



enterprise ilembe
ECONOMIC DEVELOPMENT AGENCY

TERMS OF REFERENCE

FOR

**THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION
OF ACCOUNTING, TAX AND RELATED
SUPPORT SERVICES**

**Closing Date: 04 February 2022
Time: 11h00**

It is the intention of Enterprise iLembe to enter into a formal contract with a 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
Municipality:	iLembe District Municipality and the local municipalities comprising of KwaDukuza, Mandeni, Maphumulo & Ndwedwe
Contracting Agency:	Enterprise iLembe Economic Development Agency
Project Name:	Appointment of a Panel of Service Providers for the Provision of Accounting, Tax and Related Support Services

Section 2: Summary of Brief

It is the intention of Enterprise iLembe to appoint a Panel of Accounting and Tax Firms for the provision of Accounting, Tax and related Support Services as and when required by the Entity.

Section 3: Background

Introduction:

The iLembe District Municipality

The iLembe District Municipality is situated on the east coast of South Africa, in the KwaZulu-Natal Province. iLembe is one of the 11 district municipalities of KwaZulu-Natal province in South Africa and also the smallest District Municipality in the province, with a total population of just over 657000. iLembe is located between two of Africa's busiest ports, Durban and Richards Bay, iLembe is therefore well situated not only to local but also international markets.

Enterprise iLembe

Enterprise iLembe is an economic development agency wholly-owned by the iLembe District Municipality mandated to drive economic development and promote trade and investment in the key sectors of agriculture, tourism, manufacturing and property and construction.

Section 4: Specifications

Enterprise iLembe currently utilizes the following systems:

- Munsoft (Accounting system)
- SAGE VIP (HR/ Payroll system)

Service providers would be required to perform the following services, as and when required by the Entity:

- Accountancy;
- Tax and;
- Other related services.

It must be noted that this is a panel appointment on an ad hoc basis (as and when the need arises) for a duration of one year from the date of appointment. Once the appointment of the panel has been made, Enterprise iLembe will request quotations from at least three panel members according to their areas of expertise.

Section 5: Payment Terms

Payments will be made on invoices submitted for work completed as per achieved milestone. On receipt of invoices rendered the service provider should allow at least 30 days for the payments to be processed.

Section 6: 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 7: Requirements Related to this Proposal

The validity period of the proposal is 90 days from the date of RFQ closure.

Please note that no awards will be made to bidders who are in service of the state as per the CSD verification that will be performed during the course of the bid evaluation process.

Submission of Proposals

Proposals must be submitted via **e-mail** to siyabongasi@enterpriseilembe.co.za on or before the 04 February 2022 at 11h00.

Information Contact

Name: Ms. Phumelele Sibiya

Tel: 032-946 1256

E-mail: phumelele@enterpriseilembe.co.za

Section 8: Adjudication Criteria

Procurement Policy

Proposals 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 2011 B-BBEE Regulations.

Any proposal that fails to achieve a minimum of 60 points of the total of 100 and a score greater than zero for competencies marked with an asterisk (*) on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.

8.1 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:

#	Competency	Point Allocation	Maximum Points
1	<p>Qualifications of the team members relevant to Accountancy, Tax, Auditing, Management Accounting</p> <p>(Please submit certified copies of qualifications for up to 5 team members) (*)</p>	<ul style="list-style-type: none"> • No qualification - 0 • National Certificate - 15 • National Diploma/Degree - 20 • Post graduate - 40 	40 points
2	<p>Proof of previous experience of the firm in Accountancy, Tax and/ or related services</p> <p>(Please submit relevant, SIGNED reference letters to claim points for this)</p>	<p>0 letters – 0 points</p> <p>1 Letter – 5 points</p> <p>2 Letters – 10 points</p> <p>3 Letters – 15 points</p> <p>4 Letters – 20 points</p>	40 points
3	<p>Location of Bidder</p> <p>(Please submit Proof of location of the business i.e., Utility Bill, Signed Councillor letter, or Signed Lease Agreement)</p>	<p>Within iLembe – 20 points</p> <p>Within KZN -15 points</p> <p>Within RSA – 10 points</p> <p>Outside borders of RSA – 0 points</p>	20 points

NB: Reference checks may be conducted during the course of the evaluation process.

Only bidders who achieve a total of 60 points of the total of 100 and a score greater than zero for competencies marked with an asterisk (*) for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system.

8.2 The 80/20 Preference Point Scoring System

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

Bidders wishing to claim preferential points must attach B-BBEE certificate/ Affidavit.

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 9: Required Annexures

1. Service Providers Proposal

2. Registration details & Compliance

- All interested bidders must be registered on the Central Supplier Database for Government. Proof of registration on the CSD must be included in the bidder's proposal. **(Compulsory)**. Please visit <https://secure.csd.gov.za/> to register on the Central Supplier Database. The CSD will be used to verify tax compliance status of the bidder. NB: Bidders who are in service of the state as per CSD will be disqualified from further evaluation unless supporting documents proving the supplier is not a government employee is submitted as part of the proposal.
- All bidders must submit a Tax Compliance Status (TCS) Pin Number **(Compulsory)**. In line with the latest circular from SARS (South African Revenue Services), bidders can now submit a **UNIQUE PIN** to enable the entity to verify the bidder's tax compliance status online via E-filing or via the CSD.
- MBD 4 Forms which will be circulated with this document **(Compulsory)**. Please note that the SBD forms will not be accepted.
- All supporting documents as detailed in the competency table on page 5 of this document.
- Proof of Banking details/ Bank confirmation letter **(Compulsory)**.
- Company registration documents showing all active members/ directors/ shareholders/ owners etc. **(Compulsory)**.
- B-BBEE Verification Certificate/ Affidavit (Please attach the approved B-BBEE accreditation certificate/ affidavit if available in order to claim points for this.)