

**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**TERMS OF REFERENCE**

**TERMS OF REFERENCE: FOR  
ELECTRICAL MAINTAINANCE OF ANDM  
BUILDING**

**2020/21 FINANCIAL YEAR**

**Issued and Prepared by: S. Sigidle**

**Alfred Nzo District Municipality**

**ERF 1400 Ntsizwa Street**

**P/Bag x 511**

**Mount Ayliff**

**5735**

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### 1. BACKGROUND AND OVERVIEW OF THE PROJECT

#### 1.1 INTRODUCTION

2. Acquire service of an accredited suitable qualified service provider to assist in conducting electrical installation and maintenance of Alfred Nzo District Municipality building. During the 2018/2019 financial the Municipality conducted a health and safety audit in all Municipality buildings. As per the audit findings electrical wires are all over and plugs are exposed in all the offices this posed danger to all the offices, The report was tabled with recommendations and one of the recommendations was to fix the electrical faults as a matter of urgency.

## **2.1 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT**

- 2.1. To conduct electrical installation and maintenance of Alfred Nzo district municipality building.
- 2.2. Conduct assessment of the ANDM building.
- 2.3. After conducting installation and maintenance of the building develop and provide a detailed report with recommendations for the services provided.

### **Overall objective**

- 3.1. Conduct assessment and electrical installation of the building.
- 3.2. Conduct electrical installation and maintenance of the ANDM building
- 3.3. To conduct electrical installation and produce reports of each building after maintenance.

### **1.2.1 Specific Objectives**

It should be noted that it is the responsibility of the service provider to ensure that upon submission of proposals, a valid entity registration document, Tax Clearance Certificate/pin and BBBEE Certificate/affidavit is included.

**NB:** No compulsory briefing session

### **1. SCOPE OF WORK**

1 Conduct assessment of the building

4.2. Do routine maintenance

a. Install all electrical cables

Fix all electrical faults in the building.

c. Repair all damaged cables in the building.

The project will be done at ANDM main building

## 2. PROJECT TIME FRAME

The project time frame will be 1x month from the date of appointment of the service provider, which is anticipated to take place at the end of December 2020

## 3. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

4. Signing service level agreement and a performance plan with the municipality.
5. Providing invoices as per the agreed amount of money for the project.
6. Preparations and compilations of project reports as per the project milestone
7. Submission of a final and closed out report.

## 8. 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.

A Project Steering Committee (PSC) made of ANDM officials and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Operational Team and or Project Steering Committee where a process of verification will take place prior to the approval of invoices submitted by the service provider. Ideally prior to the sitting of a PSC meeting, a technical verification of work claimed by the service provider, must be undertaken by ANDM officials and some members of the PSC to ensure that ANDM is able to approve claims made by the service provider.

## 9. REPORTING MECHANISM

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

## 10. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Project Proposal – Servicing of fire equipment" 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.

## 11. EVALUATION CRITERIA

Evaluation criteria of the tenders;

**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
<b>STAGE 1 OF EVALUATION – FUNCTIONALITY</b>	<b>100</b>
• Previous Experience	50
• Capacity and Expertise	50
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POIN</b>	<b>100</b>
<b>BBBEE POINTS</b>	<b>20</b>
<b>Price</b>	<b>80</b>

Previous Company Experience Note: The scoring in this section is not cumulative	Weighting
Proven track record of experience for completion of 5 projects to the value of R 100 000.00 and above in electrical installation and maintenance services	50
. Proven track record of experience for completion of 4 projects to the value of R 100 000.00 in electrical installation and maintenance services.	40
Proven track record of experience for completion of 3 projects to the value of R 100 000.00 in electrical installation and maintenance services.	30
Proven track record of experience for completion of 2 projects to the value of R 100 000.00 in electrical installation and maintenance services.	20
Proven track record of experience for completion of 1 projects to the value of R 100 000.00 and in electrical installation and maintenance services	10
<b>Maximum Weighting</b>	<b>50</b>
<p><b>Note COMPULSORY attachments for verifying work done:</b></p> <p><b>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 5 Projects were done, 5 Assessment bidder forms must be completed.</b></p> <p><b>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</b></p> <p><b>- An appointment letter or purchase order for each project completed</b></p>	

Capacity and Expertise to Undertake the Project Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	Weighting [50]
A Project Team with the following areas of expertise:	[50]

➤ One or more personnel must have a minimum qualification of N6 or Higher in electrical engineering/ Electronics	20
One or more personnel must have a wireman's license	15
➤ One or more personnel must be registered with labour : Electrical Contractor & ECSA	15
<b>Total Maximum Weighting</b>  [20+15 + 15]	<b>50</b>

Attach CV and certified copies of certificates not later than 3 months.

