



## **TERMS OF REFERENCE**

***FOR***

### **THE APPOINTMENT OF A SERVICE PROVIDER FOR A TURNKEY DESIGN AND SHOP FITTING FOR A WINE TASTING ROOM**

**Closing Date: 26 August 2019**

**Closing Time: 11h00**

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## SERVICE PROVIDER TERMS OF REFERENCE

### Section 1: Details

<b>Province:</b>	KwaZulu-Natal
<b>Agency:</b>	Enterprise iLembe Economic Development Agency
<b>Project Name:</b>	Appointment of a service provider for a turnkey design and shop fitting for a wine tasting room

### Section 2: 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.

The purpose of this tender is to appoint a service provider for a turnkey design and wine tasting facility on Sugar Rush Park. The floor space is 79m<sup>2</sup>.

### Section 3: Scope of Work

#### **DESCRIPTION OF WORK:**

Enterprise iLembe hereby invite proposals from competent and experienced service providers with regards to the provision of the following services;

- Design, implementation and fitting of a wine tasting room
- Prepare a concept design as per the site briefing showcasing how space can be used and outline use of space
- Generate 3-D rendered reviews of completed design for proposal and approval purposes
- Specification list for furniture, fixtures, lighting and equipment
- Procure and furnish tasting room as per specs
- Site inspection of the works and final handover

## **Section 4: Time Frame & Reporting**

### **Time frame**

The project should be completed within eight (8) weeks of the official date of appointment of the service provider.

### **Reporting**

The Service Provider will be required to prepare and present progress reports coinciding with each of the agreed milestones. Where considered necessary the Service Provider may also be expected to compile reports and presentations for other bodies as required by Enterprise iLembe. The service provider will be expected to keep financial records and other appropriate records.

## **Section 5: Deliverables & Ceiling Costs**

Funding is made available by Enterprise iLembe for this project. Service Providers, in their proposals, are to include clear milestones against which progress can be monitored and payments made.

An inclusive, detailed budget for the required work must be submitted.

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.

Please note that the appointed service provider will be required to enter into a contract with Enterprise iLembe and all payments will be made to the service provider. All payments to third parties will be for the account of the successful service provider.

## **Section 6: Documentation and Confidentiality**

Information and data which is generated in the context of the project; may not be made available to any third party without prior permission of the Chief Executive Officer. All project material shall be presented in both hard copy and electronic format.

## **Section 7: 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 8: Requirements Related to Tender**

**Please note that it is mandatory to complete Annexure A, MBD 1, 4 and 6.1 forms. Failure to complete these documents and return it with your submission will disqualify your bid in its entirety.**

### **Compulsory Site Briefing**

Please note that a compulsory site briefing will be held on 14 August 2019 at 11h00 at Sugar Rush Park. GPS co-ordinates as follows:

S29° 29'30.5 "

E31° 10' 49.4"

Kindly note that as this is a compulsory briefing session, failure to attend this briefing and sign the attendance register on the day of the briefing will disqualify your bid in its entirety.

### **Submission of Proposals**

Proposals must be submitted in sealed envelopes endorsed **"PROPOSAL FOR: "THE APPOINTMENT OF A SERVICE PROVIDER FOR A TURNKEY DESIGN AND SHOP FITTING FOR A WINE TASTING ROOM"** 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 **26 August 2019 at 11:00am**

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.

*It is compulsory for bidders to ensure that their proposals are bound or stapled securely together. If the proposal is too thick to be bound or stapled, bidders are allowed to split the document into sections, however, each section must be bound or stapled and must be individually labelled with the name of the bidder. Under NO circumstances will loose submissions be accepted.*

***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 9: Adjudication Criteria**

### **Proudly South Africa Campaign**

Preference will be given to entities in terms of the following order:

- Firstly – suppliers and businesses operating within the iLembe District;
- Secondly – If no suitable suppliers are found within the iLembe District, suppliers and businesses operating within the Province of KwaZulu-Natal shall be considered;
- Thirdly – If no suitable suppliers are found within the Province of KwaZulu-Natal, suppliers and businesses operating within the Republic of South Africa shall be considered.

In order to comply with this provision, bidders are requested to submit Utility Bills or Councillor Letters (with **original signature**), as proof of residence. (COMPULSORY)

### **Procurement Policy**

Bids will be evaluated in terms of the Procurement Policy of Enterprise iLembe 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 Preferential Procurement Regulations and the 2011 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;-

#### 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
<b>Design Concept</b>  <i>(Bidders are required to submit their proposed design concept for this project)</i>	Design does not meet requirements as outlined in the Terms of Reference and at the Compulsory Site Briefing – 0 points  Design meets some of the requirements as outlined in the Terms of Reference and at the Compulsory Site Briefing – 25 points  Design meets or exceeds the requirements as outlined in the Terms of Reference and at the Compulsory Site Briefing – 50 points	50
<b>Details of past experience with SIMILAR Projects</b>  <i>(Please include a summary of previous experience as per the tabular format below to claim points for this)</i>	No experience – 0 points >0 – 1 year – 10 points 1 – 5 years- 20 points Above 5 years - 30 points	30
<b>Suppliers And Businesses Operations.</b> <i>(Bidders are requested to submit Utility Bills or Councillor Letters (with original signature), as proof of residence - Compulsory)</i>	No proof of residence - 0 points  Within SA -10 points  Within KwaZulu-Natal – 15 points  Within iLembe District - 20 points	20

In order to be awarded points for the Experience 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	Start Date	Date of Completion	Amount	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 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 10: Required Annexures

### 1. Annexure A: Compulsory Information Sheet (see below)

### 2. Service Providers Proposal

### 3. Registration details & Compliance

- All interested bidders must be registered on the Central Supplier Database for Government. The detailed registration report must be attached to the proposal (along with the Supplier Number and the Unique registration reference number). **(Compulsory). 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.
- Bidders are requested to submit Utility Bills or Councillor Letters (with original signature), as proof of residence (Compulsory)
- MBD 1, 4 and 6.1 Forms. **Please note that the MBD 6.1 Forms have been revised. Please ensure that the 2017 MBD 6.1 Forms are submitted. These forms are available upon request via e-mail or on our website [www.enterpriseilembe.co.za](http://www.enterpriseilembe.co.za) (Compulsory).** Please note that the SBD forms will not be accepted.
- Bank confirmation letter
- Company registration documents showing all active members/ directors/ shareholders/ owners etc.
- 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.)

#### Points to note regarding the B-BBEE Status Level:

- Bidders other than EMEs must submit 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.

**The following rules are applicable ONLY to consortia / joint ventures / sub-contracting and MUST be adhered to:**

- In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate tax clearance certificate / tcs pin AND Central Supplier Database (CSD) registration number.
- In bids where Consortia / Joint Ventures / Sub-contractors are involved, the relevant agreement between all parties involved must be submitted, which clearly outlines the roles and responsibilities specific to this tender.
- A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an Exemp Micro Entity that has the capability and ability to execute the sub-contract.
- A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## ANNEXURE A – MANDATORY INFORMATION

Name of Company: \_\_\_\_\_

Contact Person/s: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Details	Please indicate where this information can be found in your proposal
Bidders Experience	
Design Concept	
Total Price (Inclusive of VAT)	

**Above information certified correct:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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