



enterprise ilembe
ECONOMIC DEVELOPMENT AGENCY

REQUEST FOR QUOTATIONS

FOR A

CONFERENCE VENUE FOR THE LET'S TALK ENTREPRENEURSHIP EVENT

Closing Date: 26 May 2023

Closing Time: 11h00

Section 1: Details

Province: KwaZulu-Natal
Municipality: iLembe District
Contracting Agency: Enterprise iLembe
Project Name: Conference Venue for the Lets Talk Entrepreneurship Event

Section 2: Background

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 3: Summary of Brief

Quotations are hereby requested from interested conference venue providers located within the iLembe District for the hosting of the iLembe Let's Talk Entrepreneurship: Youth Month Event; which is scheduled for **23rd of June 2023** (date is subject to change).

The primary aim in hosting this event is to open a structured dialogue on targeted entrepreneurship development and how we leverage our position as an agency to maximise exposure of youth to the various sectors, especially those with high job creation potential, within the District and beyond.

Section 4: Specifications

Number of Delegates: 200 pax

Requirements:

- Full Day Conference Package [morning teas, lunch, afternoon tea, note pads & pens, bottled water (to be replenished), mints, cold beverages (1 x soft drinks per person for lunch)]
- Set-up in main plenary room - classroom style
- Exhibition area (hallway or lunch area)
- Equipment (PA System with audio capability, projector, large screen, podium, presenter mic, 3 x roving mics) PA system to be manned.

Section 5: Time Frame & Reporting

The appointed Service Provider for the venue will be required to confirm the availability of the venue with its facilities within two [2] days from date of appointment.

Section 6: Application of the SCM Policy of Enterprise iLembe

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

- a) Mandatory Evaluation- All proposals will be evaluated in terms of the mandatory (compulsory) documents/ submissions listed in section 11 below. Failure of the service provider to submit any or all of the mandatory requirements will result in disqualification from further evaluation.
- b) Functionality Evaluation – All proposals that meet the mandatory requirements will then be evaluated in terms of functionality as specified in section 6.1.1, below.
- c) Price Evaluation- As specified in the PPPFA (No.5 of 2000) read together with the 2022 PPPFA Regulations and the 2011 B-BBEE Regulations as detailed in section 6.1.2 below.

6.1 CRITERIA FOR EVALUATION

6.1.1 Functionality Evaluation

The functionality evaluation points will be applied as per the table below; -

#	Competency	Points Allocation	Maximum Points
1.	Similar experience in hosting conference events or business summits for 200 pax or more (signed reference letters to be submitted, which indicates the number of delegates hosted at similar conferences/ events and dated between 2018-2023)	0 letters= 0 1 -3 letters=10 3- 5 letters= 20 Above 5 letters=35	35
2.	Venue Profile with images of proposed venue and breakaway rooms & related brochures	Profile/ brochure/ Images are visually appealing, meets the requirements relating to this call and demonstrates the ability of the venue provider to undertake this project =35 points Profile/ brochure/ Images meets all the requirements relating to this call, demonstrates the capability of the venue provider to undertake this project, however, lacks visual appeal=17 points Profile/ brochure/ Images are not visually appealing, does not meet the requirements relating to this call and does not demonstrate the ability of the venue provider to undertake this project = 0 points	35
3.	Location of the Venue within the iLembe District Municipal region (*) <i>(Please submit a signed councillor letter, valid signed lease agreement or a utility bill not older than three months to claim points for this competency)</i>	Proof of location of the proposed venue within the iLembe District = 30 points No proof of location/ proof of location of the venue outside of the iLembe District = 0 points	30

*Only service providers who achieve a total of **60 points (60%)** 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.*

6.1.2 Price Evaluation

The 80/20 preference point scoring system will be applied with points allocated as follows:

- 80 points for the price
- 20 points for specific goals

Service Providers wishing to claim a maximum of 20 preference points in terms of Specific Goals must attach the following:

- 1. Valid B-BBEE certificate/ affidavit (Level 3 or above) – Maximum 20 points***

Section 7: Non - Appointment

Enterprise iLembe has a right not to make an appointment should it find that the venue does not meet the specified criteria / event requirements and is not compelled to accept the lowest quotation. Enterprise iLembe does not bind itself to accept the lowest or any of the marketing materials received.

Section 8: Requirements Related to this Request for Quotations

The validity period of the quotation is thirty (30) days from the date of RFQ closure.

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

Section 9: Submission of Quotations

The top 3 of the venue providers will be required to arrange a **compulsory venue inspection** which will be based on the availability of Enterprise iLembe Staff.

Proposals must be submitted via e-mail to siyabongasi@enterpriseilembe.co.za on or before 26 May 2023 at 11h00.

Information Contact

Name: Fanele Mazibuko

Tel: 032-946 1256

E-mail: Fanele@enterpriseilembe.co.za

Section 10: Payment Terms

Payments will be made on invoices rendered for services completed. On receipt of invoices rendered the appointed venue provider should allow at least four (4) weeks for the payments to be processed.

Section 11: Documents Relating to the Request for Quotations

1. Registration details & Compliance

- Venue profile with images of proposed venue and breakaway rooms.
- Quotation (inclusive of all requirements as detailed in section 4 (specifications) which can be found on page 3 of this document. **(compulsory)**
- Valid TCS Pin number issued by SARS **(compulsory)**
- Proof of registration on the Central Suppliers Database for Government (CSD). A CSD registration report or number must be submitted **(compulsory)**. (The CSD report/number report will be available on the CSD Website once you have registered on the Central Suppliers Database. **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. **(compulsory)**
- MBD 4 – Declaration of Interest Form **(compulsory)**
- MBD 6.1 – 2022 Preference Point Claim Form **(compulsory)**
- Company Registration documents **(compulsory)**

Note:

- Failure to submit compulsory documents will result in your proposal being disqualified.
- Reference checks will be performed as part of the evaluation of this request for quotations.
- The successful service provider will be required to register on the Enterprise iLembe Suppliers Database.
- **All MBD forms** must be completed correctly and signed, failure to complete and sign will result in disqualification.

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