



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE
PARTITIONING OF ANDM OFFICES
2021/22 FINANCIAL YEAR

Issued and Prepared by:
Alfred Nzo District Municipality
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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

Alfred Nzo District Municipality has been experiencing a shortage of office space. Finance offices are working at more than their capacity and some officials find themselves having to work in no so good conditions. The Municipality needs to create working stations for some of these finance staff and needs a service provider to create new workstations and install new floors and blinds.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

The overall objective is to partition and create work stations for SCM and Expenditure offices

1.2.2 Specific Objectives

The specific objectives of the project require the undertaking of the following:

- 1) To partitioning of walls according to the designs;
- 2) Electrical works which includes connections, fitting of lights and switches, connection of new plugs per the designs;
- 3) Painting of all interior walls;
- 4) Installation of new floor coverings;
- 5) Installing new entrance door and other interior doors per designs;
- 6) Shelving of the strong room and filing room;
- 7) Installation of window blinds

2. SCOPE & EXTENT OF WORK

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

3. PROJECT TIME FRAME

NB: A compulsory briefing session will be held to clarify the Scope of Work with prospective bidders on the _____ 2022.

- Clear method and process to be followed;
 - All bidders must be registered on CSD;
 - Programme of works;
 - BBEE/ Affidavit signed by commissioner of oath;
 - Tax clearance;
 - Company registration certificate;
 - Registration with UIF
- Components of the bid the bidders are required to submit the following as part of the bid:

- Bids / Quotations are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the partitioning of offices at Alfred Nzo District Municipality's main offices. The scope of work is as detailed on BOQ and as follows: partitioning of SCM and Expenditure offices as per available designs,
- To partitioning of walls according to the designs;
- Electrical works which includes connections, fitting of lights and switches, connection of new plugs per the designs;
- Painting of all interior walls;
- Installation of new floor coverings;
- Installing new entrance door and other interior doors per designs;
- Shelving of the strong room and filling room

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- New SCM offices partitioned according to the designs and as detailed on BOQ
- Close out report

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. ANDM 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.

6. REPORTING MECHANISM

It is expected that regular progress meetings will be held on site with the successful service provider and reports will be submitted to ANDM and further

60	Traceable record for successful completion of a minimum of 03 projects where similar works were undertaken: Installation of drywall Partitioning, Installation of Doors, glazing and Painting works.
	Previous Company Experience
80	Price
20	BBBEE POINTS
10	STAGE 2 OF EVALUATION - PRICE & PREFERENTIAL POINTS
40	• Expertise
60	• Previous Experience
100	STAGE 1 OF EVALUATION - FUNCTIONALITY

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

- Stage 2- Price and BBBEE Points
 - Stage 1- Functionality
- The bids will be evaluated in two stages, namely:
- Evaluation criteria of the Bids;

8. EVALUATION CRITERIA

Proposals must be placed in a sealed envelope and clearly marked: "ANDM OFFICE PARTITIONING" and placed in the Bid box in the Alfred Nzo District Municipality not later than 10H00 on the _____

7. SUBMISSION OF BIDS

presented to the PSC as agreed with PSC. The Project Manager has the right to change the frequency of reporting as and when necessary.

Traceable record for successful completion of a minimum of 02 projects where similar works were undertaken: Installation of drywall Partitioning, Installation of Doors, glazing and Painting works.	40
Traceable record for successful completion of a minimum of 01 projects where similar works were undertaken: Installation of drywall Partitioning, Installation of Doors, glazing and Painting works.	20
Total Scoring	60
<p>Note COMPULSORY attachments for verifying work done:</p> <ol style="list-style-type: none"> 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 similar Projects were done, 3 Assessment bidder forms must be completed. 2. In ADDITION to the above, a traceable record will be evaluated on the basis of: <ul style="list-style-type: none"> - An Appointment Letter or Official Purchase Order 	

Expertise to Undertake the Project	
Resources to execute the work	
Note: The scoring in this section is not cumulative	
Foreman	20
Qualified Electrician	20
Total Scoring	40
NB: Attach cv's and certified copies not older than 3 months for all qualifications	
Total Scoring	
[60 + 40]	

- For any queries regarding this tender, please contact Mrs N. Cezu for project related queries; on (039) 254 5059 or;

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

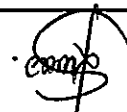
Alfred Nzo district Municipality

Erf 1400 Ntsizwa Street

Mount Ayliff

4735

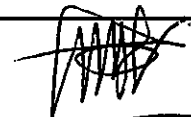
Yours in municipal administration,



~~MRS UP MAHLASELA~~ MS S. KLUZO

Acting CHIEF FINANCIAL OFFICER

Approved/Not Approved



Mr. L. Mduyana

BSC Chairperson

Comments by Chairperson:

Approved - Renovation of our ~~office~~ office

9. BILL OF QUANTITIES

Item No.	Description	Unit	Qty.	Rate	Amount
1.	<p>WALL PARTITIONING</p> <p>Supply and install new walls partitioning, with bottom and top tracks plugged for</p> <ul style="list-style-type: none"> - Two offices - Filing room - Work stations and reception area dividers 	m			
	<p>Doors</p> <p>Supply and install singles doors 40x813x2100 mm single aluminium doors per designs</p> <p>Supply and install double entrance aluminium door 40x1613x2100</p> <p>Supply and install wooden doors for the toilets 40x813x2100 mm single</p> <p>Supply and install double door to the PMU passage (Open a wall)</p>	No.			
	<p>Glass to be fitted with 5mm to 10mm toughened safety glass or alternatively with 6.38mm laminated safety glass</p>	m			
2.	<p>CEILING BOARDS</p> <p>Making good ceilings in the demolished areas</p>	m			
3.	<p>FLOORING</p> <p>Preparing screeds for new floors coverings</p> <p>Supply and install wood look-like ceramic tiles</p>	m			
4.	<p>PAINTING</p>	m			

		1	Item	<p>ELECTRICAL WORK</p> <p>Installation of power supplies, connections, poles and other necessary electrical work.</p> <p>All electrical works to be done by a qualified and registered electrician</p>	5.
				<p>Painting of all walls including the existing rooms</p> <p><i>Paint used should be high quality washable low sheen paint.</i></p>	