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

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Alfred Nzo Development Agency SOC Ltd  
Reg nr: 2008/00993/30

## TERMS OF REFERENCE

### THE APPOINTMENT OF SERVICE PROVIDER FOR REVITALIZATION OF FORT DONALD TRADING SITE.

NB: A compulsory briefing session will be held at the site (Fort Donald) to clarify the Scope of Work with prospective bidders on the 17<sup>th</sup> October 2023

**Issued by:**

**Alfred Nzo Development Agency**

**Umzimvubu Goats Complex**

**Hospital Road**

**Mount Ayliff**

**4735**

## Section 1: Introduction

The Agency is in a process of revitalising its properties in order to draw investment and further create jobs. The Agency is also responding to a call identify catalytic development enablers which aims to bring amenities closer to the communities. One of its properties is the Fort Donald Trading Site located in ward 3 under Winnie Madikizela Mandela Local Municipality. The Agency intends to appoint a service provider to revitalise the Fort Donald trading site.

## Section 2: Objectives of the Project

### 2.1 Overall objective

To attract investment to the region, bring amenities closer to the communities where the intended outcome is to reduce high levels of unemployment and stimulate District economic growth and development.

### 2.2 Specific Objectives

The specific objective of the project is to undertake site clearance, supply, delivery and erection of fencing at Fort Donald Trading Site and further construct a small wooden guard house for security.

## Section 3: Scope & Extent of Work

Bids are invited from suitably qualified professional service providers to prepare and submit proposals to supply, deliver, erect galvanised fencing with galvanised gate, and VIP toilet at Fort Donald Trading Site. The service provider is also required to undertake site clearance and construct a small wooden guard house for security.

Municipality	Village	Ward	Size (M <sup>2</sup> )
Winnie Madikizela Mandela LM	Dumisi	03	26,270.60 m <sup>2</sup>

The following are the key activities that need to be undertaken by the appointed service provider:

- Conduct a site clearing which also involves the demolishing of buildings and deforestation.
- Cut the trees and remove the stumps as well as all obstacles from the ground such as stones.
- Remove damaged infrastructure such as buildings within the site.
- Supply, deliver, and erect galvanised fencing and installation of galvanised gate for the designated area.
- To construct a small 3000x2500x2700 mm wooden guard house for security.
- Construct VIP toilet including necessary with steel windows and wooden door
- Cut and remove all of the vegetation, stumps, roots and large stones from the site using the site waste management plan.

- Remove damaged infrastructure such as buildings within the site.
- To quantify and verify size of the land in the identified areas using any relevant tool or device that will deliver accurate size of the space to be fenced and identification of pegs and coordinates ( Perimeters, Kilometres and Hectares)
- To construct the required infrastructure as per specification. Work shall be approved by ANDA staff, prior to construction
- It will be the responsibility of the appointed service provider to undertake full time site supervision and quality assurance of all work undertake by the appointed contractors.
- The appointed service provider will also have responsibility for ensuring compliance with norms and standards
- The appointed service provider must ensure compliance with Occupational Health and Safety
- Service provider will be responsible for the handing over of site to the client upon completion.
- The risk of loss by theft, fire, storm, riots or any other risk related to materials therein shall rest entirely with the bidder immediately after the handover of the site. The bidder must take steps as may be deem necessary or fit for the protection against the stated risks.

**Table 3.1 SPECIFICATION OF FENCING MATERIAL REQUIRED WHICH SHOULD BE SOUTH AFRICAN BUREAU STANDARDS APPROVED**

NO	DESCRIPTION	UNIT	QTY	UNIT AMOUNT	TOTAL AMOUNT
A	<b>Section A. P&amp;G</b> All contractual requirements (Office, Supervision, Health and safety, PPE etc.)	Sum	1		
B	<b>SECTION B- SECURITY FENCING (PROVISIONAL)</b> Remove, Supply and install (2400 x 50mm) steel silver posts, 450mm overhang 250x 250 x 500 mm deep on (15 MPA) mass concrete Base	No.	223		
I	Supply and install (2400 x 75mm) steel silver posts as corner posts, 450mm overhang with 2 strut per post at corners or bends or at 30 000 mm interval of 50mm (250x 250 x 500 mm) deep on (15 MPA) mass	No.	24		
J	Security fence double easy swing gate 4000 mm wide x 1800 mm high, formed of 50 mm diameter normal bore x 3.25 mm wall thickness hot deep galvanized mild steel pipe framing all around with metered and welded into angles and at cross intersections, 50 mm diameter nominal bore x 3.25 wall	No.	1		

K	Fully galvanized 1800 mm high diamond welded mesh size 50 x25 mm with nominal diameter of 2.5 mm thick to comply with fixed to steel silver posts and plain wire edge finish shall be both sides clinched (Steel silver posts elsewhere measured)	m	700		
L	Three (3) lines of 4 mm of fully galvanized plain wire to be used as a tension wire tied down to posts and welded mesh to comply with standard measurement of SABS 675 banded to silver posts with fully galvanized 1.6 mm soft wire	m	2170		
P	Three (3) lines of 4 mm of fully galvanized barbed wire 100 mm apart tied to posts top of the mesh wire with fully galvanized 1.6 mm soft wire	m	2170		
Q	<b>GUARD HOUSE</b> Undertake construction of wooden guardhouse complete with concrete slab on the floor , 1x Door , 2x steel windows and top roof)	Sum	1		
R	<b>EARTH WORKS</b> Demolition of existing structures, Remove trees, clearing of the site and dispose in accordance with waste management plan	Sum	1		
	<b>VIP toilet</b> Construction of 2x VIP Toilets	No.	2		
4.	<b>SUMMARY</b>				
	<b>SUB TOTAL A</b>				
	Delivery Cost				
	<b>SUB TOTAL –B</b>				
	Add 10% Retention				
	<b>SUB TOTAL C</b>				
	VAT @ 15%				
	<b>BID TOTAL PRICE</b>				

NB: Tenderers are advised to visit the site before tendering in order to satisfy themselves as to the nature and extent of the work. No claims will be entertained as a result of the tenderer having failed to comply with the above conditions. The description of the items are given as a guide to assist bidders in tendering, but are not necessarily accurate or complete. Bidders must verify the items by personally inspecting the site

#### Section 4: Duration

The project time frame will be 3 (three) months from the date of appointment of the service provider.