#### 9. PROJECT MANAGEMENT

The Service Provider will work very closely with the Alfred Nzo District Municipality and The Acting Executive Manager: Corporate Services is the designated Project Manager.

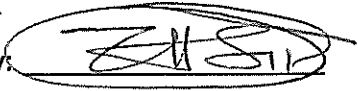
#### 10. PROJECT TIMEFRAME

The contract is for a period two months.

#### 11. PROJECT BUDGET

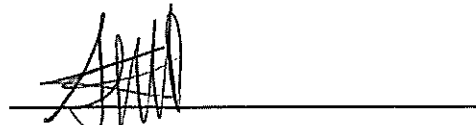
Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work". The work shall vary from time to time depending on the need from the Municipality as shall be confirmed via the means of an official order.

Prepared by:



Mr. Z.H. Sikhundla

Date: 27 January 2020



Mr. L. Mduyana

Comments by Chairperson:

Approved

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				Brought forward	
	<b>Office G26</b>				
	Supply and install new air-conditioning system complete to existing electrical plug	no	1		
	<b>Office G33</b>				
	Attend to remounting and securing all trunking	meters	25		
	Supply and install air condition switch .Replace and make good	no	1		
	Trunking of network cable	meters	15		
	<b>Office G24</b>				
	Supply and install new air-conditioning system complete to existing electrical plug	no	1		
	Supply additional "white "plug from existing Eskom incomer	no	3		
	Supply additional "red "plug from existing Emergency supply,	no	3		
	<b>Office G25</b>				
	Re route "White "Eskom incomer plugs	no	6		
	Re route "Red "Emergency incomer plugs	no	6		
	Supply and install air condition switch .Replace and make good	no	1		
	<b>Office G23</b>				
	Supply and install air condition switch .Replace and make good	no	1		
	Supply additional "white "plug from existing Eskom incomer	no	1		
	Supply additional "red "plug from existing Emergency supply,	no	1		
	<b>Office G22</b>				
	Supply additional "white "plug from existing Eskom incomer	no	4		
	Supply additional "red "plug from existing Emergency supply,	no	4		
	Attend to all network /electrical trunking.	meters	25		
	<b>Office G20</b>				
	Supply additional "white "plug from existing Eskom incomer	no	3		
	Supply additional "red "plug from existing Emergency supply,	no	3		
	Attend to heat sensor on air conditioning system	no	1		
	<b>Office G21</b>				
	Supply and install additional network points made good on existing trunking	no	1		
	<b>Office G18</b>				
	Supply additional "white "plug from existing Eskom incomer	no	2		
	Supply additional "red "plug from existing Emergency supply,	no	2		
	Supply and install ceiling mounted air-conditioning system complete with drip tray, daylighting to the outside	sum	1		
	<b>Office G19</b>				
	Supply additional "white "plug from existing Eskom incomer	no	1		
	Supply and install additional network point				
	Attend to trunking	meters	15		
	<b>Office G16</b>				
	Supply and install air condition switch .Replace and make good	no	1		
	<b>Office G15</b>				
	Supply and install air condition switch .Replace and make good	no	1		
	<b>Office L2</b>				
	Supply and install new "Red" plug-Emergency incomer. Supply to include cut ,make good all loose connections	no	2		
	Attend to all network trucking	meters	15		
	Supply and install additional network points from existing network	no	3		
	Supply and install new air-conditioning system complete to existing electrical plug	no	1		

