



TERMS OF REFERENCE

FOR

**THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A CONCEPT
DOCUMENT AND LAYOUT DESIGNS FOR THE SPAR ILEMBE DISTRICT AGRICULTURE HUB**

Closing Date: 02 September 2022

Closing Time: 12h00pm

1. THE PROJECT DESCRIPTION

Enterprise iLembe invites quotations from suitably qualified service providers to develop a concept document and layout designs for the SPAR iLembe District Agri Hub.

The SPAR iLembe District Agri Hub initiative will support emerging farmers (ECFs) by providing guaranteed markets for their products and by providing relevant technical and food safety training as well as facilitate access to funding for infrastructure and inputs.

1.1. About Enterprise iLembe

Enterprise iLembe is an Economic Development Agency for the iLembe District Municipality with its key mandate being the following;

- To drive economic development.
- To market and promote the District for business, investment and tourism;
- To work with local government to facilitate a business enabling environment;
- To implement business, retention and expansion (BR&E) programmes in partnership with local business.

1.2. Main objectives of the project

- To enable small-scale entrepreneurs to enter the formal retail world by equipping them with the skills and knowledge needed.
- To address real South African challenges such as food security, food safety, nutrition, and job creation.
- To enable the iLembe District small scale farmers to gain access to the SPAR Distribution Centre market and other markets associated with SPAR.
- To ensure that farmers produce food that is safe for human consumption through conformance with local g.a.p and the Global G.A.P standard.

2. SPECIFICATIONS

The preparation of a development concept with associated layout plan, inclusive of the following:

- Conforming to the existing development character of the surrounding area.
- Proposed land use to be a Agri Hub development.
- Investigate and propose a suitable zoning in terms of the KwaDukuza Land Use Scheme.

- Conducting a high-level assessment of the bulk infrastructure requirements, including water, sanitation, electricity, and roads.
- Preliminary itemised construction costs of the Agri-hub.

2.1 INTERNAL COMPONENTS OF THE FACILITY

- The packhouse would need to comply with food safety legislation and meet the requirements for formal retail markets as well as potential export markets, this would mean at least complying with the GFSI Intermediate standard, but if export is to be considered then FSSC 22000 or BRC
- The packhouse would need a separate intake refrigerated area (5 – 10 °C) and a separate dispatch fridge (5 °C).
- The total dimension of the packhouse should be 15m X 46 m (both intake and dispatch)
- Single entrance for staff with hand washing facilities
- Adequate ablution facilities that meet GFSI standards
- Glass policy to be in place - no exposed lighting, all glass windows to have a protective film.
- Entrance and dispatch doors to be kept closed and to have protective curtains for when opened
- Water source to be potable that meets the SANS 241 Standard
- The facility will require a lockable chemical store and packaging storeroom.
- Pack lines will depend on products to consist of the following:
 - Washing and drying tunnel
 - Sorting belt / tables
 - Sizing belt / tables
 - Pack belt / tables
- Offices for pack house manager and admin staff.

The final deliverable will be required in both hardcopies and digital format.

2.2 DATE OF DELIVERY OF FINAL PRODUCT/S

The expected delivery date for the end product is no later than 4 weeks from official date of appointment of the service provider.

3. EVALUATION CRITERIA

Procurement Policy

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

- All proposals received shall firstly be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the PPPFA (No.5 of 2000) read together with the 2017 PPPFA Regulations and the 2011 B-BBEE Regulations.

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.

3.1 Functionality Evaluation

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

Competencies:

NB: Service providers must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key competencies/areas in order to claim points in the functionality evaluation:

#	Competency	Point Allocation	Maximum points
1	<p><u>Experience in the development of similar Concept Development/Designs: (*)</u></p> <p>Supporting documents required:(References Letters) The service provider must provide letters of reference relating to <u>similar work</u> undertaken by the business in the past five years</p>	<p>1 letter = 10 Points 2 letters = 20 Points 3 letters = 30 Points 4 letters = 40 Points</p>	40
2	<p><u>Design Element: (*)</u></p> <p>Supporting documents required: A proposed design element sample/s must be attached to your proposal</p>	<p>Design sample meets some of the requirements– 10 points</p>	10

#	Competency	Point Allocation
3	Project Methodology <i>(Bidders are requested to include the detailed methodology in their proposals)</i>	No methodology provided 0 points
	Poor - Inadequate program and critical tasks not clearly indicated. 5 points	
	Satisfactory - All basic tasks detailed in correct sequential order. 10 points	
	Good – All basic tasks detailed in the correct sequential order, showing the critical milestones and realistic periods per task. 15 points	
	Excellent – All basic task detailed in the correct sequential order, showing the critical milestones and realistic periods per task. An exhibition of innovation and distinctiveness in the program. 20 points	
4	Locality: Supporting documents required: (Please provide proof of residence in the form of Councillor Letters, Utility Bills or a valid, signed Lease Agreement)	Within iLembe- 10 points Within KZN - 7 points Within RSA – 5 points 10
5	<u>Qualifications of Key Personnel in Architectural Studies (*)</u> <u>NB.: Bidders are required to submit certified copies of qualifications and proof of professional registration.</u>	Minimum Qualification BSc/B-Tech in Architectural Studies -15 points Registration with the South African Council for the Architectural Profession as a Professional Architect/Professional Architectural Technologist - 5 points 20
TOTAL POINTS CLAIMABLE		100

NB: Reference checks may be conducted during the course of the evaluation process.

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.

3.2 80/20 Preference Points Scoring System:

Only proposals with a score of 60 and higher will be eligible for evaluation in terms of the 80/20 points scoring system as follows:

COMPONENT	80/20
B-BBEE Status Level	20
Price	80
Total	100

Service providers who wish to claim preference points must submit a B-BBEE Certificate.

The 20 preference points will be allocated based on B-BBEE status level of contribution and shall be allocated as per the table that follows:-

Status Level of Contributor	Preference Points on scorecard (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

4. DOCUMENTS RELATED TO THIS REQUEST FOR QUOTATIONS

- Valid Tax Compliance Status (TCS) Pin Number issued by SARS (compulsory);
- Proof of registration on the Central Suppliers Database (compulsory). (The registration number/report will be available on the CSD Website once you have registered on the Central Suppliers Database). **NB:** It is *compulsory* for service providers to be registered on the Central Suppliers Database for Government. Please visit <https://secure.csd.gov.za/> to register on the database;
- B-BBEE Status Level Certificate (if you have)
- MBD 4 – Declaration of Interest Form (compulsory)
- All documents as per the competency table on pages 5 - 6 of this document
- Company Registration Documents (CIPC) (compulsory).
- Proof banking details/ Bank Confirmation
- Proof of residence in the form of Councillor Letter, Utility Bill or Lease Agreement
- Budget Activity Schedule (Cost implications)

5. PAYMENT TERMS

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

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.

7. CLOSING DATE AND TIME

Interested service providers are required to submit proposals by 12h00pm on 02 September 2022 to Mr. Siyabonga Sibiyi; Tel: 032-946 1256, Email: siyabongasi@enterpriseilembe.co.za