



**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**TERMS OF REFERENCE**

**Disaster Recovery Centre Establishment (Mount Frere) Part 3**  
**2022/23 FINANCIAL YEAR**

**Issued and Prepared by:**

**Alfred Nzo District Municipality**

**ERF 1400 Ntsizwa Street**

**P/Bag x 511**

**Mount Ayliff**

**5735**

**Corporate Services – Mr. NR Xolo**

**Contact Person: Mr. Z.M Ntlangula**

**Tel: 039 254 5000**

**Fax: 039 254 0343**

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## BACKGROUND AND OVERVIEW OF THE PROJECT

### INTRODUCTION

Alfred Nzo District Municipality is hereby inviting suitably qualified and accredited Service Providers to submit their bids for the **Supply, Deliver and Installation of Cabinet, Patch Panel and Switch.**

### 1.1 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

#### 1.2.1 Overall objective

The aim of the project is to acquire the services of the qualified services providers to **Supply, Deliver and Installation of Cabinet, Patch Panel and Switch.**

#### A) SPECIFICATION

The appointed provider will be required to Supply, Deliver and Installation of Cabinet, Patch Panel and Switch.

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
1.	GS 42U 1200mm Deep Server Rack/Cabinet with Perforated Front & Back Doors <ul style="list-style-type: none"><li>• Door: Perforated Front &amp; Back Door</li><li>• Cabinet Depth: 1200mm</li><li>• Cabinet Height: 2055mm</li><li>• Cabinet Width: 600mm</li><li>• Fans: 4</li><li>• Shelves: 2 x Full Depth Shelves</li><li>• U Size: 42U</li></ul>	1		
2.	15U 600 X 450 WALL MOUNT RACK SINGLE SECTION CABINET WITH FAN <ul style="list-style-type: none"><li>• Frame made of 1.2 mm thick SPCC</li><li>• Fixed shelves made of 1.2 mm thick SPCC (Optional)</li><li>• Mounting angles made of 2.0 mm thick steel</li><li>• Strong structure of individually fabricated</li></ul>	1		

	components <ul style="list-style-type: none"> <li>• Manufactured using CNC machine</li> <li>• Surface Finish Matt Black Epoxy Powder</li> <li>• Coated Paint (RAL 9005)</li> </ul>			
3.	48-Port Cat 6 110 2ru Rack Mount Punch Down Patch Panel.	2		
4.	48-Port 2960 Catalyst POE switch	1		
<b>Total exclusive VAT</b>				
<b>VAT @ 15 %</b>				
<b>Total inclusive VAT</b>				

#### SCOPE & EXTENT OF WORK

- The appointed Service Provider will be required to supply, delivery and install two cabinets.
- Supply, delivery and install a 48-Port POE switch to the cabinet.

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

#### 2. PROJECT TIME FRAME

The project time frame will be 30 days from the date of appointment of the service provider.

#### 3. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Project closeout report
- Completion Certificate

#### 4. 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.

## 5. 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.

## 6. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Project proposal – Disaster Recovery Center Establishment (Mount Frere) Part 3 and placed in the tender box in the Alfred Nzo District Municipality not later than 10H00 on the \_\_\_\_\_.

## 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	60
• Capacity and Expertise	40

<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>

<b>Previous Company Experience</b>	<b>Scoring</b>
<b>Note: The scoring in this section is not cumulative</b>	
Traceable record for successful completion of a minimum of 03 or more Networking to the value of R60 000 each.	60
Traceable record for successful completion of a minimum of 02 Networking to the value of R60 000 each.	30
Traceable record for successful completion of a minimum of 01 Networking to the value of R60 000 each.	10
<b>Total Scoring</b>	<del>50</del> <b>60</b>
<p><b>Note COMPULSORY attachments for verifying work done:</b></p> <p>1. The ANDM Assessment of 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 of bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</p> <p>- Official purchase order / Appointment letter</p>	

<b>Capacity and Expertise to Undertake the Project</b>	<b>Scoring</b>
<b>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</b>	<b>[40]</b>
<b>A Project Team with the following areas of expertise:</b>	<b>[40]</b>
A team leader must have a minimum of NQF Level 6 qualification in Information Technology	25
One or more personnel must be registered to Networking certification {preferable Cisco Certified Network Associate (CCNA) certification or Interconnecting	15

Cisco Networking Devices certification(ICND)}	
<b>Total Scoring (25+15)</b>	<b>40</b>
<b>NB: Attach CV and certified copies not older than 3 months for all qualifications</b>	

For any queries regarding this tender, please contact Mr. Z. Ntlangula for project related queries; on (039) 254 5078 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,

  
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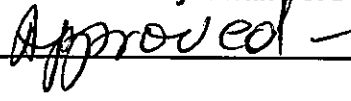
**MR. NR XOLO**

**SENIOR MANAGER: CPS**

**Approved/Not/Approved**  
  
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**Mr. L. Mdutyana**

**Comments by Chairperson:**

  
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