



ALFRED NZO

DISTRICT MUNICIPALITY

TERMS OF REFERENCE

DEVELOPMENT OF THUSONG POLICY 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: CDS – D.N.NGXENGE

Contact Person: L. MHLELEMBANA

Tel: 039 254 5082

Fax: 039 254 0343

TABLE OF CONTENTS

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

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. The centers are also used for other community activities such as meeting and sports tournaments therefore integrated services equipment is needed to assist when various activities are conducted in and around the centers.

A comprehensive Policy for the functioning of the Thusong Centre program needs to be developed in order to enhance the effectiveness of the program in within the Alfred Nzo District.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

To obtain a suitable qualified service provider to assist in the development of a policy for the Thusong Services Centre Unit in the Alfred Nzo district municipality.

1.2.2 Specific Objectives

- To develop a policy that will regulate the functioning of the Thusong Centre program within the Municipal IDP.
- To develop a policy that will assist with the establishment of various structures and committees within Thusong Centres.
- To develop a policy that will prioritise the 4 pillars of the thusong business

plan within the Alfred Nzo District Municipality.

- To develop a policy that will ensure that the thusong centre program complies with the six block model as envisioned by the business plan.

SCOPE & EXTENT OF WORK

Quotations are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the Development of a Thusong policy according to the following Scope of work:

The Policy initiator is expected to:

- To implement legislations and regulations related to the Thusong business plans
- To implement legislation and regulations related to the Municipal systems and structures acts.
- To implement internal processes with regards to thusong Centre finances (planning and budgeting)
- To develop a user end policy for the utilisation of the Thusong Centres.

2. PROJECT TIME FRAME

The project time frame will be 2 months from the date of appointment of the service provider.

3. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Policy developed for Thusong Centres.

4. STAKEHOLDERS CONSULTATION

- **CDS STANDING COMMITTEE**
- **NOPHOYI CENTRE MANAGEMENT COMMITTEE**
- **THABACHICHA CENTRE MANAGEMENT COMMITTEE**
- **OFFICE OF THE PREMIER**
- **GCIS**
- **SUPPLY CHAIN MANAGEMENT UNIT.**
- **THUSONG CENTRE COMMUNITY**

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

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

7. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "**Development of Thusong Policy**" and placed in the tender box in the Alfred Nzo District Municipality not later than 10H00 on the _____ . Bidders are requested to ensure

that their proposals include; Company Registration, a Tax Clearance Certificate/pin and BBBEE Certificate/affidavit.

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.

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	
Previous traceable experience of three (3) or more projects of Municipal Relations policy formulation in Government to the value of R30 000.00.	50
Previous traceable experience of two (2) projects of Municipal Relations policy formulation in Government to the value of R30 000.00.	40
Previous traceable experience of one (1) project of Municipal Relations policy formulation in Government to the value of R30 000.00.	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	

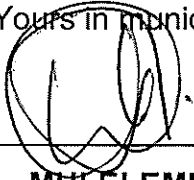
<p>for each project undertaken. If 3 Projects were done, 3 Assessment bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</p> <ul style="list-style-type: none"> - An Appointment Letter or Official Purchase Order 	
--	--

Capacity and Expertise to Undertake the Project	Weighting [50]
A Project leader with the following areas of expertise:	50
One or more personnel must be in position of a minimum of National Diploma in Political Science /Social Science.	30
One or more personnel must be in position of a 6 months certificate in Project Management.	20
Maximum Weighting	50
NB: Attach CV's and certified copies not older than 3 months for all qualifications	

For any queries regarding this tender, please contact M. 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,

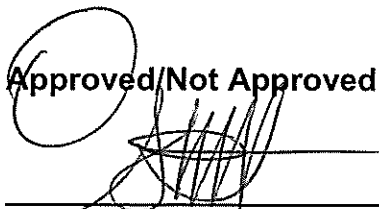


L. MHLELEMBANA
MANAGER: TSC



D.N. NGXENGE
SENIOR MANAGER: CDS

Recommendation by Specification Chairperson:

Approved/Not Approved


Mr. L. Mdutyana

Comments by Chairperson:

Approved = Thusong Policy