



**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**TERMS OF REFERENCE  
FOR  
SERVICING OF FIRE EXTINGUISHERS**

**2021/22 FINANCIAL YEAR**

**Issued and Prepared by: M. Kohli  
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P/Bag x 511  
Mount Ayliff  
5735**

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## **1. BACKGROUND AND OVERVIEW OF THE PROJECT**

### **1.1 INTRODUCTION**

Acquire service of an accredited suitable qualified service provider to assist in servicing of Alfred Nzo District Municipality buildings and offices.

## **2. OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT**

2.1 The objective of the project is to ensure that all ANDM buildings and offices are complying with all SABS standards, OHS act and all OHS regulations.

2.2 After conducting servicing of ANDM buildings provide a detailed report of the job done.

### **Overall objective Company must be accredited with SABS**

2.3. Conduct servicing of fire equipment in all ANDM buildings and ANDM water and disaster centers.

2.4. Conduct servicing of fire equipment in all ANDM offices and plants

2.5. Consolidate and submit servicing report after completion of the project

**NB:** No compulsory briefing session

## **3. SCOPE OF WORK**

3.1 Conduct servicing of fire equipment in all ANDM buildings

3.2 Consolidate assessment report and submit reports after completion of the project.

The project will be done as follows:

**LIST OF FIRE EXTINGUISHERS, FIRE HYDRANDTS AND HOSEROLLS FOR ANDM BULDINGS AND STATIONS:**

Item No	CENTRE	NUMBER OF FIRE EXTINGUISHERS	NUMBER OF HOSE REELS	NUMBER OF HOSE HYDRANTS	RATE	AMOUNT
1.	Mt Ayliff Main base	12x 9 kg	N/A	02		
2.	Mt Frere Fire Disaster Centre	13 x 9 kg	01	02		
3.	Ntabankulu Fire and Disaster	04 X 9 KG	01	02		
	Maluti Fire and Disaster	11X 9KG	N/A	01		
	Bizana Fire and Disaster	04X 9KG	01	01		
	Nophoyi Thusong Centre	04X 9KG	N/A	N/A		
	Ntabankulu Fire and Disaster	8 X 9 KG	01	01		
	Fobane Water Treatment Works	3 X 9kg	01	01		
	Ntibane Water Treatment works	3 x 9kg	01	01		
	Stores in Mount Ayliff	2 x 9kg	00	00		
	Mount Frere stores	6 x 9kg	02	01		
	Mbizana Stores	4 X 9kg	00	00		
	Ntabankulu Stores	2 x 9kg	01	01		
	Travelling and Disbursements					
	<b>Total Exclusive Vat</b>					
	<b>Vat @ 15%</b>					
	<b>Total Inclusive Vat</b>					

#### **4. PROJECT TIME FRAME**

The project time frame will be 1x month from the date of appointment of the service provider.

#### **5. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES**

5.1 Signing service level agreement and a performance plan with the municipality.

5.2 Preparations and compilations of project reports as per the project milestone

5.3 Submission of a final and closed out report.

#### **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. 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.

#### **7 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.

#### **8 SUBMISSION OF QUOTATIONS**

Quotations 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 \_\_\_\_\_.

## 9 EVALUATION CRITERIA

Evaluation criteria of the quotations;

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
<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 POINTS</b>	<b>100</b>
<b>BBBEE POINTS</b>	<b>20</b>
<b>Price</b>	<b>80</b>

Previous Company Experience	Scoring
Note: The scoring in this section is not cumulative	
Proven track record of experience for completion of 3 or more projects with a value of R 50 000.00 each in Servicing of Fire Equipment.	50
Proven track record of experience for completion of 2 projects with a value of R 50 000.00 each in Servicing of Fire Equipment.	30
Proven track record of experience for completion of 1 projects with a value of R50 000.00 each in Servicing of Fire Equipment.	10
<b>Total Scoring</b>	<b>50</b>
<b>Note COMPULSORY attachments for verifying work done:</b>	
<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 3 Projects were done, 3 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 Official purchase order for each project completed</b></p>	
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<p><b>Capacity and Expertise to Undertake the Project</b></p> <p><b>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</b></p>	<b>Scoring</b>
	<b>[50]</b>
<b>A Project Team with the following areas of expertise:</b>	<b>[50]</b>
One or more personnel must have ISO 9001- 2008 certificate.	20
One or more personnel must be in a position of 1475 Technician certificate or road show Certificate.	20
One or more personnel must be South African Qualification Certificate Committee (SACC) approved	10
<b>Total Scoring (20+20+10)</b>	<b>50</b>
Attached CV and Certified Copies of Qualification not older than 3 months	

**For any queries regarding this tender, please contact Mr. M Kohli or Mr V Dingiswayo for project related queries; on (039) 254 5000 or;**

**For SCM related queries call Mr. V Cita at telephone number 039-254-5134 during office hours.**

**Alfred Nzo district Municipality**

**Erf 1400 Ntsizwa Street**


**Mount Ayliff**

**4735**

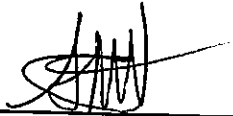
Mount Ayliff

4735

Submitted by:

  
N.R XOLO

Date: 11 August 2021



Mr. L. Mdutyana

Comments by Chairperson:

Approved by the B.S.C. - Servicing of  
Fire Extinguishers.