

Specification

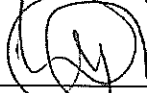
Items	Description	Quantity
1. A professional researcher	A researcher: To research and gather information/biographies of Alfred Nzo District heroes and heroines.	X 20 A3
2. Profile photo album/booklet	An A3 size and A4 size Hard gloss cover Gloss laminated pages with pictures and written biographies - Biography of each person not more than 3 pages	X 30 A4

Requesting for a professional researcher to research and design a profile photo album/booklet of Alfred Nzo District heroes and heroines with their biographies.



S. JAM-JAM
REQUISITION OFFICER

Recomended/ ~~not Recomendded~~

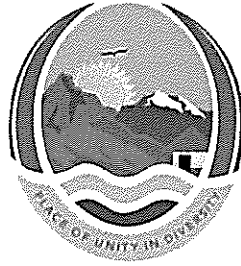


L. MHLELEMBANA
MANAGER: CAHD

Approved / ~~not approved~~



D.N NGXENGE
SENIOR MANAGER: CDS



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

HEROES AND HEROINES DOCUMENT/ALBUM

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: Community Development Services – D.N Ngxenge

Project Manager: Mrs. L.O Mhlembana

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

Alfred Nzo District is the home of two major revolutionary legends in the name of O.R. Tambo and Alfred Baphethuxolo Nzo. It is also home to our local heroes and heroines whom have played an important role in our local communities within the District be it in the aspect of development or political....to better and improve the lives of Alfred Nzo District.

The pride of any Nation lies in the degree to which it cherishes and embraces its cultural heritage. Heritage month is celebrated annually from the 1st to the 31st of October in South Africa. It recognises aspects of South African culture that are both tangible and intangible like:

- Creative expressions like music and performances
- Our historical inheritance
- Our language
- Our food
- Popular memory
- Human Treasures like our living and non-living legends

Our Human Treasures are the custodians of the cultural heritage and indigenous knowledge for the immense contribution to the arts, culture, political, academic, business and heritage sector. It was through the works of these icons that we were able to get international organisations, civil society movements and different nations to pledge solidarity and support the world-wide anti-apartheid movement.

Alfred Nzo District Municipality is made up of four local municipalities namely: Umzimvubu Local Municipality, Matatiele Local Municipality; Mbizana Local Municipality, and Nbabankulu Municipality. Within the district cultural diversity

exists with population groups coming from amaXesibe, amaMpondo, amaBhaca, abeSotho, and amaHlubi.

It is against this background that the District saw it necessary to celebrate its unsung heroes and heroines that specifically come from Alfred Nzo District.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Over all objectives

- To educate the community of Alfred Nzo District about life of our local Heroes and Heroines;
- To raise awareness in particular within the youth of Alfred Nzo District about their local legends as they know and learn more about the national icons;
- To improve living conditions of the community Alfred Nzo District through their legacy programmes;

1.2.2 Specific objectives

- To honour and celebrate the life and times of our local Heroes and Heroines within Alfred Nzo District
- To honour their legacy;
- To document the life and contribution of our unsung Heroes / Heroines for heighten awareness on their contribution to the up-liftment of our District

2. SCOPE & EXTENT OF WORK

The service provider is required to further do research on the given names of our District heroes and heroines that were celebrated in 2019/2020

The following is a specification of the fallen heroes and heroines album/booklet:

<i>Items</i>	<i>Description</i>	<i>Quantity</i>
1. A professional researcher	A researcher: To research and gather information/biographies of Alfred Nzo District heroes and heroines.	X1
2. Designing a profile photo album/booklet	<ul style="list-style-type: none">• An A3 size and A4 paper size	X 20 A3
	<ul style="list-style-type: none">• Hard gloss paper material, with laminated pages with pictures and written biographies	X 30 A4

NB: Summary specifics of the album/booklet:

- Material to be used is a glossy hard paper material, laminated printed words and pictures.
- X20 copies of An A3 paper size and X30 copies of A4 paper size
- On the cover page written Alfred Nzo District Heroes and heroines, at the bottom an ANDM Logo with our local municipal logos at the bottom.
- On the 1st page should be the picture of Executive mayor of the Alfred Nzo District Municipality, then below a background of the Yazi ngamaqhawe akho programme then below pictures of all District heroes and heroines with their names.