ITEM NO.	REFERENCE NO.	PAYMENT	ITEM DESCRIPTION NO.	UNIT	QUANTITY	RATE	TOTAL
			MUNICIPAL MANAGERS OFFICE				
			Supply and install additional Exom (white) plug from existing main; to include cutting of existing PVC trunking (ring of plug and to make good to original	no	1		
			Reinstall internet network connection point	no	1		
			OFFICE L14				
			Test and make good all loose connections (Positive/Neutral/Earth) earthing	sum	1		
			Supply and install from existing PVC cabling, double 2 pin plug connected and freed from existing electrical connections	no	2		
			OFFICE L20				
			Supply and install wall mounted DB box with Exom meter & emergency supply cable feed from main DB at D12.	sum	1		
			(i) 3amp	no	1		
			(ii) 20amp	no	1		
			Supply and install from Emergency Incomer	no	1		
			(i) 3amp	no	1		
			(ii) 20amp	no	1		
			Re-align existing Exom & Emergency red plug cabling to be aligned against the wall over the ceiling to the rear wall from the window opening. Make allowance for 25mm suffix cabling with PVC trunking mounted against wall.	meters	10		
			Re-alignment of all network cabling points to all wedge trunking points	no	25		
			7				
			Reinstall electrical connections with on/off switch to air-conditioning	sum	1		
			OFFICE L12				
			Supply and install new air-conditioning system complete to existing electrical plug	no	1		
			Remove trunking securely	sum	1		
			OFFICE L21				
			Attend to none functional air condition switch, replace and make good	no	1		
			Supply additional "white" plug from existing Exom Incomer	no	1		
			Supply additional "red" plug from existing Emergency supply.	no	1		
			Supply and install new air-conditioning system complete to existing electrical plug	no	1		
			OFFICE L26				
			Supply additional "white" plug from existing Exom Incomer	no	1		
			Supply additional "red" plug from existing Emergency supply.	no	1		
			Supply and install additional network points connected layer, furnished meters	meters	10		
			OFFICE L28				
			Supply additional "white" plug from existing Exom Incomer	no	1		
			Supply additional "red" plug from existing Emergency supply.	no	1		
			Supply and install new air-conditioning system complete to existing electrical plug	no	1		
			OFFICE L29				
			Supply additional "white" plug from existing Exom Incomer	no	1		
			Supply additional "red" plug from existing Emergency supply.	no	1		
			Supply and install new air-conditioning system complete to existing electrical plug	no	1		
			OFFICE L30				
			Supply additional "white" plug from existing Exom Incomer	no	2		
			Supply additional "red" plug from existing Emergency supply.	no	2		
			Attend to none functional air condition switch, replace and make good	no	1		
			OFFICE L31				
			Supply additional "white" plug from existing Exom Incomer	no	1		
			Supply additional "red" plug from existing Emergency supply.	no	1		
			Attend to none functional air condition switch, replace and make good	no	1		
			OFFICE L32				
			Supply and install new air-conditioning system complete to existing electrical plug	no	1		
			OFFICE L36				
			Supply additional "white" plug from existing Exom Incomer	no	8		
			Supply additional "red" plug from existing Emergency supply.	no	8		
			Attend to none functional air condition switch, replace and make good	no	1		
			OFFICE G35				
			Supply additional "white" plug from existing Exom Incomer	no	6		
			Supply additional "red" plug from existing Emergency supply.	no	6		
			Attend to Network Trunking, Rounting and securing meters	meters	20		
			Attend to none functional air condition switch, replace and make good	no	1		
			Brought forward				

Brought Forward		Brought Forward	
Office G22	Supply additional "white" plug from existing Eskom income meter	no	2
	Supply additional "red" plug from existing Eskom emergency supply.	no	2
	Attend to none functional air condition switch ,replace and make good	no	1
CFD Office	Secure network trunking : remove all security	meters	15
	Supply and install air condition switch ,replace and make good	no	1
	Secure network trunking to the existing wall	meters	10
	Supply additional "white" plug from existing Eskom income meter	no	1
	Supply additional "red" plug from existing Eskom emergency supply.	no	1
Office G21	Supply additional "white" plug from existing Eskom income meter	no	4
	Supply additional "red" plug from existing Eskom emergency supply.	no	4
	Supply and install air condition switch ,replace and make good	no	1
	Supply and install 2 additional network points with cabling	no	2
Office G10	Test and make good "red" & "white" plugs	no	7
	Supply and install air condition switch ,replace and make good	no	1
Office G28	Supply additional "white" plug from existing Eskom income meter	no	4
	Supply additional "red" plug from existing Eskom emergency supply.	no	4
	Supply and install additional network	meters	10
	Attend to trunking , secure and mount	meters	10
	Supply and install additional network	meters	15

