



enterprise ilembe
ECONOMIC DEVELOPMENT AGENCY

TERMS OF REFERENCE

FOR

THE EXPANSION OF OFFICE SPACE AT THE SANGWENI TOURISM INFORMATION CENTRE

Closing Date: 16 May 2016

Time: 11h00

Venue: Sangweni Tourism Centre, Ballito

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.

Service Provider Terms of Reference

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:	Expansion of Office Space at the Sangweni Tourism Information Centre

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 606 809. 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. Despite its strategic location, iLembe faces numerous economic challenges such as the high levels of poverty in the rural inland areas, which contrasts with rapid development along its coastal regions. The District has been proactive in trying to develop broad based interventions to facilitate local economic development in response to its challenges of high rates of unemployment and correspondingly high levels of poverty

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.

Section 2: Summary of Brief

Enterprise iLembe hereby invites proposals from suitably qualified and reputable Architectural Firms with Project Management expertise to design and oversee the construction of additional office space at the Sangweni Tourism Information Centre in Ballito.

The successful bidder will be responsible, inter alia, for the architectural design, approval of building plans with local authorities, appointment of a Building Contractor, Engineer, Surveyor and management of the building project through to its completion. The construction will include works on electrical, plumbing, drainage, flooring, air conditioning and painting. Building material costs are to be included in the proposal.

The successful bidder will also be responsible for ensuring that all CIDB requirements are adhered to and that the tender for the appointment of the Building Contractor is compliant with all applicable legislation and that the tender process is fair and transparent.

All interested service providers are to include the cost of all professional fees including Architectural Fees and the Project Management Fee or the percentage thereof in their proposals.

Enterprise iLembe currently occupies leased offices located at the following address (Erf No- Portion 617 of 579 of Farm Lot 56 No. 931):

Sangweni Tourism Centre
Cnr of Link Road and Ballito Drive
Ballito
4420.

A **compulsory** site inspection will take place on **04 May 2016** at the Sangweni Tourism Information Centre at **10h30**.

Time frame:

The project is expected to be concluded before 31 December 2016.

Section 4: Deliverables & Ceiling Costs

Funding is made available by Enterprise iLembe for the project. Service Providers in their proposals are to set out their approach, methodology and develop clear milestones against which progress can be monitored and payments made.

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.

Reporting

The service provider will work in close co-operation with Enterprise iLembe management. The service provider will be expected to keep financial records and other appropriate records.

Section 5: Requirements Related to this Brief

Compulsory Site Inspection:

A compulsory site inspection will take place on Wednesday, **04 May 2016** at the Sangweni Tourism Information Centre located at the Cnr Link Road & Ballito Drive, Ballito at **10h30**. **Failure to attend the site inspection briefing will result in your proposal being disqualified.**

Submission of Proposals:

Failure to submit required registration and compliance documentations as per Annexure List below will result in your proposal being disqualified.

Please place your completed proposal in a sealed envelope endorsed **"PROPOSAL FOR: THE EXPANSION OF OFFICE SPACE AT THE SANGWENI TOURISM INFORMATION CENTRE."** in the Tender Box at Sangweni Tourism Centre, Cnr Link Road & Ballito Drive, Ballito on or before **Monday, 16 May 2016 at 11h00.**

No submissions will be accepted after the closing date and time, as stipulated above.

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

Section 6: 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) and the 2011 B-BBEE Regulations.

Any proposal 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.: Service Providers must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key competencies/areas:

Competency	Point Allocation	Maximum Points
Experience in Architectural Design (Development of building plans)	0 years 0	50
	1 – 5 years 20	
	5 – 10 years 30	
	Above 10 years 50	
Experience in Project Management with similar building projects	Maximum 50 points	50

In order to be awarded points for competencies 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.

Only service providers 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. Service Providers 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	16
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

REQUIRED ANNEXURES:

Annexure A: Compulsory Information Sheet (Please refer to PAGE 7 of the Terms of Reference)

Annexure B: Registration details & Compliance

- Company registration
- Valid Original Tax Clearance Certificate (**Compulsory**)
- MBD 2, 4 and 6.1 Forms (**Compulsory**)
- Proof of VAT registration where applicable
- Power of Attorney/ Signing authority where applicable
- Completed Supplier Registration Forms (if not already on Ei database)

Annexure C: B-BBEE Verification Certificate

Please attach the approved B-BBEE accreditation certificate if available in order to claim points for this.

ANNEXURE A – MANDATORY INFORMATION

Name of Company: _____

Contact Person/s: _____

Contact Number/s: _____

E-mail 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	
B-BBEE Level	
Price	

Above information certified correct:

Signature: _____

Date: _____

NB: *By signing this annexure, the bidder accepts the clauses contained within these Terms of Reference.*