



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

**SUPPLY AND DELIVERY OF MATERIAL FOR THE ALFRED NZO MONTH
2020/21 FINANCIAL YEAR**

Issued and Prepared by:

Alfred Nzo District Municipality

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TABLE OF CONTENTS

1. BACKGROUND AND OVERVIEW OF THE PROJECT	2
1.1 INTRODUCTION	2
1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT	3
1.2.1 Overall objective.....	3
1.2.2 Specific Objectives	3
2. SCOPE & extent of work	3
3. PROJECT TIME FRAME	4
4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES	4
5. STAKEHOLDERS CONSULTATION	4
6. PROJECT MANAGEMENT	4
7. REPORTING MECHANISM.....	5
8. SUBMISSION OF BIDS	5
9. EVALUATION CRITERIA.....	5

1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The Alfred Nzo District Municipality is home to 3 Thusong Centres. A fully functional centre in Nophoyi, A relatively completed centre in Thabachicha and one under construction in Nkantolo. The centres are meant to provide crucial community services such as Home Affairs and Social Development services for people in outlying areas and who cannot afford to visit their local towns .

Thabachicha Thusong is situated in ward 14 of the Matatiele Local Municipality which is a disaster prone area that is often hit by strong winds and hailstorms.

Alfred Nzo District Municipality was previously known as Wild Coast District Council and later named after the liberation struggle icon Alfred Baphethuxolo Nzo in 2000. The Alfred Nzo District Municipality in its Council meeting of 2014 then took a decision to honour, commemorate and celebrate Alfred Baphethuxolo Nzo annually, the Council also declared June as Alfred Nzo month, **that all programmes planned in June within the District Municipality should be done so in honour of the Alfred Nzo.**

The 1st annual Alfred Nzo Marathon took place in June 2019 where athletes had to sleep at the thabachicha Thusong centre but the sleeping arrangements were not conducive for them. It was then decided that the centre should have mattresses and heaters to assist the athletes who will be sleeping at the centre before the race.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

- Supply and delivery of Materials and supplies for Alfred Nzo month.

1.2.2 Specific Objectives

- Provide materials to be used at The Thabachicha Thusong centre
- To provide materials that will be used by athletes during the Alfred Nzo Month celebrations.
- To provide mattresses, patio heaters and gas cylinders to be used during the annual Alfred Nzo Marathon in Thabachicha.

2. SCOPE & EXTENT OF WORK

Quotations are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the supply and delivery of Alfred Nzo Month supplies and Materials for the Thabachicha Thusong centre as per the following specification:

SPECIFICATION

Alfred Nzo Month Supplies and Materials	
<i>Description</i>	<i>Quantity</i>
1. High Quality bed foam mattress - 150mm thick - 91cm X 188cm	40
2. Patio heaters - Stainless Steel Hood	2

<ul style="list-style-type: none"> - 460mm (Diameter) Base - Flame Failure Device - Uses 9kg Gas Cylinder - Height – 2210mm - Tilt Switch - LPGSASA Approved 	
<p>3. 9kg Gas Cylinder(Full)</p>	<p>2</p>

3. PROJECT TIME FRAME

The project time frame is 1 month from date of appointment.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Supply and delivery of 40 bed foam mattress
- Supply and delivery of 2 patio heaters
- Supply and delivery of 2 9kg gas cylinders

5. STAKEHOLDERS CONSULTATION

THE FOLLOWING STAKEHOLDERS WILL BE CONSULTED DURING THE PROJECT:

- THABACHICHA CENTRE MANAGEMENT COMMITTEE

6. 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.

7. REPORTING MECHANISM

It is expected that regular progress reports be presented to the operational Team and the project manager. The project manager has the right to change frequency of reporting whenever necessary to do so. Reporting process will be in both written and verbal presentation format.

8. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "**SUPPLY, DELIVERY OF ALFRED NZO MONTH MATERIALS AND SUPPLIES.**" and placed in the Bid box in the Alfred Nzo District Municipality not later than 10H00 on the _____.

9. EVALUATION CRITERIA

Evaluation criteria of the quotation;

The proposals will be evaluated in one stage, namely:

- Stage 1- Price and BBBEE Points


Only service providers that can demonstrate the required experience and skills relating to the execution of this project will be considered. The following criteria will be taken into account for the appointment of a successful service provider.

ITEM	Weight
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80
TOTAL	100


For any queries regarding this tender, please contact Makaziwe Dyarvane for project related queries; on (039) 254 5082 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,




L. MHLELEMBANA
MANAGER: CAHD



D.N. NGXENGE
SENIOR MANAGER: CDS

Recommendation by Specification Chairperson:


Approved/Not Approved

Mr. L. Mdutyana

Comments by Chairperson:

