

TERMS OF REFERENCE



ALFRED NZO
DISTRICT MUNICIPALITY

SUPPLY, DELIVERY AND INSTALLATION OF A WINDBREAKER IN NOPHOYI

2019/20 FINANCIAL YEAR

Issued and Prepared by:
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ALFRED NZO-DISTRICT MUNICIPALITY THIS IS TO
CERTIFY THAT FUNDS ARE AVAILABLE ON THE
ABOVE STATED BUDGET ITEM.
BUDGET OFFICER:
DATE:
BUDGET AVAILABLE: R.....
FUNCTION CODE:
ITEM DESCRIPTION:

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The Alfred Nzo District Municipality is home to 3 Thusong Centres. A fully functional centre in Nophoyi, A relatively completed centre in Thabachicha and one under construction in Nkantolo. The centres are meant to provide crucial community services such as Home Affairs and Social Development services for people in outlying areas and who cannot afford to visit their local towns . Nophoyi Thusong is situated in ward 12 of the Umzimvubu Local Municipality which is a disaster prone area that is often hit by strong winds and hailstorms.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

Supply, delivery and installation of a windbreaker (Hedges) in Nophoyi Thusong Centre.

1.2.2 Specific Objectives

- Provide outdoor protection for The Nophoyi Thusong centre
- To minimize the effects of wind at the centre.
- To prolong the structural integrity of the buildings at the centre.

2. SCOPE & EXTENT OF WORK

Tenders are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the supply, delivery and installation of a windbreaker at the Nophoyi Thusong centre as per the following specification:

SPECIFICATION	
Windbreaker in Nophoyi	
<i>Description</i>	<i>Quantity</i>
1. Trees that can grow in coarse-grained soil and can grow up to 2 metres tall.	300
2. Supply and deliver fertiliser suitable for coarse-grained soil.	10 kg x 20
3. Deliver and Plant the trees at the Nophoyi Thusong Centre service centre.	

Standard clause not to be removed from the template:

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

NB: A compulsory briefing session will be held to clarify the Scope of Work with prospective bidders on the _____ 2019.

3. PROJECT TIME FRAME

In case 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 project time frame is 2 months from date of appointment. The project is to be managed by an operational team comprising of officials from the Alfred Nzo District Municipality, and the appointed service provider. A project team leader/management will act as a liaison party between the service provider and the project steering committee

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Supply and delivery of a windbreaker (Hedges) to Nophoyi.
- Installation and planting of windbreakers around the perimeter of Nophoyi Thusong Centre.
- Monitoring of windbreaker growth for 2 months.

5. STAKEHOLDERS CONSULTATION

THE FOLLOWING STAKEHOLDERS WILL BE CONSULTED DURING THE PROJECT:

- NOPHOYI CENTRE MANAGEMENT COMMITTEE
- IDMS

6. 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 Alfred Nzo District Municipality.

A Project Steering Committee (PSC) made of ANDM officials and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Operational Team and or Project Steering Committee where a process of verification will take place prior to the approval of invoices submitted by the service provider. Ideally prior to the sitting of a PSC meeting, a technical verification of work claimed by the service provider, must be undertaken by ANDM officials and some members of the PSC to ensure that ANDM is able to approve claims made by the service provider.

Only service providers that can demonstrate the required experience and skills relating to the execution of this project will be considered. The following criteria will be taken into account for the appointment of a successful service provider.

ITEM	Weight
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80
TOTAL	100

Upon request by the Employer, the Bidder undertakes to provide adequate documentation to fully justify his points claim. Failure to provide any justification shall result in the tender being rejected. The Employer may evaluate the justification documentation independently and shall in such cases, in his evaluation of the tender, determine, at his sole discretion, the quality points applicable.


For any queries regarding this tender, please contact Makaziwe Dyarvane for project related queries; on (039) 254 5082 or; Supply Chain Management contact for SCM related queries at telephone number 039-254-5134 during office hours.

Alfred Nzo district Municipality
Erf 1400 Ntsizwa Street
Mount Ayliff
4735

Yours in municipal administration,



L. MHLELEMBANA
MANAGER: TSC




19/08/2019

D.N. NGXENGE
SENIOR MANAGER: CDS

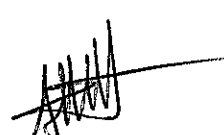
Recommendation by Specification Chairperson:

Approved/Not Approved



Mr. L. Mduyana

Comments by Chairperson:



Terms of reference ~~not~~ approved
by the BSC.