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*Better District, Better Life and Growth for all.*

[www.anda.org.za](http://www.anda.org.za)



Alfred Nzo Development Agency SOC Ltd  
Reg nr: 2008/009093/20

**14 APRIL 2023**

## **THE APPOINTMENT OF A SERVICE PROVIDER FOR THE HANDLING OF LEGAL MATTERS FOR ALFRED NZO DEVELOPMENT AGENCY FOR A PERIOD OF 24 MONTHS**

**BID NO: ANDA 10/2022/2023**

Alfred Nzo Development Agency (ANDA) is a municipal entity of the Alfred Nzo District Municipality established in terms s84 of the Municipal Finance Management Act (MFMA) 56 of 2003. The Agency (ANDA) is mandated to carry out the promotion and implementation of local economic development initiatives and investment and trade promotion on behalf of the District Municipality.

The Agency is situated in Mt. Ayliff in the Eastern Cape Province

ANDA hereby invite bids from suitably qualified service providers to submit proposals for the appointment of a service provider for the handling of legal matters for Alfred Nzo Development Agency for a period of 24 months

### **Notes to Prospective Bidders/compulsory submissions**

- All bidders have to be registered on Central Supplier Database (CSD summary to be submitted)
- All bids submitted should remain valid for a period of 90 days after the bid closing date
- Valid Tax Clearance Certificate and/or Pin should be attached
- Certified copy of B-BBEE Certificate or sworn affidavit
- Joint Venture agreement (where applicable)
- Company profile with traceable references.
- All bidders are required to submit MBD 1, 4, 8 & 9 forms (declaration of interest & SCM past Experience) which are available at reception area at ANDA Offices in

Mount Ayliff or which can be downloaded from [www.anda.org.za](http://www.anda.org.za). Failure to do so will result to disqualification.

**The quotations will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2022), as well as the Alfred Nzo Development Agency's Supply Chain Management policy. The 80/20 preference point system will be used as per the ANDA SCM policy.**

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:**

**The proposals will be evaluated in two stages, namely:**

Stage 1- Minimum compliance and mandatory responsiveness criteria

Stage 2- Price and Specific Goals

**Proposals will be evaluated based on the following criteria (100)**

Only service provider(s) that can demonstrate the required experience and skills relating to the execution of this project will be considered. The following criteria will be taken into account for the appointment of a successful Service provider(s).

| ITEM   | Weight     |
|--|------------|
| <b>STAGE 1</b>   |            |
| In this stage all proposals received will be verified for compliance and completeness of the submitted proposal as per the set of the minimum requirements as listed under paragraph 8 & 9 . Service Providers who comply with the listed requirements progresses to the next stage of bidder(s) price and preference evaluation requirements. | <b>100</b> |



| <b>STAGE 2 OF EVALUATION – PRICE &amp; SPECIFIC GOALS</b> |            |
|---|------------|
| <b>Specific Goals - Goal 1 (Ownership)</b>                | <b>20</b>  |
| <b>Price</b>  | <b>80</b>  |
| <b>TOTAL</b>  | <b>100</b> |

The submitted proposals are to be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

| <b>SPECIFIC GOAL: OWNESHIP<br/>CATEGORY</b> | <b>Criteria Points</b> |
|---|------------------------|
| BBBEE Level 1                               | 20                     |
| BBBEE Level 2                               | 12                     |
| BBBEE Level 3 to 8                          | 6                      |
| <b>TOTAL WEIGHT</b>                         | <b>20%</b>             |

### **SUBMISSION OF PROPOSALS**

The completed proposal must be submitted in a sealed envelope endorsed with the Bid No: **ANDA 10/2022/2023 THE APPOINTMENT OF A SERVICE PROVIDER FOR THE HANDLING OF LEGAL MATTERS FOR ALFRED NZO DEVELOPMENT AGENCY FOR A PERIOD OF 24 MONTHS.**

The sealed envelope must be deposited in the Tender Box, located inside at reception area of Alfred Nzo Development Agency not later than **12h00** on the **17 MAY 2023**. The submissions will be opened in public. Emailed or faxed proposal will be disqualified, Alfred Nzo Development Agency reserves the right to accept or not to appoint service provider.

### **BID ENQUIRIES**

For any queries regarding these terms of reference, feel free to contact Ms Z Majola (CEO's Office at telephone number 039 492 0011 and Ms O. Sompa (039 492 0011/ 066 440 7301) during normal office hours.



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Mr. N.R Xolo

Acting Chief Executive Officer

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