



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

**RESIDENT FASHION DESIGNER PROGRAMME: SUPPLY AND DELIVERY OF
FABRIC, SEWING MACHINES AND PROVISION OF TRAINING FOR OPERATING
THE MACHINERY**

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: LED & Planning: Mr Ntshikilana
Contact Person: Ms. V Mbiko
Tel: 039 254 5101
Fax: 039 254 0343

TABLE OF CONTENTS

1. BACKGROUND AND OVERVIEW OF THE PROJECT	Error! Bookmark not defined.
1.1 INTRODUCTION	2
1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT	3
1.2.1 Overall objective.....	3
1.2.2 Specific Objectives	3
2. SCOPE & extent of work	3
3. PROJECT TIME FRAME	6
4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES	6
5. STAKEHOLDERS CONSULTATION	6
6. PROJECT MANAGEMENT	7
7. REPORTING MECHANISM	7
8. SUBMISSION OF BIDS	7
9. EVALUATION CRITERIA.....	7

1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

Tourism is recognized as one of the global leading industries in the world. A variety of developing countries employ tourism as a channel towards community socio-economic development, especially in rural contexts. It is within this context that it can be proposed that tourism activities, using natural attractions in remote rural areas, can be an important source of economic diversification and livelihood opportunity.

The Alfred Nzo region has limited economic potential and its tourism activities are fragmented. Therefore, tourism is a vital engine of income and source of employment. Tourism should bring important economic benefits for its communities and improve other related industries; hence the Beach to Berg (B2B) Corridor development plan was developed. The B2B Corridor Development Plan was also identified through 2012 Spatial Development Framework (SDF) as a way to create a framework for implementing a collection of initiatives or programs consolidated into one umbrella to grow regional development and assist in economic development of the region through tourism.

Part of the B2B Corridor Development Plan entails the development of SMME product owners within the route. This is part of strengthening the B2B brand, offering a variety of unique products and services and essentially offering a high quality package of consumers/ clients.

Therefore, ANDM is in search for a competent and experienced service provider that will supply and deliver of fabric, sewing machines and provision of training the machinery.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

The projects' overall objective is to increase the skill levels and to give a concrete possibility of social and economic empowerment to the SMMEs of ANDM that are in textile and clothing industries, thereby increasing their potential to earn more through the capitalization of the resident fashion designers program within ANDM.

1.2.2 Specific Objectives

Specific objectives of the initiative include:

- Supply and delivery of fabric, sewing machines and provision of training of the machinery as per the scope of work
- Delivery of procured goods to respective locations of designated area within 400 kilometers radius
- Installation of machinery at Mfundisweni Skills centre and Mbizana Cultural Village

2. SCOPE & EXTENT OF WORK

Tenders from suitably qualified professional service providers are hereby invited to prepare and submit quotation of Supply and delivery of fabric, sewing machines and provision of training of the machinery as per the scope of work. Delivery of procured goods to respective locations of designated area within a 400 kilometers radius

The following gives a high level indication of activities to be undertaken;

- Supply and delivery of fabric, sewing machines and provision of training of the machinery as per the scope of work
- Delivery of procured goods to respective locations of designated area within 400 kilometers radius

- Installation of sewing machinery at Mfundisweni skills centre and Mbizana Cultural Village.

Product I.D	Description	Quantity
Fabric	Twill fabric with different colours: <ul style="list-style-type: none"> ➤ Blue ➤ Green ➤ Grey ➤ Navy 	2 rolls per colour, 20 meters each roll 2 rolls x 20m 2 rolls x 20m 2 rolls x 20m 2 rolls x 20m
	1. Colourless trouser buttons 2. Colourless Steel zip 3. Colourless Steel zip 4. Thick Elastic 5. Cotton thread (blue, green , grey, navy) 6. Violin	20 boxes of 100 buttons 500 80cm zip 500 25cm zip 2 x 50 meters 10 per colour 2 X 50 meters
Flat Machines	Single Needle lockstitch - Direct drove, Under Bed Trimmer	21
Button sew	• Straight buttonhole in	1

machine	woven and knitted fabrics <ul style="list-style-type: none"> • 3,000 s.p.m. (stitches per minute) • Presser foot lift 12 mm (15/32") • Number of stitches: 53 -345 (by gear change) • Needle type: No. 1955-01 • Automatic lubrication • Capable of forming whip stitch and purl stitch • Emergency stop lever is fitted • Dimension 770 x 350 x 540 (mm) • Net Weight 66 kg • Gross Weight 76 kg • 1/2 H.P., 4 pole. • Automatic lubrication • Capable of forming whip stitch and purl stitch • Emergency stop lever is fitted • Dimension 770 x 350 x 540 (mm) 	
---------	---	--

NB: Fabric samples of 3cm x 5cm must be provided and submitted with the proposal. Samples must be labelled accordingly (Company name)

The project proposal must contain the following:

- Indication of related experience as per the requirements of the project, with verifiable references
- Clear time frame for completion of the completion of the project, which is expected to be within 3 weeks.

Delivery will be undertaken according to the roll out plan which will stipulate where and when the procured goods must be delivered. Furthermore prior to delivery, liability for any damages that may occur to the goods will be that of the appointed service provider.

