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

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Alfred Nzo Development Agency SOC Ltd  
Reg nr: 2008/009593/30

## TERMS OF REFERENCE

### SUPPLY & DELIVERY OF S SHEEP SHEARING EQUIPMENT AT UMZIMVUBU LOCAL MUNICIPALITY

**Issued and prepared by:**

Alfred Nzo Development Agency

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

### **1.1 PURPOSE**

These terms of reference outlines ANDA's intention to recruit suitable service provider for procurement, supply and delivery of sheep shearing equipment (wool presser, wool bins, sorting tables, and scales, packs, clips and sheep shears) in line with the scope of work for selected beneficiaries at Umzimvubu Local Municipality. The successful service provider shall perform the required services in line with high quality standards and shall follow all the scope of work as well as deliverables indicated in this TOR.

## **2. PROJECT OBJECTIVES**

This Request for Proposals seeks to invite prospective service provider(s) to submit a proposal for supply and delivery of sheep shearing equipment (sheep wool presser, wool bins, sorting tables, scales, packs, clips and sheep shears).

## **3. SCOPE OF WORK**

Competent service providers are hereby invited to submit proposals to supply sheep shearing equipment (sheep wool presser, wool bins, sorting tables, scales, packs, clips) and sheep shears within a period of 2 weeks. A service provider is sought to undertake the following:

- Procurement and distribution of sheep shearing equipment (wool presser, wool bins, sorting tables, scales, packs, clips and sheep shears) to selected Wool Grower association at Umzimvubu LM, Ward 15 (Lugangeni area)
- The service provider shall deliver the above equipment to selected Wool Grower association Umzimvubu LM Ward 15 (Lugangeni area) within 2 weeks after their official appointment
- Any damaged items as a result of manufacture or acquisition, transportation, storage and delivery must be replaced with new and unused item

## **4. PROJECT DELIVERABLES/MILESTONES**

On conclusion of the project the following deliverables must have been achieved:

- Sheep wool presser, wool bins, sorting tables, scales, packs, clips and sheep shears procured and distributed to selected Wool Grower association at Umzimvubu LM Ward 15, Lugangeni area in line with the scope of work as well as detailed specification.

## **5. COMPLIANCE SUBMISSION REQUIREMENTS**

In order to complete the project successfully ensure quality in the output. The following minimum submissions will be required from service provider(s) submitting proposals.

- Clear financial breakdown of a proposed cost / commercial offer on the required equipment in line with detailed Specification.
- The company must have previously undertaken a minimum of 2 supply and deliver projects to the value of R 50 000 or above (**Reference letters must be attached for each job completed**)
- The company with an personnel registered with South African Veterinary Council (SAVC) as a Certified Veterinarian Professional will have an added advantage(**Attach proof of registration**)
- Service provider to provide the full specification of the equipment they quoted on
- Valid SARS pin number confirmation certificate to be included.
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder (company) where the bidder's business operations are located, are in arrears for more than three months/ Proof of residence/Lease agreement. Where the bidder operates in a rural area where rates are not paid, an affidavit to that effect and proof of address should be attached.
- Copies of ID Documents and all submitted certificates must be certified with a certification that is not older than 3 months.
- The bid will be evaluated according to the Preferential Procurement Regulations 2022
- Company profile with traceable references
- Joint Venture agreement should be in JV agreement forma (If applicable)
- All bidders should complete MBD 4, MBD 6.1, MBD 8, MBD9
- All prospective service providers of goods and services and infrastructure procurement are to be registered on Central Database in order to do business with all organs of state in the Republic of South Africa.

## 6. SELECTION AND EVALUATION CRITERIA

ANDA subscribes to the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act (PPPFA) principles whereby a bidder's submission will be evaluated according to the sum of the award of points in respect of the tender value and Specific Goals.

Price and Preference goal 3 will be used for evaluation. The 80/20 preferential point system will be applicable, with 80 points for price and 20 points for Specific Goals.

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

- **Stage 1- Capacity to Execute Work**
- **Stage 2 - Price and Preference Point system (Goal 3)**

Proposal will be evaluated in terms of the SCM Policy of Alfred Nzo Development Agency and shall be applied as follows: -

- Price – 80
- Specific Goal 3 – 20

The following criteria will be taken into account for the appointment of a successful Service provider(s).

ITEM	WEIGHT
<b>STAGE 1: CAPACITY TO EXECUTE WORK</b>	
The company have previously undertaken a minimum of 2 supply and deliver projects to the value of R50 000 or above”	50
The company have previously undertaken a minimum of 1 supply and deliver project to the value of R50 000”	30
The company with personnel registered with South African Veterinary Council (SAVC)	20
<b>NB: Scoring highest points will be an added advantage in the next stage</b>	
<b>STAGE : PRICE &amp; PREFERENCE POINTS</b>	
Price	80
Preferential Goal 3- Combination of any Goals	20
<b>SPECIFIC GOAL 3: COMBINATION OF ANY GOALS</b>	<b>Attachment to claim maximum points</b>
Business owned more than 50% by Priority population groups (Black/Indian etc.)	CIPC certificate, Certified ID, detailed CSD
Business owned more than 50% by Women	CIPC certificate, Certified ID, detailed CSD
Business owned more than 50% by Youth	CIPC certificate, Certified ID, detailed CSD
Business owned more than 50% by Disabled	Attach signed letter from Health practitioner
<b>TOTAL WEIGHT</b>	<b>20</b>

## 7. TIMEFRAME

The project time framework will be 2 weeks from the date of appointment of the service provider.

## 8. SUBMISSION OF PROPOSALS

Proposals must be placed in a sealed envelope and clearly marked: “**Project proposal – Appointment of Service Provider for Supply and Delivery of Sheep Shearing equipment at Umzimvubu LM**” and placed in the tender box in the Alfred Nzo Development Agency not later than 12H00 on the .....**June 2023**. Bidders are requested to ensure that their proposals include; Company Registration, a Tax Clearance Certificate/pin.

For any queries regarding this tender, please contact Mr S. Tshonga at telephone number 039 492 0011/060 551 6068 during office hours.

**Approved/Not Approved**

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**Mr. S. Tshonga**

**BSC Chairperson**

**Comments by Chairperson:**

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**AUTHORISED BY:**





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**MR N R XOLO**

**ACTING CHIEF EXECUTIVE OFFICER**

## ANNEXURE

### DETAILED SPECIFICATION

ITEM Name	Description	QUANTITY
Flat platform scale	Electronic digital platform scale 600kg	1
Sheep Shears	Hand Sheep Shears. 6.5" blade	5
Nylon wool packs	Standard sized wool bales. Pack of 50.	1 Pack
Wool clips	Wool Bag Handling Hooks	1 Pack
Single phase electric Wool Presser	Wool Press: Single phase Operational requirement: Electrical/Hydraulic/Gearbox	1
Wool Bins	Wool Bin Complete 1.8mx1.2mx1.2m 	3
Sorting Tables	Wool Piece picking table 2mx2m (Mesh Top)  Wool Table 3mx1.5m (Mesh Top)	2

		
Movable wool bins	<p>Wool Basket on Wheels 600x600x600mm</p> 	3
Transport Cost		
Vat		
<b>Total</b>		

**NB:** All shearing equipment delivered must have at least One (1) year warranty which is to be effective on the date that ANDA takes possession of the equipment and must be stipulated on the quote