



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE
AGRI-PARKS MAPPING: SUPPLY AND DELIVERY OF DRONES
2020/21 FINANCIAL YEAR

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

1.1 INTRODUCTION

The locality of ANDM is faced with a great number of socio-economic challenges. The region is characterised of high poverty and unemployment levels and low education and skills levels. Due to low levels of income and job scarcity, the society is struggling to make ends meet and as a result, they are unable to afford the basic services provided at a very low cost to the end consumer. Amongst some of the challenges that the District is faced with; is low rural development that is unsustainable although it is almost 95% rural, due to the above mentioned challenges and therefore as a result there is a lack of interest from investors in investing into the region due to a prevailing lack of development.

In response to the above mentioned challenges the District has been selected as one of the Districts to undertake the implementation of Agri-Parks (AP), which presents a new model that will bring together the relevant resources and stakeholders in an integrated and socially inclusive manner. The Department of Rural Development and Land Reform (DRDLR) in partnership with the Department of Rural Development and Agrarian Reform (DRDAR) and the Alfred Nzo District Municipality have therefore been tasked with the implementation of this initiative. These APs are aimed at creating an enabling environment for economic development and job creation, with a focus on value chains for dominant products.

Geographic Information Systems (GIS) has been identified as one of the critical tools to meet the above mentioned objective as it can visually present agricultural related information. A multi-media agricultural geo-database for agricultural activities is a veritable tool for attracting investors by making access to agricultural information easy. It is against this background that the ANDM has taken an initiative to procure drones so as to make data collection of the agricultural

fields easy. Drones are small and light aerial vehicles which may fly at extremely high altitudes and carry various navigation systems or recording devices such as RGB cameras, infrared cameras and other sensors. Due to their ability to deploy various sensors and capture high resolution and low-cost images of crop conditions, drones are very useful in farming.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

The overall objective of this project is to seek a service provider that can supply and deliver drones according to the specification below and also provide a 1 day training on how to use these drones. The drones will help in mapping agricultural fields/activities within the ANDM. The advantage of having these Agricultural Activities in digital format is the ability to continually update if there are any changes on the ground. This information will assist in marketing agriculture and attracting investors in the District.

1.2.2 Specific Objectives

Specific objectives of the initiative include:

- Supply and delivery of drones
- Training on how to use the drones.
- Provision of after-sales service

2. SCOPE & EXTENT OF WORK

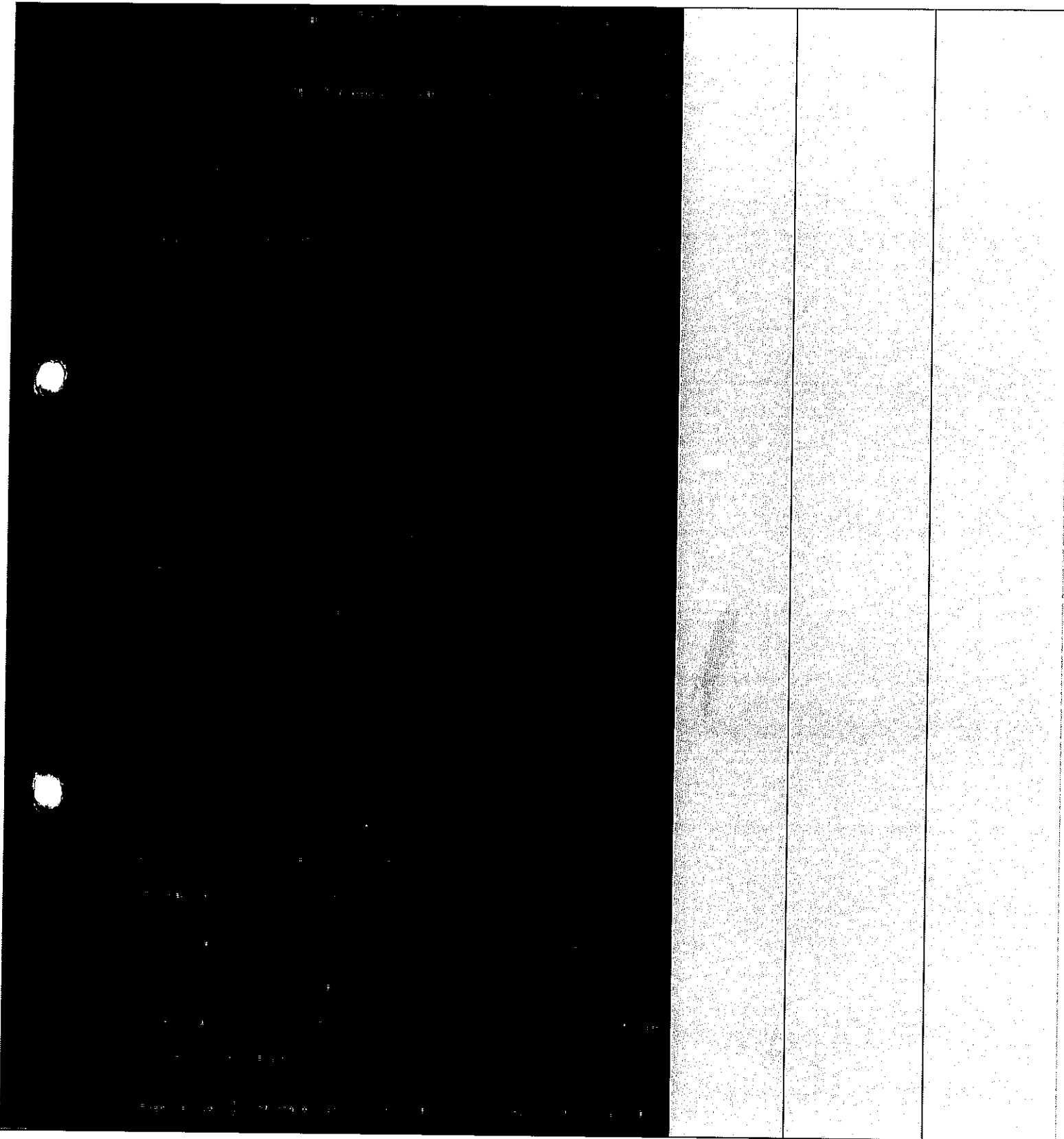
Quotations from suitably qualified service providers are hereby invited to prepare and submit quotation of Supply and delivery of drones as per the scope of work, training to be included.

