



ALFRED NZO

DISCTRICT MUNICIPALITY

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF DIESEL BOWSER TRAILER 2020/21 FINANCIAL YEAR

Issued and Prepared by:
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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The Budget and Treasury Office based on the services that they provide to the community of Alfred Nzo District Municipality requires the supply and delivery fuel to various parts of the district for its water pumps in order to supply the communities with clean and drinkable water.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

To supply clean and drinkable water in a continuous bases, in the community of Alfred Nzo District Municipality.

1.2.2 Specific Objectives

The Bowser Trailer will supply diesel to water pumps around the district, so that to continue supplying the community with water.

2. SCOPE & EXTENT OF WORK

Tenders are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the supply and delivery of diesel trailer within the Alfred Nzo District Municipality. The following gives a high level indication of activities to be undertaken;

- Horizontal tank with ANDM color branding
- Stainless Steel tanktor
- Trailers with papers
- Commercial rims and tyres
- Tyre size 195/14
- Jockey wheel and stand (1000lt)
- Pump: 12v 40 litres per minute 3 bar diesel pump
- Heavy duty steel fire extinguisher bracket
- Fire extinguisher
- Inline filter

- Warning Plates
- 6 metre outlet fuel hose
- Protective pump and metre casing
- Hose brackets
- 4 digit flow metre
- Diesel pump nozzle aluminum
- Nozzle locking mechanism

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 **1 month** from the date of appointment of the service provider, which is anticipated to take place at the **mid-September 2020**.

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.

 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.

5. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Supply and Delivery of Diesel Bowser Trailer" and placed in the tender box in the Alfred Nzo District Municipality not later than 12H00 on the_____.

Bidders are requested to ensure that their proposals include; Company Registration, a Tax Clearance Certificate/pin and BBBEE Certificate/affidavit.

6. EVALUATION CRITERIA

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 70% or more on stage 1 would be evaluated further and

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

therefore eligible for the award.

FUNCTIONALITY	Weighting
Previous Experience	50
NB: Attach a Six (6) months warranty on defects in materials and workmanship on the companies letterhead or the Manufacturers letterhead	
Note: The scoring in this section is not cumulative	
Traceable record for successful completion of a minimum of 02 or more	50

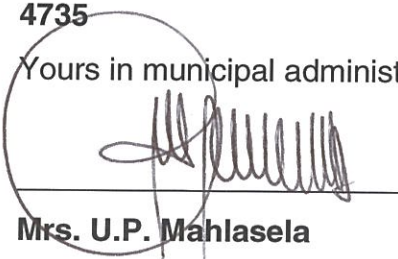
Supply and Delivery of Diesel Bowser Trailer, with the amount of R50 000 and above.	
Traceable record for successful completion of a minimum of 01 Supply and Delivery of Diesel Bowser Trailer, with the amount of R50 000.	30
NB: In order to claim these points, the service provider must attach appointment letters or signed official orders as well as an assessment bidder form duly signed.	
Capacity and Expertise	50
Resources to execute the work	20
<ul style="list-style-type: none"> • Capacity to undertake the project; the Service provider must specify & provide proof of appropriate mode of transport(delivery) in the form of a 4 ton truck. <ul style="list-style-type: none"> ➤ Ownership or Hired 4 ton truck <ul style="list-style-type: none"> • Attach registration certificate as proof of ownership or hire agreement 20 ➤ Towed by a bakkie <ul style="list-style-type: none"> • Attach registration certificate as proof of ownership or hire agreement 10 	
• Bank Grading	• 30
An original bank rating letter and a bank guarantee of a minimum of 10% of the contract value, must be attached.	
<ul style="list-style-type: none"> ➤ Bank rating of A 30 ➤ Bank rating of B 20 	

<ul style="list-style-type: none"> ➤ Bank rating of C ➤ Bank rating of D and below • ND: The bank letter should not be older than 30 days 	<p>10</p> <p>0</p>
<p style="text-align: right;">Maximum Weighting</p> <p>Note COMPULSORY attachments for verifying work done:</p> <p>1. The ANDM Assessment of Bidder Form must be completed, stamped and signed by previous employer as a means of verifying references for each project undertaken. If 5 Projects were done, 5 Assessment of bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</p> <p>An appointment letter or purchase order.</p>	<p>100</p>

- For any queries regarding this tender, please contact Supply and Delivery of Diesel Trailer for project related queries; on (039) 254 5100 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,



Mrs. U.P. Mahlasela
CHIEF FINANCIAL OFFICER

Recommendation by Specification Chairperson:

Approved/Not Approved

Mr. L. Mdutyana

Comments by Chairperson:

Approved
