



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE
CONSTRUCTION OF THABACHICHA GUARD ROOM
2020/21 FINANCIAL YEAR

Issued and Prepared by:
Alfred Nzo District Municipality
ERF 1400 Ntsizwa Street
P/Bag x 511
Mount Ayliff
5735

Senior Manager: CDS – D.N Ngxenge
Contact Person: M. Dyarvane
Tel: 039 254 5082
Fax: 039 254 0343

TABLE OF CONTENTS

1. BACKGROUND AND OVERVIEW OF THE PROJECT	2
1.1 INTRODUCTION	2
1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT	2
1.2.1 Overall objective.....	2
1.2.2 Specific Objectives	2
2. SCOPE & extent of work	3
3. PROJECT TIME FRAME	3
4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES	4
5. STAKEHOLDERS CONSULTATION	4
6. PROJECT MANAGEMENT	4
7. REPORTING MECHANISM	5
8. SUBMISSION OF BIDS	5
9. EVALUATION CRITERIA.....	5

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 which means that technological equipment such as computers is kept at the centre. In order to improve the safety at these centres, guard rooms are requested for Nophoyi and Thabachicha.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

Construction of a standard guard room at Thabachicha Thusong Centre

1.2.2 Specific Objectives

- Construction of the Guard room will enhance the security at Thabachicha Thusong Centre
- Construction will also enable the municipality to protect its assets located at the centre.

2. SCOPE & EXTENT OF WORK

The successful service provider will construct a guard room at Thabachicha Thusong centre as per the following specification:

Specification

Items	Description		Quantity
1.	Construction of Guard room in Thabachicha		
1.1	3m (Length) X 3m (Width) X 2.5 (Height) concrete walls (Wall to be plastered and painted in and out) and 0.6m Apron around the house	Lump Sum	1
1.2	Floors to be plastered and tiled with Vinyl tiles	M2	6
1.3	Supply and install miranti door and windows	NO	1 each
1.4	Roof with IBR tiles; white facial boards, Gathers and down pipes; Masonite Ceiling must be painted	Lump Sum	1
1.5	Install electricity lights in and out	NO.	2

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 BBBEE Certificate/affidavit is included.

NB: A compulsory briefing session will be held to clarify the Scope of Work with prospective bidders on the _____ 2020.

3. PROJECT TIME FRAME

The project time frame will be **3 months** from the date of appointment of the service provider, which is anticipated to take place at the **end of November 2020**.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

Construction of a standard guard room in Thabachicha according to the attached specification.

5. STAKEHOLDERS CONSULTATION

THE FOLLOWING STAKEHOLDERS WILL BE CONSULTED DURING THE PROJECT:

- THABACHICHA 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.

7. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDM and further presented to the PSC on a monthly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

8. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: **“CONSTRUCTION OF THABACHICHA GUARD ROOM”** and placed in the tender box in the Alfred Nzo District Municipality not later than 10H00 on the _____. Bidders are requested to ensure that their proposals include; Company Registration, a Tax Clearance Certificate/pin and BBEE Certificate/affidavit.

9. EVALUATION CRITERIA

Evaluation criteria of the tenders;

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	100
• Previous Experience	50
• Capacity and Expertise	50
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBEE POINTS	20
Price	80

Previous Company Experience Note: The scoring in this section is not cumulative	Weighting
Traceable record for successful completion of a minimum of 03 or more room construction projects	50
Traceable record for successful completion of a minimum of 02 Guard construction projects	40
Traceable record for successful completion of a minimum of 01 Guard construction projects	30
And for projects less than 1	0
Maximum Weighting Note COMPULSORY attachments for verifying work done: 1. The ANDM Assessment Bidder Form must be completed, stamped and signed by previous employer as a means of verifying references for project undertaken. If 3 Projects were done, 3 Assessment bidder forms be completed. 2. In ADDITION to the above, a traceable record will be evaluated on the of: - An Appointment Letter or Official Purchase Order OR -A completion certificate for each project completed	50

Capacity and Expertise to Undertake the Project	Weighting [50]
A Project Team with the following areas of expertise:	50
Team member with NQF Level 6 Qualification in the Built Environment	30
Team member with Project Management qualification (Minimum 6 m experience)	20
Maximum Weighting NB: Attach CV's and certified copies not older than 3 months for qualifications	50

ALL BIDDERS SHOULD BE REGISTERED TO CIDB GRADING WITH MINIMUM OF 1GBPE OR 1GB ONLY.

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.

Yours in municipal administration,

 26/08/2022

D.N. NGXENGE

SENIOR MANAGER: CDS

Recommendation by Specification Chairperson:

Approved/Not Approved

Mr. L. Mdutyana

Comments by Chairperson:

Approved