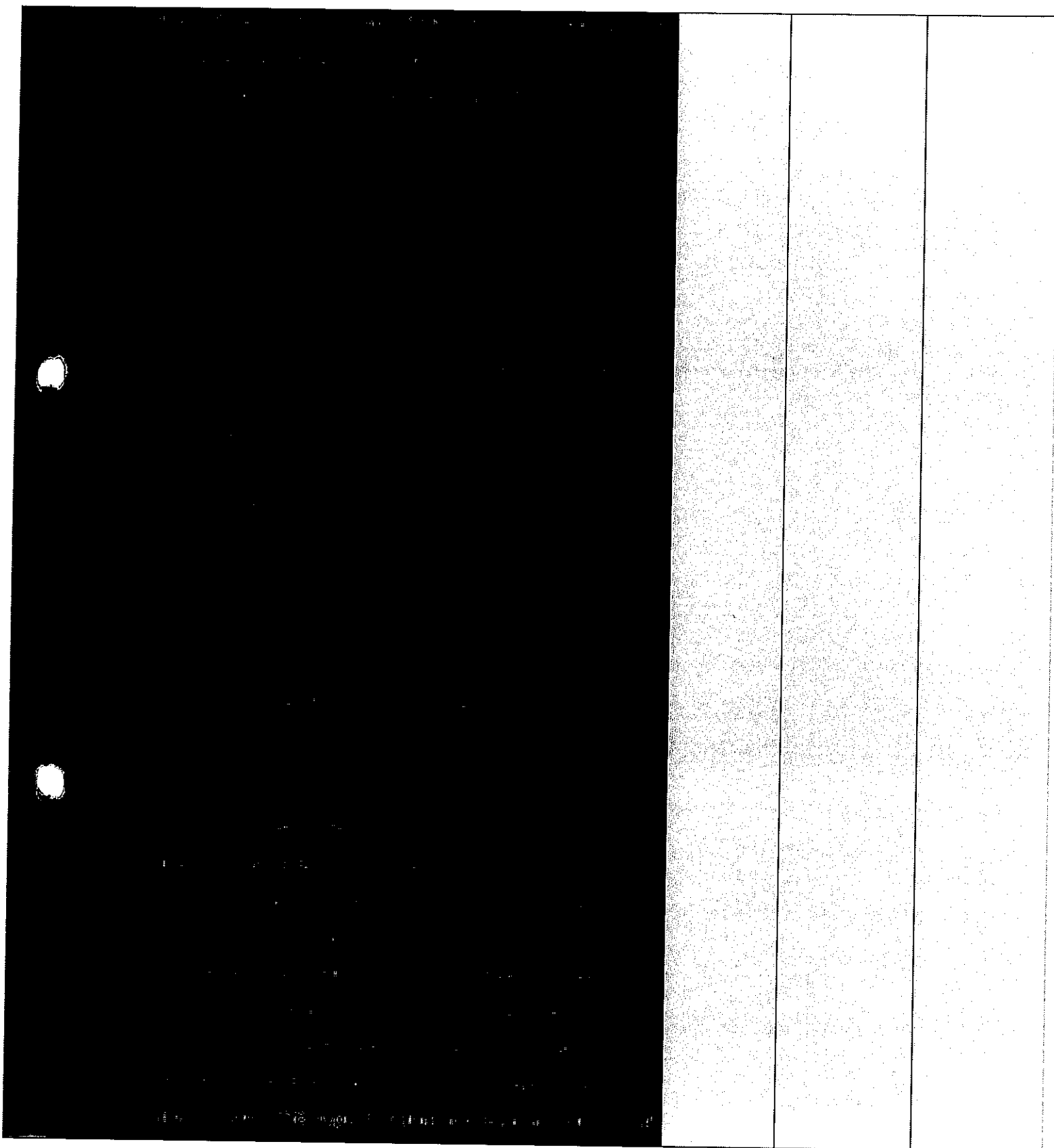
The following gives a high level indication of activities to be undertaken;