- Next page a picture of the hero or heroine on top then their biography below (not more than 3 pages per person) till end.
- On the last page closing remarks by the Speaker of the council.

NB: A compulsory briefing session will be held to clarify the Scope of Work to be done with prospective bidders date to be communicated.

3. PROJECT TIME FRAME

The project time frame will be two months from date of appointment of the service provider.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Undertaking a research and compiling biographies of the Alfred Nzo District heroes and heroines
- Design the profile album/ booklet (according to the specification and deliver to ANDM, CAHD office.

5. STAKEHOLDER CONSULTATIONS

The successful service provider will be required to undertake stakeholder consultations and engagements as to acquire legit information about the lives of these heroes and heroines.

The following stakeholders will be of assistance:

- Families and friends of the heroes and heroines
- -DSRAC
- All LM's of Alfred Nzo District
- Political structures
- ANDM local community members
- Local chiefs or traditional leaders

6. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants, the appointed service provider will take full responsibility of the work of the consultants. The client (ANDM) will deal with the officially appointed service provider and not the consultants. The project is to be coordinated and managed by Alfred Nzo District Municipality (CAHD Office). The progress report will have to be submitted to the Project Manager and CAHD officials, where a process of verification will take place prior to the approval of invoices submitted by the service provider.

7. 6. REPORTING MECHANISM

It is expected that progress report will be submitted and presented to manager CAHD and officials before the completion date which is anticipated to be end September 2020. The manager CAHD and officials will form part of the stakeholder consultations for acquiring all the relevant information on the District heroes and heroines. The CAHD office has the right to change the frequency of reporting as and when necessary.

8. 7. SUBMISSION OF QUOTATIONS

Proposals must be placed in a sealed envelope and clearly marked "Research and compilation of a Heroes and heroines document/album" and place in the bid box at the Alfred Nzo District Municipality not later than closing time and date as per the advert.

9. 8. EVALUATION CRITERIA

Evaluation criteria of quotations 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

Previous Company Experience	Weighting
Note: The scoring in this section is not cumulative	
Traceable record for successful completion of a minimum of 02 research and compilation of documents to the value of R50 000. 00 for each project	50
Traceable record for successful completion of a minimum of 01 research and compilation of documents to the value of R50 000. 00 for each project	30
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 2 Projects were done, 2 Assessment bidder forms must be completed.	
2. In ADDITION to the above, a traceable record will be evaluated on the basis of:	
- An Appointment Letter or Official Purchase Order	


Capacity and Expertise to Undertake the Project	Weighting
Note: The scoring in this section is preferably cumulative, unless	

justifiable to the Specification Committee	[50]
A Project Team with the following areas of expertise:	
Team member with minimum NQF Level 6 qualification in social science	20
Team member with minimum NQF Level 6 qualification in graphic designing	15
Team member with minimum of 6 months Project Management qualification/ certificate	15
Maximum Weighting	50
NB: Attach CV and certified copies not older than 3 months for all qualifications	

For any queries (project related queries) please contact Mrs L.O Mhlembana cell: 079 361 1021 or Tel: 039 254 5196 Or contact Miss S. Jam-jam cell: 060 967 2559/ or Tel: (039) 254 5082. Contact Mr V. Cita, with regards to Supply Chain Management related queries on telephone number 039-254-5134/5106 during office hours.

Alfred Nzo district Municipality
Erf 1400 Ntsizwa Street
Mount Ayliff
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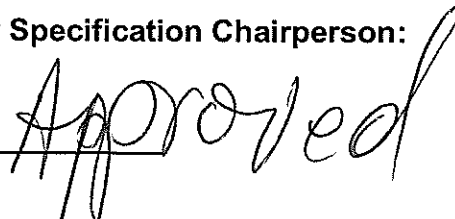
Yours in municipal administration



D.N. NGXENGE

SENIOR MANAGER: COMMUNITY DEVELOPMENT SERVICES

Recommendation by Specification Chairperson:

Mr Mdutyana