



## **TERMS OF REFERENCE**

***FOR***

### **THE EXPRESSION OF INTEREST TO LEASE ENTERPRISE ILEMBE TRUCKS FOR A PERIOD OF TWELVE (12) MONTHS**

**Expression of Interest Closure Details:**

**Closing Date: 25 June 2025**

**Closing Time: 12h00**

**Compulsory Briefing Details:**

**Date: 19 June 2025**

**Time: 10h00**

**Venue: Sangweni Tourism Centre, Ballito**

**Information Contacts:**

Ms. Sthandiwe Shandu

Email: [sthandiwe@enterpriseilembe.co.za](mailto:sthandiwe@enterpriseilembe.co.za)

Tel: 032-946 1256

## Section 1: Details

<b>Province:</b>	KwaZulu-Natal
<b>Municipality:</b>	iLembe District
<b>Contracting Agency:</b>	Enterprise iLembe
<b>Project Name:</b>	Expression of Interest for operating of Enterprise iLembe delivery Trucks for a Period of 12 Months

## 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: Project Description

It is the intention of Enterprise iLembe to lease out three (03) heavy duty delivery trucks for a period of twelve (12) months. Proposals are hereby requested from interested parties

### 3.1 Specifications of the vehicles available for leasing

- Heavy Load Vehicles x 3 [ Two x refrigerated and 1 x Normal Truck]
  - Vehicle category: Heavy load vehicles (GVM>3500 Kg, not to draw)
  - Series name: Isuzu F-SERIES
  - Model: 2019

### 3.2 Scope of Work

- Utilizing the leased trucks for their logistics operations

- Ensure all trucks are operated and maintained in accordance with manufactures instructions. Trucks to be serviced every 15 000km-NLR, NMR & NPR, EI will be responsible for servicing of trucks as the custodian of the service plan.
- Provide adequate insurance coverage for all leased trucks. The lessee to submit incident report to Enterprise iLembe for record keeping.
- EI shall undertake to register trucks and facilitate E-tags registration, licence renewals and deliver licensing discs to the lessee. The lessee will be responsible for paying of E-tolls and/ or toll fees.
- Meet all applicable safety and regulatory requirements. The lessee must submit company safety plan.
- Provision of own drivers with valid driver's licence i.e. Code 10- C1 with PDP
- The lessee shall draft reports to EI and update on the status/ condition of trucks as and when required and shall ensure that the trucks are made available for Enterprise iLembe Asset verification purposes.

### **3.3 Requirements**

- Have a proven record of operating and maintaining fleet of trucks.
- Possesses a valid operating licence (The Professional Driving Permit (PrDP) will apply to drivers of public transport vehicles, heavy-duty vehicles, and those transporting goods or passengers for hire) and must notify Enterprise iLembe when the necessary permits, such as Vehicle licence, disc and roadworthy certificate are due for renewal.
- Have adequate insurance coverage for all leased trucks
- Demonstrate a commitment to safety and regulatory compliance. Trucks must have a valid fire extinguisher and tyres must be in good condition Trucks may not be used for unlawful purposes.

## **Section 4: Deliverables & Ceiling Costs**

The successful lessee will be required to enter into a lease agreement with Enterprise iLembe.

## **Section 5: Documentation and Confidentiality**

Ownership of all documentation, material and data produced within the context of this brief, whether in hard or digital format, shall remain the property of Enterprise iLembe.

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

## **Section 6: 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 proposal. Further, no awards will be made to suppliers in service of the state.

## **Section 7: 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 service providers who are in service of the state as per the CSD verification that will be performed during the course of the evaluation process.

## **Section 8: Adjudication Criteria**

### **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 detailed in section 8.1.1 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 shall be evaluated on functionality (as per section 8.1.2, below) and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the price evaluation.
- c) Price Evaluation- All proposals which meet the mandatory (compulsory) requirements will then be evaluated in terms of price as specified in the PPPFA (No.5 of 2000) read together with the 2022 PPPFA Regulations and the 2011 B-BBEE Regulations. The price evaluation is detailed in section 8.1.3 below.

## CRITERIA FOR EVALUATION

### 8.1.1 Mandatory Evaluation

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

- Service Providers Proposal together with cost implications, i.e. proposed Rental for Twelve months (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)
- Tax Compliance Status (TCS) Pin Number (Compulsory). In line with the latest circular from SARS (South African Revenue Services), bidders can now submit a **UNIQUE PIN** to enable the entity to verify the bidder's tax compliance status online via E-filing or via the CSD. No awards will be made to bidder's whose tax matters are not in order and who fail to rectify their tax status at the time of adjudication of the bid.
- MBD 4 – Declaration of Interest Form (compulsory)
- MBD 6.1 Preference Point Claim Form 2022 (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
- MBD 7.3 Contract Form (PART A ONLY)
- Business registration documents (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.

### 8.1.2 Functionality Evaluation

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

**Any proposal that fails to achieve a minimum of 60 points of the total of 100 and a score greater than zero in categories marked with an asterisk (\*) on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.**

#	Competency	Points Allocation	Maximum Points
1	<b>Certified</b> Copies of Valid Professional Driving Permits for the proposed drivers of the trucks (PrDP) (*)	No Professional Driving Permits submitted – 0 points 1 Professional Driving Permit – 10 points 2 Professional Driving Permits – 20 points 3 Professional Driving Permits – 30 points	30 points
2	Logistical, safety and risk plan for the leased trucks indicating travel routes.  Please submit the plan to claim points for this competency	Plan provides for Logistical, safety and risk for the leased trucks indicating travel routes. – 20 points  Plan does not provide for Logistical, safety and risk for the leased trucks indicating travel routes. – 0 points	20
3	Lessee must have comprehensive Insurance coverage, including dents, scratch and roadside assistance. (*)  <b>Insurance quote in the name of the lessee, together with a confirmation letter from the lessee that the insurance policy will be entered into upon appointment</b>	Insurance quote in the name of the lessee, <u>together with</u> a confirmation letter from the lessee that the insurance policy will be entered into upon appointment – 30 points	30
4	Financial stability and creditworthiness.	Bank Statement in the bidding service providers name not older than three months to be submitted. The bank statement must reflect the bidding service providers ability to cover at least three months worth of the proposed total Rental amount.	20

***Only service providers who achieve a minimum of 60 points of the total of 100 and a score greater than zero in categories marked with an asterisk (\*) on the functionality evaluation shall be evaluated in terms of the 80/20 points scoring system as set out below.***

### **8.1.3 Price Evaluation**

**The 80/20 preference point scoring system will be applied for income generating tenders 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)- 10 points***
- 2. Proof of location of the business- Maximum of 10 points (Please submit a signed councillor letter, valid signed lease agreement or a utility bill not older than three months & in the business name) to claim points for this)***
  - ***If the business is located in within iLembe – 10 points***
  - ***If the business is located within KZN – 5 points***
  - ***If the business is located within South Africa – 2 points***

## **10. CLOSING DATE**

Proposals can be emailed to [siyabongasi@enterpriseilembe.co.za](mailto:siyabongasi@enterpriseilembe.co.za) on or before 25 June 2025 at 12h00.