			Brought forward
Office L4			
Supply and install new air-conditioning system complete to existing electrical plug	no	1	
Supply additional "red" plug from existing Emergency supply.	no	1	
Office L3			
Reboot air-conditioning system	no	1	
Executive Board Room			
Supply additional "white" plug from existing Eskom Incomer	no	8	
Supply additional "red" plug from existing Emergency supply.	no	8	
Foyer Area			
Replacement of twist bulbs	no	17	
Office L6			
Supply additional "white" plug from existing Eskom Incomer	no	1	
Supply additional "red" plug from existing Emergency supply.	no	1	
Office L10			
Supply additional "white" plug from existing Eskom Incomer	no	1	
Supply and install additional network point	no	1	
Office L8			
Attend to faulty "red" plug	no	1	
Supply additional "white" plug from existing Eskom Incomer	no	1	
Supply additional "red" plug from existing Emergency supply.	no	1	
Secure & mount trunking	meters	20	
Attend to air conditioning switch	no	1	
Supply and install additional network point	no	1	
Office D1			
Supply additional "white" plug from existing Eskom Incomer	no	1	
Supply additional "red" plug from existing Emergency supply.	no	1	
Office D19			
Supply additional "white" plug from existing Eskom Incomer	no	3	
Supply additional "red" plug from existing Emergency supply.	no	3	
Attend to sensor switch	no	1	
Office D10			
Supply additional "white" plug from existing Eskom Incomer	no	1	
Supply additional "red" plug from existing Emergency supply.	no	1	
Supply and install additional network point from the existing	meters	5	
Supply and install new air conditioning system complete with daylight pipe	no	1	
Senior Admin Officer			
Supply additional "white" plug from existing Eskom Incomer	no	1	
Supply additional "red" plug from existing Emergency supply.	no	1	
Internal Audit Unit			
Supply additional "white" plug from existing Eskom Incomer	no	5	
Supply additional "red" plug from existing Emergency supply.	no	5	
Supply and install new air conditioning system complete with daylight pipe	no	1	
Office D4			
Supply additional "white" plug from existing Eskom Incomer	no	3	
Supply additional "red" plug from existing Emergency supply.	no	3	
Office D16			
Repairs to "white" plug	no	1	
Office D15			
Supply additional "white" plug from existing Eskom Incomer	no	4	
Supply additional "red" plug from existing Emergency supply.	no	4	
Supply and install 4 additional network points from the existing	no	4	
Office D14			
Trunking of all cable securely	meters	15	
Supply additional network points	no	22	
Supply cabling & rewire all 3 pin plugs to meet 2,5mm Suffix cable to existing colour coded points .	meters	25	
Office D15			
Supply and install 4 x additional "white" plugs from Eskom Incomer supply with 2meters cabling	no	4	
Secure with trunking new plugs fro Fridge and Microwave	no	2	
Office D9			
Supply and install White plug from Eskom Incomer	no	2	
Supply and install Red plug from Emergency supply	no	2	
Supply and install new domestic aircon complete .	no	1	
Office D10			
Supply and install White plug from Eskom Incomer	no	2	
Supply and install Red plug from Emergency supply	no	2	
Office D12			
Supply and install White plug from Eskom Incomer	no	1	
Supply and install Red plug from Emergency supply	no	1	
Internal Auditor office			
Supply and install White plug from Eskom Incomer	no	5	
Supply and install Red plug from Emergency supply	no	5	
Supply and install new domestic aircon complete .	no	1	
General			
Test and make good all loose , faulty connections at Main DB.	sum	1	
Issue compliance certificate on all wings of the Municipal Buildings	sum	1	
Make good all loose , dangerous , faulty connections in the Municipal building	sum	1	
Check feed from main DB to all blocks, check single phase feeds	sum	1	
Check main feed from Eskom to ANDM DB	sum	1	

TAKEN TO SUMMARY

TOTAL COST OF MATERIALS

\_\_\_\_\_

10% ESCALATION

\_\_\_\_\_

SUBTOTAL

\_\_\_\_\_

14% VAT

\_\_\_\_\_

TOTAL TO FORM OF TENDER

\_\_\_\_\_