



enterprise ilembe
ECONOMIC DEVELOPMENT AGENCY

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF VEGETABLE COLD STORAGE FACILITIES

Closing Date: **08 MAY 2018**

Closing Time: **11H00**

For all project-related and technical queries, please contact :

Sibonelo Simelane – 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 service providers' proposal will form the basis of the contract.

Section 1: Details

Province:	KwaZulu-Natal
Municipality:	iLembe District Municipality and the local municipalities comprising of Kwa-Dukuza, Mandeni, Maphumulo & Ndwedwe
Contracting Agency:	Enterprise iLembe Economic Development Agency
Project Name:	Appointment of service provider to supply, deliver and erect vegetable cold storage facilities.

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.

Section 2: Summary of Brief

Proposals are being requested from suitable service providers to supply, deliver and erect cold storage facilities for two sites in the iLembe district which is Maphumulo and Mandeni.

Section 3: Project Description

3.1 Background

- Enterprise iLembe (EI) was appointed by KZN Department of Education (DoE) to provide fresh produce to schools within the district on a weekly basis.
- Enterprise iLembe has a responsibility to procure fruits and vegetables and have them delivered to all schools that participate in the National School Nutrition Programme within the district.
- The requested cold storages will ensure that these fruits and vegetables are stored at an optimal temperature and they remain fresh before they are delivered to schools.

3.2 DESCRIPTION OF SERVICE REQUIRED

3.2.1 ROOM SIZES

- The storage must consist of two components, the reception area and the refrigerated area
- The reception area of each storage should be 4 metres (m) wide and 10 metres (m) long
- The refrigerated area should be 5m wide and 10m long.
- The height of the whole component should be 3m high.
- The area of the entire component should be 90m²
- External dimensions: Panel thickness must be 100mm (millimetres)
- The panel should be erected from a concrete base of at least 0.5 m in height.
- All electrical work will be done by the appointed service provider.
- There should be proper lighting in all the interior components and all external sides of the component.
- The reception area should have a drainage pipe for flushing out water during cleaning of the component.

3.2.2 DOORS

- Each Storage should have three (3) doors:
 - One hinged chiller door which leads into the reception area from the outside which is 1.3 m wide and 2 m high
 - One sliding chiller door which leads to the Refrigerated area from the outside which is 1.5m wide and 2 m high
 - One sliding door from the reception area which leads to the refrigerated area which is 1.3m wide and 2m high.

3.2.3 PANEL SPECIFICATION

- 0.5 mm AZ150 (Aluminium-zinc coated steel sheets)
- Pre-painted metal facings frost white in colour with EPSASA (Expanded Polystyrene Association of Southern Africa) SD (15kg/m³) cores.

3.2.4 COLD STORAGE

- The refrigerated area should have a minimum temperature of 0°C to 16
- Condensed unit and double fan blower coils to match all electrical switch gear cabling.
- Fluorescent weather proof light fittings.

Section 4: Requirements Related to Tender

Submission of Proposals

Failure to submit required registration and compliance documentations as per the list, below as well as any other required documents may result in your proposal being disqualified.

Proposals must be submitted in a sealed envelope clearly marked "**PROPOSAL FOR: PROPOSAL FOR: THE SUPPLY OF VEGETABLE COLD STORAGE FACILITIES**" and must be hand delivered and deposited into the tender box located 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 submission of proposals is **11H00 on 08 MAY 2018.**

NB: All proposals must be hand-submitted to the tender box. Incomplete, faxed, emailed and late applications/submissions **WILL NOT** be considered. Bidders using a courier service to deliver their proposals are responsible for ensuring that such documents are physically deposited into the tender box before the closing date and time.

PROPOSALS RECEIVED AFTER 11H00 WILL NOT BE CONSIDERED.

Enterprise iLembe does not bind itself to accept the lowest or any of the bids received and reserves the right to accept the whole or part of the bid/proposal.

Section 6: Adjudication Criteria

Procurement Policy

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.

PLEASE SUBMIT PROOF OF EACH OF THE FOLLOWING COMPETENCIES IN ORDER TO CLAIM POINTS:

#	Competency	Point Allocation	Maximum Points								
1	Demonstrable knowledge of and practical experience in the construction / erection of cold storages (Refer to the following paragraph (below) for the required template in which this information is required.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">0 years</td> <td style="width: 50%; text-align: right;">0</td> </tr> <tr> <td>1 – 5 years</td> <td style="text-align: right;">5</td> </tr> <tr> <td>5 – 10 years</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Above 10 years</td> <td style="text-align: right;">20</td> </tr> </table>	0 years	0	1 – 5 years	5	5 – 10 years	10	Above 10 years	20	20
0 years	0										
1 – 5 years	5										
5 – 10 years	10										
Above 10 years	20										
2	Comprehensive description of assembling the cold storages. The service provider should demonstrate in writing how they are going to carry out the required services and also indicate time frame of completing the whole project.	20	20								
3	Provision of training on operating the cold storages (Bidders are to include a provision for training of hub workers 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 one year 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	15	15								

proposals that an ECOC will be provided once the project is complete.)		
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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.

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 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. 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 1, 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 6 of this document)	
Company Profile	
Tax Clearance Certificate	
Proof of CSD Registration (Supplier Registration Number and Unique Registration Code 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