



**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**TERMS OF REFERENCE**  
**DEVELOPMENT OF BTO PROCEDURE MANUALS -**  
**Supply Chain Management Unit**

**2022/23 FINANCIAL YEAR**

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

### **1.1 BACKGROUND**

The Alfred Nzo District Municipality always seeks to improve its internal control environment this as part of achieving and maintaining the practice and the culture of good corporate governance at this Municipality. As part of this objective, the Municipality is seeking assistance of a sufficient competent service provide to assist the design and development of procedure manuals for the Budget and Treasury Office.

### **1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT**

#### **1.2.1 Overall objective**

The purpose of these procedure manuals will provide the instructions and directions for the day-to-day operation of the BTO department in the Municipality. The procedure manuals are essential to ensure consistency and quality products and services.

## **2. SCOPE & EXTENT OF WORK**

To compile complete, comprehensive and relevant procedure manuals for the Budget and Treasury Office that shall be aligned to the BTO policies, the relevant GRAP standards as well as be in line with MSCOA requirements. Procedure manuals to be developed:

- Supply Chain Management Unit

### **3. PROJECT TIME FRAME**

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

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

- Developed Procedure Manuals
- Printed and Adopted Procedure Manuals

### **5. PROJECT MANAGEMENT**

In cases where the appointed service provider appoints the services of other consultants, the appointed service provider will take responsibility of the work. The client will deal with the contracted service provider. The project is to be coordinated and managed by an operational team led by Alfred Nzo District Municipality.

### **6. REPORTING MECHANISM**

It is expected that regular progress reports will be submitted to ANDM and further presented to the CFO on a weekly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

### **7. SUBMISSION OF BIDS**

Quotations must be placed in a sealed envelope and clearly marked: "Development of BTO procedure manuals" and placed in the Bid box in the Alfred Nzo District Municipality not later than 10H00 on the \_\_\_\_\_

**8. CAPACITY TO EXECUTE THE WORK**

Evaluation criteria of the Quotations;

The quotations will be evaluated in two stages, namely:

- Stage 1- Capacity to execute the work
- Stage 2- Price and Specific goals

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

<b>STAGE 1 CAPACITY TO EXECUTE THE WORK</b>		<b>100</b>
• Previous Experience		45
• Capacity and Expertise		40
• Methodology		15
<b>TOTAL SCORING</b>		<b>100</b>

**Price and Preference**

Quotations will be evaluated according to the 80/20 Point System in compliance with Preferential Procurement Policy Act (5/2000) and Preferential Procurement Regulations 2022.

Preferential Procurement Goals	Proof to be Attached to Claim full Points	Points
Price		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	4

	obtain full points the percentage of equity held must be 51% or more	
Rural	Attach Proof of Residence of the Business or Lease Agreement	2
Disabled	Attach a 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>

<b>Previous Company Experience –</b> <b>Note: The scoring in this section is not cumulative</b>	<b>45</b>
Traceable record for successful completion of a minimum of 04 or more procedure manuals / standard operating procedure projects with a contract amount of R100 000 each or more.	45
Traceable record for successful completion of a minimum of 03 procedure manuals / standard operating procedures with a contract amount of R100 000 each	35
Traceable record for successful completion of a minimum of 02 procedure manuals / standard operating procedures projects with a contract amount of R100 000 each	25
Traceable record for successful completion of a minimum of 01 procedure manuals / standard operating procedures project with a contract amount of R100 000	15
<b>Total Scoring</b> <b>Please note: for you to get points please submit documents as below as proof of work previously done.</b>	<b>45</b>

<p><b>Note COMPULSORY attachments for verifying work done:</b></p> <p>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 4 Projects were done, 4 Assessment 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>- An Appointment Letter or Official Purchase Order</p>	
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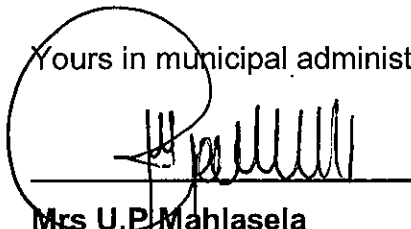
<b>Capacity and Expertise to Undertake the Project – This section is not cumulative</b>	<b>40</b>
<b>A Project Team with the following areas of expertise:</b>	
A Project manager must be a Registered Chartered Accountant with a minimum of 15 years' and above experience as a chartered accountant (Proof of registration with SAICA), a detailed CV must be attached	<b>40</b>
A Registered Chartered Accountant with 10 to 14 years' experience as a chartered accountant (Proof of registration with SAICA)	25
A Registered Chartered Accountant with 5 to 9 years' experience as a chartered accountant (Proof of registration with SAICA)	5
<b>Methodology</b>	<b>15</b>
A draft work plan that clearly stipulates how the project will be executed from Inception to close out report	15
<b>TOTAL SCORING ( 40 + 15)</b>	<b>55</b>

**NB: Stage two will only be evaluated based on price**

- For any queries regarding this tender, please contact Miss Z Zangwa for project related queries; on (039) 254 5134 or;
- Miss N. Cezu for SCM related queries at telephone number 039-254-5000 during office hours.

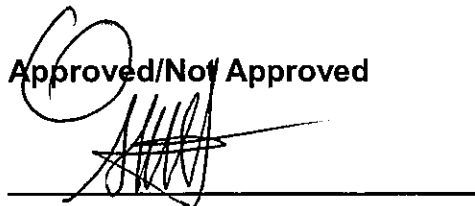
**Alfred Nzo district Municipality**  
**Erf 1400 Ntsizwa Street**  
**Mount Ayliff**  
**4735**

Yours in municipal administration,



**Mrs U.P. Mahlasela**  
**Chief Financial Officer**

Approved/Not Approved



**Mr. L. Mdutyana**  
**BSC Chairperson**

**Comments by Chairperson**

*Procedure Manuals; Supply  
Chain Management Unit.*

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