## **Section 5: Key Deliverables**

The key project output is the Supply, deliver and erect galvanised fencing and installation of galvanised gate installation and site clearance and construction a small guard house for security at Fort Donald Trading Site in ward 03 within the jurisdiction of Winnie Madikizela Mandela Local Municipality. The duly appointed service provider therefore will have onus to supply and deliver the stock fencing material which is South African Bureau Standards approved. Furthermore, a service provider is required to compile and submit progress reports on the following:

- Site clearing, deforestation and demolition of buildings
- The erection of fencing and gate installation
- Construction of wooden guard house

## **Section 6: Appointed Service Provider**

The successful bidder shall construct the required infrastructure as per specification. Work shall be approved by ANDA staff, prior to construction.

## **Section 7: Project Management**

As per project management perspective, should the appointed service provider fail to deliver on any activity, the commissioned service provider will be penalized and according the terms and conditions stipulated in the Service Legal Agreement to be signed by both parties (ANDA and the appointed service provider).

The project is to be coordinated and managed by Alfred Nzo Development Agency Team and Project Steering Committee (PSC). The service provider have to submit an invoice accompanied by the progress report of work claimed to be conducted prior, verification will be done prior to the processing of payment.

## **Section 8: Reporting Mechanisms**

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

## Section 9: 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.

**Prequalification:** Only bids of bidders adhering to the minimum CIDB grading designation, and whose CIDB registration is active will be considered.

The bid will be evaluated in two stages, namely:

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

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

ITEM	Weight
<b>STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK</b>	<b>100</b>
<b>STAGE 2 OF EVALUATION – PRICE AND PREFERENCE GOAL SYSTEM (GOAL 3)</b>	<b>100</b>
Price	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>

ITEM	WEIGH
<b>STAGE 1: CAPACITY TO EXECUTE WORK</b>	
• Submission of Implementation Plan with methodology(Project team, Quote, timeframe, Waste Management Plan	20
• Attached Proof of ownership or lease of TLB and Tipper truck	30
• CIDB contractor grading designation of <sup>2</sup> ISQ or higher	20
• Traceable record for successful completion of a minimum of 03 fencing Projects	30
• Traceable record for successful completion of a minimum of 02 fencing Projects	20
• Traceable record for successful completion of a minimum of 01 fencing Projects	10
<i>NB: If 2 projects were done, 2 Reference letters must be completed and attached and bidders need to score 70% or more to proceed to the following evaluation stage</i>	

<b>STAGE : PRICE &amp; PREFERENCE POINTS</b>		
Price		80
Preferential Goal 3- <b>COMBINATION OF ANY GOALS</b>		20
<b>SPECIFIC GOAL 3: COMBINATION OF ANY GOALS</b>	<b>Attachment to claim maximum points</b>	<b>Criteria Points</b>
Business owned more than 50% by Priority population groups (Black/Indian etc.)	CIPC certificate, detailed CSD	10
Promotion of enterprises located in rural areas	Proof of residence or Lease agreement	5
Business owned more than 50% by Youth	CIPC certificate, Certified ID	5
<b>TOTAL WEIGHT</b>		<b>20</b>

## Section 10: MINIMUM COMPLIANCE REQUIREMENTS

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

- Clear financial breakdown of a proposed cost / commercial offer in line with detailed scope of work.
- Submit clear proposal that should detail the methodology or implementation plan of the project including project activities and budget allocated thereto and depicts time frame for each activity where the overall project duration will be for a period not more than 3 months. Proposal must include a site waste management plan for the removal of the remains from the site.
- The company must have previously undertaken a fencing related project(s) (Reference letters must be attached for each job completed)
- Company profile with traceable references must be attached
- Team Leader with South African Qualification Association (SAQA) accredited NQF Level 3 qualification or Matric ( Attach CVs and qualification)
- Submit company registration certificate and a valid SARS pin number confirmation certificate
- All bidders should complete MBD 1, MBD 4, MBD 6.1, MBD 8, MBD9
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located, are in arrears for more than three months/ Lease agreement/ Proof of Residence.
- Copies of Director's ID Documents must be certified with a certification that is not older than 3 months.
- Joint Venture agreement should be in JV agreement format
- 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(**Attach CSD Report**).



- All bidders must have a minimum CIDB contractor grading designation of <sup>2</sup>1SQ or higher (Attach CIDB registration certificate)
- The bidder must own or lease TLB and Tipper truck (Proof of ownership or lease be attached )

### Section 11: Submission of Bids

Proposals must be placed in a sealed envelope and clearly marked: "PROJECT PROPOSAL – REVITALIZATION OF FORT DONALD TRADING SITE" and placed in the tender box in the Alfred Nzo Development Agency not later than 12H00 on the 26<sup>th</sup> October 2023.

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

#### Approved/Not Approved



**BSC Chairperson**

#### Comments by Chairperson:

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#### AUTHORISED BY:



Mr N.R Xolo

**ACTING CHIEF EXECUTIVE OFFICER**