



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTISING DATE: 30 JANUARY 2020

UMZ/2019-20/ COMMERCIAL NURSERY(LED)

SERVICE PROVIDER TO CONDUCT COMMERCIAL NURSERY.

Bidders are hereby invited to submit proposals/Quotations service provider to conduct Umzimvubu Commercial Nursery as per attachment.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 10 February 2020**. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

Enquiries: All technical enquiries may be directed to Mr .S.C. Ntinzi & Mr Mbukushe (SCM Manager) 039 255 8506/8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT FRERE

5090

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GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU
— LOCAL MUNICIPALITY —

TERMS OF REFERENCE

FOR THE

UMZIMVUBU COMMERCIAL NURSERY TURN-AROUND PLAN

Issued and Prepared by:

Umzimvubu Local Municipality

Ntsizwa Street

P/Bag x 511

Mount Ayliff

5735

Manager: LED: S.C. Ntinzi

Contact Person:

Tel: 039 254 8500

Fax: 039 254 0343

1. TERMS OF REFERENCE FOR THE UMZIMVUBU NURSERY TURN-AROUND PLAN

1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The Umzimvubu Local Municipality is within Alfred Nzo District Municipality (ANDM) which is located in the North-Eastern part of the Eastern Cape Province in South Africa, as shown in Figure 1.1 below. The District forms part of the Eastern Cape Province’s boundary with the Kwa-Zulu Natal province. The District borders the Kingdom of Lesotho to the north and the district of OR Tambo in the Eastern Cape and Harry Gwala District in Kwa-Zulu Natal. The Umzimvubu Local Municipality is constituted amongst the four local municipalities within the ANDM, others being Matatiele, Mbizana and Ntabankulu Local Municipalities.

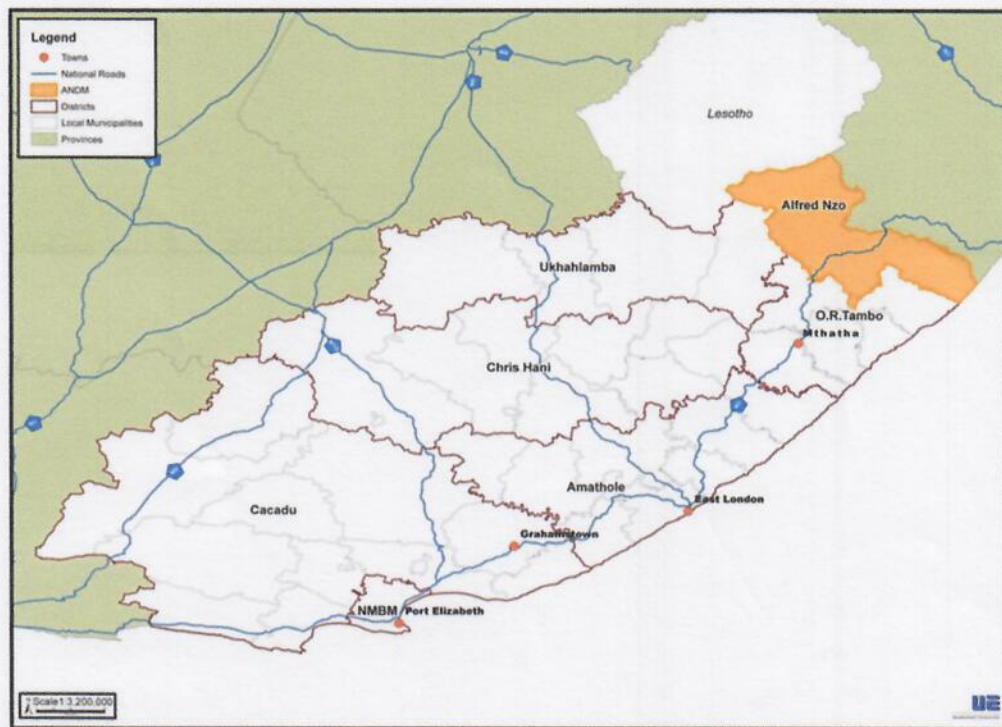


Figure 1.1: Alfred Nzo in the Eastern Cape Province

The locality of ULM is faced with a great number of socio-economic challenges. The region is characteristic of high poverty and unemployment levels and low education and skills level.

According to the Agricultural Development Plan, agriculture has been identified as one of the high potential sectors for ULM. The District possesses potential in tourism related opportunities as a result of a number of attributes namely its rich history, heritage and culture including untouched natural resources in the form of wetlands, forestry, water front parks, spring water etc. have been well profiled in the Agricultural Development Plan. Given that the District has developed a detailed understanding of its local agricultural potential through

1.2 OVERALL OBJECTIVE AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

The overall objective of the project is to stimulate agricultural development in ULM which will translate into an increase in food security, economic growth and development and employment creation within the agricultural sector.

1.2.2 Specific Objectives

The specific objectives of the project require the undertaking of the following:

- Development of a comprehensive Turn –Aroud Implementation Plan for the Umzimvubu Commercial Nursery.
- Identify our infrastructural needs, production requirements/inputs, inputs procurement plan, human resource plan, market opportunities and provides direction with the main focus of trying to put the plan into action.
- Provides direction towards positioning of Umzimvubu as one of the major resource endowments in the Eastern Cape.
- Develops a long – term plan of ensuring how the public and private sector and wider community will ensure continuity and sustainability of the nursery.

- Development of a pre-liminary budget.

