



enterprise ilembe
ECONOMIC DEVELOPMENT AGENCY

TERMS OF REFERENCE

FOR

ALTERATIONS AT SANGWENI TOURISM CENTRE

Closing Date: 22 February 2016
Time: 10h00

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:	Alterations at Sangweni Tourism Centre

Section 2: Summary of Brief

Enterprise iLembe invites all suitably qualified service providers to submit proposals for the alterations/ renovations to be performed at the Sangweni Tourism Centre located at the Corner of Link Road and Ballito Drive, Ballito.

Section 3: Specifications

Alterations to the main reception area are required in order to create more office space.

Proposals to include the following, at a minimum:

- **New office:**
 - To replace existing reception
 - Demolish reception deck and structure and remove rubble and dump off site
 - Supply & Fit new drywall to create new office with hollowcore door to 2.7m height
 - Prepare and paint walls and door white

- **New meeting room**
 - Service cupboards that are against kitchen wall and replace damaged hinges
 - Supply & fit new drywall to create new meeting room with hollowcore to 2.7m height
 - Prepare and paint walls and door white
- **Server room**
 - New drywalling to create server room with hollowcore door
 - Prepare and paint walls and door
- **Electrical works**
 - move TV to meeting room, new power point in meeting room
 - Conduit and cover strip for floor from server room to new reception area
- **All other direct costs to related to a contract of this nature**
- **Proposed site plans**
- **All quoted prices to include VAT &;**
- **Detailed listing of similar projects undertaken together with contactable references.**

Interested service providers are requested to set up an appointment with the Office Administrator to conduct site inspections. Details as follows:

Name: Mrs Kerry Vd Linde

Tel No: 032-946 1256

E-mail: kerry@enterpriseilembe.co.za

Interested service providers are required to register on the Enterprise iLembe Accredited Suppliers Database. Registration forms are available upon request or can be downloaded from www.enterpriseilembe.co.za.

Section 4: Payment Terms

Payments will be made on invoices rendered for work completed. On receipt of invoices rendered the service provider should allow at least 4 weeks for the payments to be processed. ***Payments will be made directly to the appointed service provider. Under no circumstances will payments to third parties be made by Enterprise iLembe.***

Section 5: 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 6: Requirements Related to this Proposal

Documentation and Information Relating to this Brief:

Submission of Proposals

Proposals must be submitted via e-mail to krisantha.bisetty@ilembe.gov.za.

and be received on or before **12h00 (midday) on 15 February 2016.**

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

Section 7: Adjudication Criteria

Procurement Policy

Quotations will be evaluated in terms of the Procurement Policy of Enterprise iLembe and shall be applied as follows:-

- All proposals received shall be evaluated in terms of the PPPFA (No.5 of 2000) and the 2011 B-BBEE Regulations.

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	16
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

Quotations must be accompanied with a copy of your valid original tax clearance certificate (compulsory) and B-BBEE Status Level Certificate (if you have) as all quotations will be evaluated in terms of the 80/20 points scoring system as set out in the PPPA (No. 5 of 2000) and the 2011 B-BBEE Regulations.

REQUIRED ANNEXURES

Annexure A: Detailed Proposal

Annexure B: Registration details & Compliance

- Enterprise iLembe Supplier Registration Form (If not already registered on the Enterprise iLembe Database.
- Company registration
- Valid Original Tax Clearance Certificate (**Compulsory**)
- Power of Attorney/ Signing authority where applicable
- Completed Supplier Registration Forms (if not already on Enterprise iLembe database)
- MBD 2,4 and 6.1 Forms (**Compulsory**)

Annexure C: HDI Ownership

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