



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE
TERMS OF REFERENCE: FOR
SERVICING OF ANDM BUILDINGS

2020/21 FINANCIAL YEAR

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

2. Acquire service of an accredited suitable qualified service provider to assist in servicing of Alfred Nzo District Municipality buildings and offices as follows:

LIST OF OFFICES AND BUILDINGS TO BE SERVICES:

1. Mount Ayliff Main building
2. Mount Ayliff Disaster Centre
3. Mount Frere Disaster Centre
4. Maluti Disaster Centre
- 5 3. Ntabankulu Disasater Centre
- 6 4. Bizana Disaster Centre
- 7 5. Materiel Water Services
- 8 6. Mount Frere Water services office
- 9 7. Nomlacu Water Services office
- 10 8. Nophoyi Thusong Centre.

8.1 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

2.1. The objective of the project is to ensure that all ANDM buildings and offices are complying with all SABS standards, OHS act and all OHS regulations.

2.3. After conducting servicing of ANDM buildings provide a detailed report of the job done.

Overall objective

- 3.1. Conduct servicing of fire equipment in all ANDM buildings and ANDM water and disaster centers.
- 3.2. Conduct servicing of fire equipment in all ANDM offices and plants
- 3.3. Consolidate and submit servicing report after completion of the project

1.2.1 Specific Objectives

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: No compulsory briefing session

1. SCOPE OF WORK

1. Conduct servicing of all ANDM buildings/ offices including satellite offices
2. Conduct servicing of fire equipment in all ANDM buildings
3. Consolidate assessment report and submit reports after completion of the project.

The project will be done as follows:

LIST OF FIRE EXTINGUISHERS AND FIRE HYDRANTS FOR ANDM BUILDINGS AND STATIONS:

CENTRE	NUMBER OF FIRE EXTINGUISHERS	NUMBER OF HOSE REELS	NUMBER OF HOSE HYDRANTS	RATE	AMOUNT
Mt Ayliff Main base	12x 9 kg	N/A	02		
Mt Frere Fire Disaster Centre	13 x 9 kg	01	02		
Ntabankulu Fire and Disaster	08 X 9 KG	01	02		
Maluti Fire and Disaster	11X 9KG	N/A	01		
Bizana Fire and	04X 9KG	01	01		

Disaster					
Nophoyi Thusong Centre	04X 9KG	N/A	N/A		
Ntabankulu Fire and Disaster	OB X 9 KG	01	01		
Travelling and Disbursements					
Total Exclusive Vat					
Vat @ 15%					
Total Inclusive Vat					

2. PROJECT TIME FRAME

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

3. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

4. Signing service level agreement and a performance plan with the municipality.
5. Providing invoices as per the agreed amount of money for the project.
6. Preparations and compilations of project reports as per the project milestone
7. Submission of a final and closed out report.

8. 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.

9. REPORTING MECHANISM

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

10. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Project Proposal – Servicing of fire equipment" and placed in the tender box in the Alfred Nzo District Municipality not later than 10H00 on the_____.

11. 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 therefore eligible for the award.

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

Previous Company Experience Note: The scoring in this section is not cumulative	Weighting
Proven track record of experience for completion of 5 projects with a value of R 50 000.00 each in Servicing of fire equipment.	50
. Proven track record of experience for completion of 4 projects with a value of R50 000.00 each in Servicing of Fire Equipment.	40
Proven track record of experience for completion of 3 projects with a value of R 50 000.00 each in Servicing of Fire Equipment.	30
Proven track record of experience for completion of 2 projects with a value of R 50 000.00 each in Servicing of Fire Equipment.	20
Proven track record of experience for completion of 1 projects with a value of R50 000.00 each in Servicing of Fire Equipment.	10
Maximum Weighting	50
<p>Note COMPULSORY attachments for verifying work done:</p> <p>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 5 Projects were done, 5 Assessment 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 Official purchase order for each project completed</p>	

Capacity and Expertise to Undertake the Project Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	Weighting [50]
A Project Team with the following areas of expertise:	[50]

Company must be accredited with SABS – <i>Attach certified copy of accreditation certificate.</i>	20
One or more personnel must be in a position of 1475 Technician certificate or road show Certificate.	20
One or more personnel must be South African Qualification Certificate Committee (SACC) approved	10
Maximum Weighting (20+20+10)	50
Attached CV and Certified Copies of Qualification not older than 3 months	

For any queries regarding this tender, please contact **Mr. S Sigedle** for project related queries; on (039) 254 5000 or;

Supply Chain Management contact for SCM related queries at telephone number 039-254-5134 during office hours.

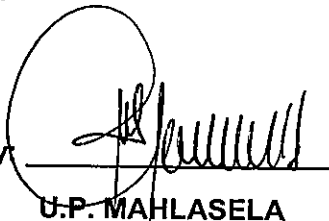
Alfred Nzo district Municipality

Erf 1400 Ntsizwa Street

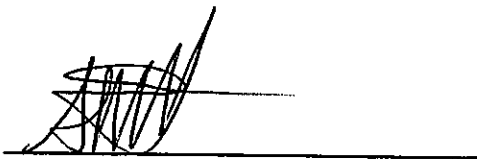
Mount Ayliff

4735

Submitted by


U.P. MAHLASELA

Date: 14 October 2020



Mr. L. Mdutyana

Comments by Chairperson:

