



TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF SEEDLINGS

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 quotations from suitable service providers for the supply and delivery of seedlings as specified below:

COMMODITY	TYPE/ VARIETY	QUANTITY	PACKAGING
Swiss Chard	Fordhook Giant	50 000 seedlings	400/lugliner
Cabbage	Star 3316	40 000 seedlings	400/lugliner
Onions	Texas Grano 502 PRR	50 000 seedlings	400/lugliner
Green pepper	Jupiter	40 000 seedlings	400/lugliner
Chillies	Fury	50 000 seedlings	400lugliner

Delivery Address: Sangweni Tourism: CNR Link Road & Ballito Dr, Ballito 4420

NB: Delivery is required within 6 weeks from the date of official appointment of the service provider.

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 including cost implications for all items as indicated on the table on section 2 of this document (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 documents (Compulsory)
- A minimum of **Three traceable reference letters** for similar work undertaken regarding the Supply and/ or Delivery of Seeds and/ or Seedlings (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 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. 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. REPORTING

Upon appointment, the service provider will work in close co-operation with Enterprise iLembe management. The service provider will also be expected to keep financial records and other appropriate records.

8. PERFORMANCE OF SERVICE PROVIDER

Once appointed, the performance of the service provider will be measured on a continuous basis.

The key performance indicators applicable to this are as follows:

Performance Indicator		Weighting
1	Quality of Service	30
2	Timeliness of Completion	25
3	Cost Control	25
4	Business Relations	10
5	Management of Key Personnel (i.e. management of the service providers team allocated to the project)	10
		<u>100</u>

9. CLOSING DATE

Proposals can be emailed to siyabongasi@enterpriseilembe.co.za on or before 05 June 2024 at 12h00.