- Supply and delivery of drones.
- Training on how to use the drones
- Provision of after-sales service for a period of 12 months

2.1. SPECIFICATION:

2





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The project proposal must contain the following:

- Indication of related experience as per the requirements of the project, with verifiable references
- Comprehensive company profile coupled with an indication of the proposed project team in terms of the activities to be undertaken by each project team member. Furthermore the proposal must indicate the contact person to be responsible for the project.
- Clear time frame for completion of the project, which is expected to be

within 1 month.

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.

2. 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 _____ 2020.

3. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

The key outputs/deliverables of the project are:

- Supply and delivery of drones.
- Training on the use of drones.
- After sales service for a period of 12 months

4. 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.

5. 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.

6. REPORTING MECHANISM

There will be no report needed to be submitted by the service provider, however the service provider must inform the ANDM on the status of procurement weekly.

7. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Project proposal – **supply and delivery of drones**" and placed in the tender box in the Alfred Nzo District Municipality not later than 10H00 on the _____.

8. EVALUATION CRITERIA

Evaluation criteria of quotations;

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 | |
| • Previous Experience | 50 |
| • Capacity and Expertise | 50 |
| STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS | |
| 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 of GIS or Survey Equipment projects to the value of no less than R50 000 | 50 |
| Traceable record for successful completion of 02 supply and delivery of GIS or Survey Equipment projects to the value of no less than R50 000 | 30 |
| Traceable record for successful completion of 01 supply and delivery of GIS or Survey Equipment project to the value of no less than R50 000 | 10 |
| Maximum Weighting | 50 |
| Note COMPULSORY attachments for verifying work done: | |
| <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 3 Projects were done, 3 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> <ul style="list-style-type: none"> - An appointment letter or official purchase order specifying the contract amount for each project completed | |

| Capacity and Expertise to Undertake the Project | Weighting |
|---|-------------------------|
| Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee | 9 [50] |
| A Project Team with the following areas of expertise: | [50] |
| A team of qualified Service Provider with the following expertise: | |
| <ul style="list-style-type: none"> - One or more personnel must have a minimum NQF level 6 qualification in Geographic Information System (GIS) or Spatial Information | 30 |

| | |
|--|----|
| management or Environmental Sciences/Studies or Geology or Geography or Land Survey or Hydrology or Geomatics. | |
| -One or more personnel must have a minimum of 6 months Project management qualification. | 20 |
| Maximum Weighting NB: Attach C.V and certified copies not older than 3 months for all qualifications | 50 |
| Total Maximum Weighting [30 + 20] | 50 |

For any queries regarding this tender, please contact Ms. A. Ngomane 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.

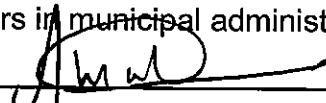
Alfred Nzo district Municipality

Erf 1400 Ntsizwa Street

Mount Ayliff

4735

Yours in municipal administration,



Mr. S Ntshikilana

Senior Manager: Planning and Economic Development

Approved/Not Approved



Mr. L. Mdutyana

Comments by Chairperson:

Approved