2. SCOPE OF WORK

Tenders are invited from suitably qualified professional service providers to prepare and submit proposals to develop a Turn-Around Plan for the Umzimvubu Commercial Nursery.

The project time frame will be 4 months from the date of appointment of the service provider, which is anticipated to take place at the end of the fourth month.

The proposal must contain the following:

- Develop of a comprehensive Turn – Around Implementation Plan for the Umzimvubu commercial Nursery.
- Identifies our infrastructure needs, inputs procurement, production, market opportunities and provides direction with the main focus of trying to put the plan in action.
- Provides direction towards positioning of Umzimvubu as one of the major food basket opportunities and provides direction within the focus of trying to put the plan into action.
- Provides direction towards positioning of Umzimvubu as one of the major food basket in the Eastern Cape.
- Develops a long – term plan of ensuring how the public and private sector and wider community will ensure continuity and sustainability of the nursery.

- Development of preliminary designs and conceptual sketch plans with specification and 3 dimensional models.
- Development of a pre-liminary budget.
 - Clear planning process and methodology to be undertaken;
 - Clear participation process or approach (both public and technical);
- Indication of related experience as per the requirements of the project, with verifiable references;
 - Comprehensive company profile coupled with an indication of the proposed project team in terms of the activities to be undertaken by each project team member.
- Furthermore the proposal must indicate the contact person to be responsible for the project. In instances where a consortium will be established, the proposal must specify the names of other professionals who will form part of the consortium;
- Clear time frame for completion of the project, including a breakdown indication of completion times for deliverables, duration of the deliverable review process and schedule of PSC meetings and other activities anticipated to take place during the duration of the project. It is recommended that the project process plan allows for a period of 1 week for the review of completed project deliverables where the deliverables would have been presented during a PSC meeting for approval (final deadlines will be further discussed and agreed upon with the successful bidder);
- Clear project budget aligned to tasks or activities and deliverables of the project.

It should be noted it is the responsibility of the service provider to ensure that upon submission of proposals, a valid entity registration document, Tax Clearance Certificate and BBBEE Certificate must be included.

3. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

The initial project deliverable will be an inception report which will serve as project plan for the implementation of the project.

The overall project output/deliverable is a comprehensive conceptual document which will include the following:

- A Comprehensive Turn-Around Implementation Plan for the Umzimvubu Commercial Nursery, as per Project Specific Objectives mentioned-below.
 - Identification of infrastructural needs, inputs procurement, production, market opportunities and provides direction with the main focus of trying to put the plan into action.
 - Provides direction towards positioning of Umzimvubu as one of the major resource endowments in the Eastern Cape
 - Development of a long - term plan of ensuring how the public and private sector and wider community will ensure continuity and sustainability of the nursery.
 - Development of a pre-liminary budget.

4. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by an operational team led by LED Manager: Umzimvubu Local Municipality.

5. ACCOUNTABILITY AND REPORTING MECHANISM

It is expected that regular progress reports will be presented to the PSC on a monthly basis. The Project Manager has the right to change frequency of reporting as and when necessary. Progress reporting will be undertaken in terms of documented reporting and in presentation format at PSC meetings. The service provider will account to Umzimvubu Local Municipality and Department of Economic Development and Environmental Management. Project Manager will monitor the process/ progress on the site.

6. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Turn-Around Plan for Umzimvubu Commercial Nursery and placed in the tender box in Umzimvubu Local Municipality not later than 12H00 on the _____.

Bidders are requested to ensure that their proposal include the following:

- A comprehensive proposal inclusive of the methodology for conducting and expected final outcomes from the study.
- An All-inclusive Quotation.
- Activity schedule.
- Company profile with a traceable track record and references should also be submitted.
- Proof(s) of accreditation(s).
- A valid copy company Certification as issued by CIPRO.
- A valid original tax clearance certificate.

Evaluation criteria of the tenders

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
 - Stage 2- Price and BBBEE Points
- ✓ Only Bidders who score 75% or more on stage 1 would be evaluated further and therefore eligible for the award.

STAGE 1 OF EVALUATION – FUNCTIONALITY

Functionality	100
• Previous Experience	40
• Capacity and Expertise	40
• Methodology	20

STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS

BBBEE POINTS	20
Price	80
TOTAL	100

- ✓ 40 points for company experience are spread as follows:
 - Traceable record for successfully completed minimum of 5 projects of this nature/projects of similar nature a maximum of 40 points may be awarded.
 - 3-4 projects completed: 30 points
 - 1-2 projects completed: 20 points
- ✓ 40 points for Capacity and Expertise to undertake the project:
 - Company with team member(s) comprises of at least the following areas of expertise:
 - a) Proven years of experience in Research and Agricultural Rural Development: 20 points
 - b) Agricultural Economist or Agricultural Development Specialist 20 points

- ✓ 20 points for Methodology

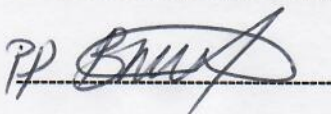
The following must be covered on the scope of work:

- Financial projections
- Action plan must articulate time frame, activities, cost as per scope of work

For any Technical queries regarding this tender, please contact Mr S. C. Ntinzi at telephone number 039 255 8500 during office hours or Mr T. Mbukushe from SCM at 039 255 8500

Prepared by:

Mr S. Mcoombeli (LED Forestry Officer)




Date Prepared

17/01/2020

Approved By:

Mr S.C. Ntinzi (LED Manager)



Date Approved

17/01/2020

