

ALFRED NZO

DISCTRICT MUNICIPALITY

Enquiries A.A.Nqakwana

EXT: 5100

September 16 2020

Ref: 2/4/6

Specification

Item	Description	Quantity
1	Supply, delivery and Installation of Galvanized shelves 3.71long, 610mm X 914mm width and 1.85cm height with corner plates and plastic foot.	17

Prepared By:

L. Mpumza

Stores Admin Clerk

REQUESTED BY:

A.A.NQAKWANA

STORES CONTROLLER

RECOMMENDED BY:

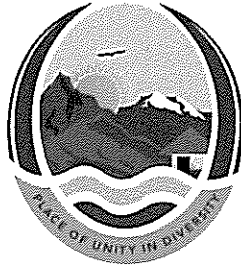
S.NTOBELA

ASSISTANT MANAGER ASSETS AND LIABILITIES

APPROVED BY:

U.MAHLASELA

CHIEF FINANCE OFFICER



ALFRED NZO

DISCTRICT MUNICIPALITY

TERMS OF REFERENCE

**SUPPLY, DELIVERY AND INSTALATION OF GALVANISED SHELVES FOR MOUNT
FRERE STORES
2020/21 FINANCIAL YEAR**

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

**Chief Finance Officer: Mrs UP Mahlasela
Contact Person: Mr A Nqakwana
Tel: 039 254 5000
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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The Budget and Treasury Office of ANDM has been embarking on construction of new warehouses (stores) in all our municipalities. Mount Frere stores is one of them. The warehouse is 95% complete and is anticipated to be completed at the end of September 2020. We therefore require the procurement of galvanized shelves in order to pack stock items in accordance.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

To supply, deliver and install galvanized shelves as per the specification.

1.2.2 Specific Objectives

The above mentioned is imperative for safety and encouraging working conditions in order to pack our stock items and also keeping the stores clean at all times.

2. SCOPE & EXTENT OF WORK

Quotations are invited to prepare and submit proposals to undertake the supply, delivery and installation of Galvanized shelves for Mount Frere Stores as per the specification below.

Supply, delivery and installation of Galvanized shelves 3.71 meters long, 610mm 914mm width and 1.85cm height with corner plates and plastic foot.

3. PROJECT TIME FRAME

The project time frame will be 1 months from the date of appointment of the service provider, which is anticipated to take place at the 2020/2021.

4. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other 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. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Supply, delivery and installation of Diesel Bowser and Bonnet" and placed in the tender box in the Alfred Nzo District Municipality not later than 12H00 on the _____.

EVALUATION CRITERIA

Evaluation criteria of the Quotations;

The Quotations 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	50
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80

FUNCTIONALITY	Weighting
Previous Experience	50
Traceable record for successful completion of a minimum of 02 or more supply, delivery and installation of Galvanised Shelves project undertaken, with the amount of R100 000 .00 Each and above.	50
Traceable record for successful completion of a minimum of 1 or more supply, delivery and installation of Galvanised Shelves project undertaken, with the amount of R100 000.00	30
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 2 Projects were done, 2 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 purchase order.</p>	
<p>NB: Attach a twelve (12) months warranty on defects in materials and workmanship.</p> <p>Note: The scoring in this section is not cumulative</p>	
<p>Capacity and Expertise</p>	50
<p>Resources to execute the work</p>	50
<p>Capacity to undertake the project; the Service provider must specify & provide proof of appropriate mode of transport(delivery) in the form of a bakkie or trailer</p> <ul style="list-style-type: none"> ➤ Ownership mode of transport <ul style="list-style-type: none"> • Attach Certificate of Registration as proof of ownership ➤ Hired mode of transport <ul style="list-style-type: none"> • Attach Lease Agreement as proof of hire agreement 	30
<ul style="list-style-type: none"> • Bank Grading 	20
<p>Proof of finance letter or bank guarantee of minimum of 10% of the contract value must be attached</p> <p>NB: The proof of finance letter or bank guarantee should not be older than 30 days</p>	20

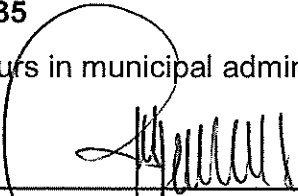
Total Scoring (20+30)	50
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NB: The appointed Service provider will work under supervision of Project Manager

- For any queries regarding this tender, please contact Mr A.Nqakwana; on (039) 254 5100 or;
- For SCM related queries please contact Mr V.Cita 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 UP. Mahlasela
Chief Finance Officer**

Recommendation by Specification Chairperson:

Approved/Not Approved



Mr. L. Mdutyana

Comments by Chairperson:

Approved