Please note that the MBD 6.1 Forms have been revised. Please ensure that the 2017 MBD 6.1 Forms are submitted.**
- 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.

-----**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)	
Team members CV's	
Tax Clearance Certificate	
Proof of CSD Registration (Supplier Registration Number and Unique Registration Code are to be provided)	
MBD 2, 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*