



**TERMS OF REFERENCE FOR THE DESIGN & SUPPLY OF AN EXHIBITION STAND FOR AFRICA’S TRAVEL
INDABA (ATI) 2025**

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 hereby invites proposals from suitably qualified and experienced service providers to design and build a stand for the ATI.

2.1 Exhibition Details

Show Name:	Africa’s Travel Indaba
Dates:	12 – 15 May 2025
Stand No:	DEC1G08 (Floor plan attached)
Hall No:	Durban Exhibition Centre (DEC)
Stand size:	21m ²

2.2 Main objectives of the project

- To utilise ATI as a platform to showcase the North Coast as a premier holiday destination
- To increase product awareness/sales for local product owners
- To network with other industry stakeholders
- To afford a platform for local product owners to conduct business meetings with potential buyers/partners
- To demonstrate brand awareness and association between Enterprise iLembe (institution) and the tourism brand “North Coast”

The proposal should indicate how the consultant will deliver on the project deliverables and outcomes and to provide a breakdown of activities and time frames. A proposed design layout must accompany the quotation (noting that should proposed design is subject to change if appointed). **NB: Enterprise iLembe welcomes creative ideas and input that could add value to this project.**

2.3 Task Description and Expected Outputs

The following are the key activities which need to be undertaken to ensure that the project is a success, namely: -

- The service provider to design and build a stand for ATI; with appropriate branding and maximum visibility as well as allowing for maximum trade interaction. The proposed design/drawings and layouts need to be submitted together with the quotation. It being noted that on appointment the stand design may change as per directive from Enterprise iLembe in line with the approved/allocated budget.
- Submit proposed recommendations to Enterprise iLembe on how best to utilise the floor space.
- The stand should be accessible, appealing, and attractive and consist of latest branding techniques and ideas.
- The stand must have a central information counter and must allow for business meetings to be conducted, i.e., built-in meeting tables/desks (minimum of 3) must be built into the design component of the stand for product owners as well as a separate meeting/lounge area for Enterprise iLembe meetings.
- A lockable storage space to be included in the design with a bar fridge
- A LED/LCD screen (minimum 42") with USB inputs for video (with remote) must be installed on the stand.
- All electrical requirements including plug points for cell phone and laptop charging (easily accessible)
- Décor items such as pot plants for floor space, and floral arrangements for all desks, information counter and coffee tables, brochure information stands.
- Build-up and breakdown of stand.
- Organize other logistics required for the exhibition (e.g., courier of the stand, brochures material, electrical requirements, furniture etc.).
- The service provider must always be available for the full duration of the show to attend to any emergencies that may arise.
- The service provider is responsible for ensuring that the final approved stand design and relevant documentation is submitted to the exhibition coordinator for approval and that all necessary compliance checks are in place by the stipulated deadlines
- The stand build must be fully completed by no later than 17h00 on 11/05/2025
- All movable/reusable components such as graphics remain the property of Enterprise iLembe and must be delivered Enterprise iLembe offices in Ballito.

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) Functionality Evaluation – All proposals that meet the mandatory requirements will then be evaluated in terms of functionality as specified in section 4.2, 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 4.3, below.

4. CRITERIA FOR EVALUATION

4.1 Mandatory Evaluation

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

- Service Providers Proposal including cost implications (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)

Note:

- Failure to submit compulsory documents will result in your proposal being disqualified.
- Reference checks may 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** listed above must be completed correctly and signed, failure to complete and sign will result in disqualification.

4.2 Functionality Evaluation

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

#	Competency	Points Allocation	Maximum Points
1.	<p>Previous experience in the design and supply of similar exhibition stands(*)</p> <p>(Please submit traceable reference letters in order to claim points for this competency. Reference letters must be on the referees letterhead, must have either an e-mail address or contact number of the referee, must be signed and not older than five years.)</p>	<p>0 letters= 0 points</p> <p>1 letter=10 points</p> <p>2 letters= 15 points</p> <p>3 letters= 20 points</p> <p>4 letters= 25 points</p>	25
2.	<p>Proposed Stand Design Layout</p> <p>(Proposed stand design layout must be included as part of the proposal)</p>	<p>Design is visually appealing, meets all the Enterprise iLembe requirements relating to this call and, together with the proposal, demonstrates the ability of the service provider to undertake this project =60 points</p> <p>Design is visually appealing, but does not meet some of the Enterprise iLembe requirements relating to this call and the proposal does not demonstrate the ability of the service provider to undertake this project =40 points</p> <p>Design meets all the Enterprise iLembe requirements relating to this call, demonstrates the capability of the SP to undertake this project, however, lacks visual appeal=30 points</p> <p>Design is not visually appealing, does not meet the Enterprise iLembe requirements relating to this call and does not demonstrate the ability of the service provider to undertake this project = 0 points</p>	60
3.	<p>Capacity to deliver</p> <p>(The proposal should indicate how the consultant will deliver on the project deliverables and outcomes and to provide a breakdown of activities and time frames.)</p>	<p>The schedule of activities and timeframes are reasonable in ensuring the deadline is met – 15 points</p> <p>The schedule of activities and timeframes not submitted/ or do not provide reasonable assurance that the deadline is met – 0 points</p>	15
	TOTAL		100

*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.*

4.3 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 within the iLembe District (i.e. KwaDukuza, Mandeni, Maphumulo or Ndwedwe) – 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)*

5. CLOSING DATE

Proposals can be emailed to siyabongasi@enterpriseilembe.co.za on or before 07 May 2025 at 10h00.