3. PROJECT TIME FRAME

The project time frame will be 1 month from the date of appointment of the service provider, which is anticipated to take place at the end of August 2020.

2. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

The key outputs/deliverables of the project are:

- Supply and delivery of fabric, sewing machines and training of the machinery as per the scope of work
- Delivery of procured goods to respective locations of designated area within a 400 kilometers radius
- Installation of machinery at Mfundisweni skills centre and Mbizana Cultural Village.

3. STAKEHOLDERS CONSULTATION

The main consultation with regards to the project will take place between the stakeholders involved which are the client and the appointed service provider. The successful service provider will be required to undertake stakeholder consultations and engagements as it is a vital and an ongoing requirement to ensure support and buy-in towards the successful completion of the project.

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 Alfred Nzo District Municipality.

5. 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.

6. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Project proposal – **supply and delivery of fabric, sewing machines and provision training for operating machinery**" and placed in the tender box in the Alfred Nzo District Municipality not later than 10H00 on the_____.

7. EVALUATION CRITERIA

Evaluation criteria of the quotation will be as follows;

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE 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	30
• Education and Training	20
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80

Previous Company Experience	Weighting
Note: The scoring in this section is not cumulative	
Traceable record for successful completion of a minimum of 03 or greater supply and delivery related projects to the value of no less than R100 000	50
Traceable record for successful completion of a minimum of 02 or greater supply and delivery related projects to the value of no less than R100 000;	30
Traceable record for successful completion of a minimum of 01 or greater supply and delivery related projects to the value of no less than R100 000;	10
Maximum Weighting	50
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 each project undertaken. If 3 Projects were done, 3 Assessment bidder forms must be completed.	

<p>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</p> <ul style="list-style-type: none"> - An appointment letter/official purchase order specifying the contract amount for each project completed 	
--	--

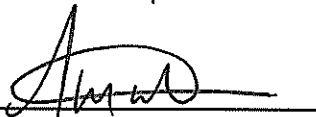
<p>Capacity and Expertise to Undertake the Project</p> <p>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</p>	<p>Weighting [50]</p>
<p>A Project Team with the following areas of expertise:</p>	<p>[30]</p>
<p>A team of qualified IT Specialists/Electronic Technicians with the following expertise:</p> <ul style="list-style-type: none"> ➤ One or more personnel must have a minimum qualification of NQF 5 in IT and/or Automation ➤ One or more personnel must have a minimum qualification of NQF 5 in Electronic Technician 	<p>20</p> <p>10</p>
<p>Maximum Weighting</p> <p>NB: Attach C.V and certified copies not older than 3 months for all qualifications</p>	<p>30</p>
<p>Education and Training</p>	<p>[20]</p>

• Plan for the training to be attached with Time Frames and Training Plan	20
Maximum Weighting [20+10+20]	50
Total Maximum Weighting	100

For any queries regarding this tender, please contact Ms. V Mbiko for project related queries; on (039) 254 5024 or;
Mr V. Cita 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,



Mr. S Ntshikilana
Senior Manager: Planning and Economic Development

Recommendation by Specification Chairperson:

Approved/Not Approved

Mr. L. Mdutyana

Comments by Chairperson:

SPECIFICATION

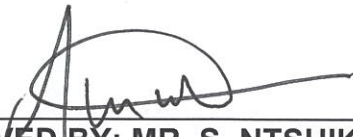
ANDM is in search for a competent and experienced service provider that will supply and deliver of fabric, sewing machines and provision of training the machinery.		
Product I.D	Description	Quantity
Fabric	Twill fabric with different colours: <ul style="list-style-type: none"> ➤ Blue ➤ Green ➤ Grey ➤ Navy 	2 rolls per colour, 20 meters each roll 2 rolls x 20m 2 rolls x 20m 2 rolls x 20m 2 rolls x 20m
	<ol style="list-style-type: none"> 1. Colourless trouser buttons 2. Colourless Steel zip 3. Colourless Steel zip 4. Thick Elastic 5. Cotton thread (blue, green , grey, navy) 6. Violin 	20 boxes of 100 buttons 500 80cm zip 500 25cm zip 2 x 50 meters 10 per colour 2 X 50 meters
Flat Machines	Single Needle lockstitch - Direct drove, Under Bed Trimmer	21
Button sew machine	• Straight buttonhole in woven and knitted fabrics	1

	<ul style="list-style-type: none"> • 3,000 s.p.m. (stitches per minute) • Presser foot lift 12 mm (15/32") • Number of stitches: 53 -345 (by gear change) • Needle type: No. 1955-01 • Automatic lubrication • Capable of forming whip stitch and purl stitch • Emergency stop lever is fitted • Dimension 770 x 350 x 540 (mm) • Net Weight 66 kg • Gross Weight 76 kg • 1/2 H.P., 4 pole. • Automatic lubrication • Capable of forming whip stitch and purl stitch • Emergency stop lever is fitted • Dimension 770 x 350 x 540 (mm) 	
--	---	--

NB: Fabric samples of 3cm x 5cm must be provided and submitted with the proposal. Samples must be labelled accordingly (Company name)



Requisition Officer: V. Mbiko



APPROVED BY: MR. S. NTSHIKILANA

SENIOR MANAGER: PLANNING AND ECONOMIC DEVELOPMENT