

TERMS OF REFERENCE FOR THE PROVISION OF WINDOW TINT/FROSTING OF ENTERPRISE ILEMBE MAIN BUILDING

1. BACKGROUND

Enterprise iLembe

iLembe Management Development Enterprise (Pty) Ltd t/a 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, property, and construction.

2. PROJECT DESCRIPTION

Enterprise iLembe Economic Development Agency invites quotations from experienced, suitably qualified, service providers to ***supply and install Chip Dye 20% or Grey Frosting LX Brand for Enterprise iLembe Main Building*** – Sangweni Tourism Centre, Corner Link Road and Ballito Drive, Ballito.

| No | Qty | Description |
|----|-----|---|
| 1 | 11 | 1.5 x 1.7 windows |
| 2 | 20 | 1.0 x 1.7 windows |
| 3 | 23 | 6 x 6 windows |
| 4 | 1 | 1.5 x 2.2 CFO (internal Office) – Bronze 15 Reflective |
| 5 | | Other items that may be required (as identified during the site inspection) |

Interested service providers are requested to quote on both options (i.e., Tinting OR Frosting with the exception of the CFO's office which must be tinted as specified in the table above).

2.1 Details of Compulsory Site Inspection:

Date: 27 July 2023

Time: 10h00

Venue: Sangweni Tourism Information Centre located at the Cnr Link Road & Ballito Drive, Ballito

Please note that the onus is on the service provider to ensure that an Attendance Register is signed at the site inspection.

3. SCM POLICY

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 as set out in section 4.1 below. Failure of the service provider to submit any or all of the mandatory requirements will result in disqualification from further evaluation.
- b) **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 4.2 below

4. CRITERIA FOR EVALUATION

4.1 Mandatory Evaluation

Proposals/ Quotations must be accompanied by the following mandatory documents/ submissions:

- Service Providers Proposal (compulsory)
- Valid TCS Pin 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 the tax compliance status of the bidder. NB: Service providers 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) - please note that failure to indicate the number of points being claimed by the service provider on page 4 of MBD 6.1 and submit the supporting documents as indicated in this form will result in no points being awarded in the 80/20 price calculation.
- Company registration document (Compulsory)
- A minimum of two (2) signed reference letters for the business for similar work undertaken (window tinting/ frosting).) Reference letter must contain the following: Contact name, telephone number, email address and should be on the referee's letter head (compulsory). **NB: Reference checks will be conducted during the course of the evaluation process & failure to provide traceable, valid references will result in disqualification of your proposal.**

Note:

- Failure to submit compulsory documents will result in your proposal being disqualified.
- The successful service provider will be required to register on the Enterprise iLembe Suppliers Database.
- **All MBD forms** listed above must be completed correctly and signed, failure to complete and sign will result in disqualification.

4.2 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:

- ***Proof of location of the business – Maximum 20 points (Please submit a signed councillor letter, valid signed lease agreement or a utility bill not older than three months) to claim points for this). Point allocation is as follows:***
 - Within the iLembe District= 20 points
 - Within KZN=10 points
 - Within SA= 5 points
 - No proof of residence = 0 points

5. **CLOSING DATE**

Proposals can be emailed to siyabongasi@enterpriseilembe.co.za on or before 04 August 2023 at 12h00.