



**ALFRED NZO**  
DISTRICT MUNICIPALITY

---

**TERMS OF REFERENCE  
FOR  
SUPPLY AND INSTALLATION OF BURGLAR BARS**

**2022/23 FINANCIAL YEAR**

**Issued and Prepared by: SO KHUZO**  
**Alfred Nzo District Municipality**  
**ERF 1400 Ntsizwa Street**  
**P/Bag x 511**  
**Mount Ayliff**  
**5735**

**Chief Financial Officer: Mrs UP Mahlasela**  
**Contact Person: Ms SO Khuzo**  
**Tel: 039 254 5000**  
**Fax: 039 254 0343**

## TABLE OF CONTENTS

1. BACKGROUND AND OVERVIEW OF THE PROJECT.....	2
1.1 INTRODUCTION.....	2
2. OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT .....	2
3. PROJECT NAME.....	2
4. PROJECT DESCRIPTION.....	2
5. SCOPE AND EXTENT OF WORK.....	3
6. SPECIFICATION FOR BURGLAR BARS.....	3
7. PROJECT MANAGEMENT .....	4
8. SUBMISSION OF QUOTATIONS.....	4
9. EVALUATION CRITERIA .....	4

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

The Budget and Treasury office within the Alfred Nzo District Municipality has identified the offices that were rented by FNB and will be moving the Expenditure and Supply Chain Management staff to the identified offices together with the documents/files that they are using, these documents/files contain important information of the municipality. The identified offices have lots of big windows and doors, as well as behind the offices there's no security wall that will obscure on what is happening within the offices. This is a high risk to the staff as well as the information that will be kept in those offices as they're exposed to the outside world.

This led to the fact that the space that they will be occupying should be a safe space with burglar bars in order to minimise the risk that the staff and documents are facing.

### **1.1 INTRODUCTION**

To acquire the service of a suitable service provider to assist in supplying and fitting of burglar bars in the FNB offices in Alfred Nzo District Municipality in Mt Ayliff offices.

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

2.1 The objective of the project is to ensure that the Expenditure and SCM staff are placed in a safe place as they are dealing with important information of the municipality.

2.2 That the documents that they will be keeping are also safe especially when required for reference and audit purposes.

## **3. PROJECT NAME**

Supply and delivery of burglar bars

**NB:** No compulsory briefing session will be done.

## **4. PROJECT DESCRIPTION**

### **4.1 AIMS AND OBJECTIVES OF THE PROJECT**

The main objective of the project is:

- To ensure that the staff that will be occupying the office space is safe and secured.

## 5. SCOPE AND EXTENT OF WORK

Alfred Nzo District Municipality would like to appoint a service provider for the supply and installation of burglar bars at ANDM offices in Mount Ayliff.

The scope of work includes the provision of the following goods and services:

1. Supply and installation of burglar bars.

The scope of work includes all materials, transportation and supplies needed to execute this service.

## 6. SPECIFICATION FOR BURGLAR BARS

- Burglar Bars must have a unique tamper proof system that simply roots the burglar Bars in further, when tampered with.
- To be burglar bars that are constructed with CO2 welds, which ensures a stronger weld that can withstand various pulling forces
- Our Burglar Bar range sports a 1 year UV Protected Guarantee! That ensures your product will not yellow or fade.
- Must be burglar bars that are completed in a T.G.I.C Grade of powder coating, the UV stabilized T.G.I.C which ensures that the burglar bars never fade or yellow as time goes on.
- The burglar bars to be supplied and fitted should be white in colour

Item	Description	Quantity	Price per Unit	Total
Burglar bars	<b>Supply and fitting of burglar bars at FNB office with the following measurements:</b>			
	<b>1. Window Burglars</b>	04		
	Height 176 x Width 86	01		
	Height 176 x Width 82			
	<b>2. Burglar for 2 door panel</b>	01		
	Height 266 x Width 148			
	<b>3. Burglar for Glass Window</b>	01		
	Height 205 x Width 81			

	<p><b>4. Burglar for Glass Door</b></p> <p>Height 265 x Width 275</p> <p><b>NB: The quotation should include transportation and installation costs</b></p>	01		
	<b>Total Amount Excluding Vat</b>			
	<b>Vat @ 15%</b>			
	<b>Total Amount Including Vat</b>			

## **7. 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.

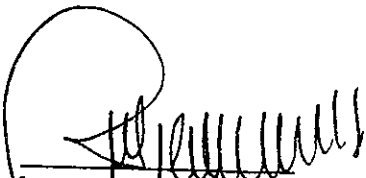
The project is to be coordinated and managed by an operational team led by Alfred Nzo District Municipality.

## **8. SUBMISSION OF QUOTATIONS**

Quotations must be placed in a sealed envelope and clearly marked: "Project Proposal – Supply and Installation of Burglar Bars" and placed in the tender box in the Alfred Nzo District Municipality not later than 10H00 on the \_\_\_\_\_ 2022.

This project will be evaluated based on the below criteria:

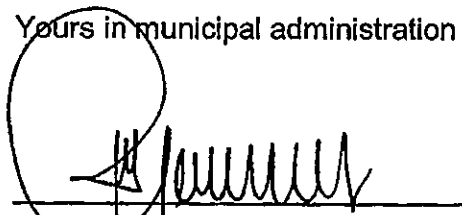
Preferential Procurement Goals	Proof to be Attached to Claim full Points	Points
Price	N/A	80
Specific Goal		20
<b>Bidders will score Specific Goals as follows</b>		
Empowerment of Women	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	5
Youth	Attach ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	4
Rural	Attach Proof of Residence of the Business or Lease Agreement	2
Disabled	Attach Signed Letter from Health Practitioner	4
Black Owned Companies	Attach CK and ID Certified Copies of Directors Claiming Specific Goals; for Bidders to obtain full points the percentage of equity held must be 51% or more	5
<b>Total Scoring</b>		<b>100</b>

  
 Approved / Not Approved  
 Chief Financial Office  
 U.P Mahlasela

For any queries regarding this tender, please contact Ms SO Khuzo 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

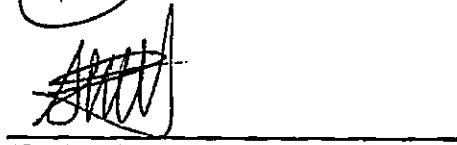
Yours in municipal administration



---

UP Mahlasela  
Chief Financial Officer

APPROVED / NOT APPROVED



---

Mr. L. Mdutyana

Comments by Chairperson:

Approved - Supply & Installation of  
Burglar bars

---

---

---