



ALFRED NZO
DISTRICT MUNICIPALITY

**SPECIFICATION FOR SUPPLY, DELIVERY AND INSTALLATION OF
GALVANISED SHELVES FOR NTABANKULU STORE**

Number	Description	Quantity	Unit Price	Amount
1.	Supply, delivery and installation of galvanised shelves: 3.71m long, 610mm x 914mm width and 1.85m height with corner plates and plastic footings	18		
Total Exclusive VAT				
VAT @ 15%				
Total Inclusive VAT				

NB: 100% high quality Local and production content, MBD6.2 Form must be completed. (Where Applicable)

EVALUATION CRITERIA

This project will be evaluated based on the below criteria:

• Specific goals	20
• Pricing	80
Total	

APPROVED / NOT APPROVED


Mrs UP Mahlasela
Chief Financial Officer



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE
[SUPPLY DELIVERY AND INSTALLATION OF GALVANISED SHELVES FOR
NTABANKULU STORES]
2023/24 FINANCIAL YEAR

Issued and Prepared by:
Alfred Nzo District Municipality
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Mount Ayliff
4735

Chief Financial Officer: Mrs UP.Mahlasela
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Correct Submission

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The budget and treasury office of Alfred Nzo District Municipality has been embarking on construction of new warehouses (stores) in all our local municipalities. Ntabankulu stores is one of them. The warehouse is 100% complete and ready for use. We therefore require the procurement of galvanized shelves in order to pack stock items in accordance.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

To supply deliver and install galvanized shelves as per the specification for Ntabankulu stores.

1.2.2 Specific Objectives

The above mentioned is imperative for safety and encouraging working conditions in order to pack our stock items and also keeping the stores clean at all times.

2. SCOPE & EXTENT OF WORK

Quotations are invited, to prepare and submit proposals to undertake the supply, delivery and installation of Galvanized shelves for Ntabankulu Stores as per the specification below.

Supply, delivery and installation of Galvanized shelves 3.71 meters long, 610mm x 914mm width and 1.85cm height with corner plates and plastic foot.

SPECIFICATION FOR SUPPLY, DELIVERY AND INSTALLATION OF GALVANISED SHELVES FOR NTABANKULU STORE

Number	Description	Quantity	Unit Price	Amount
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Total Exclusive VAT				
VAT @ 15%				
Total Inclusive VAT				

3. PROJECT TIME FRAME

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

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Supply, deliver and install galvanized shelves

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 co-ordinated and managed by an operational team led by Budget and Treasury Office of Alfred Nzo District Municipality.

6. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDM monthly and on completion of the project.

7. SUBMISSION OF QUOTATIONS

Quotations must be placed on a sealed envelopes and clearly marked: "Supply, delivery and installation of galvanized shelves for Ntabankulu stores "and placed in a bid box in the Alfred Nzo District Municipality not later than 12H00 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 Work
- Stage 2- Price and Specific Goal

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

ITEM	Scoring
STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK	100
• Previous Experience	60
• Capacity and Expertise	40

Total Scoring	100
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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	N/A	80
Specific Goal		20
Bidders will score Specific Goals as follows		
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	4
Disabled	Attach a Signed Letter from Health Practitioner	2
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
Total Scoring		100

Previous Company Experience	60
Note: The scoring in this section is not cumulative	

Traceable record for successful completion of a minimum of 03 or more supply, delivery and installation project undertaken to the value of R 70 000.00 each and above	60
Traceable record for successful completion of a minimum of 02 or more supply, delivery and installation project undertaken to the value of R 70 000.00 each	40
Traceable record for successful completion of a minimum of 01 or more supply, delivery and installation project undertaken to the value of R 70 000.00	20
Total Scoring	60
<p>Note COMPULSORY attachments for verifying work done:</p> <p>1. The ANDM Assessment Bidder Form must be completed, stamped, and signed by the previous employer as a means of verifying references for each project undertaken. If `3 Projects were done, 3 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>	

Capacity and Expertise to Undertake the Project	
Note: The scoring in this section is non-cumulative	
Resources to execute the work	40
Own/Lease 1 delivery 4 ton truck: Attach lease Agreement or Certificate of Registration as proof of ownership	40
Own/Lease 1 delivery Light delivery vehicle: Attach lease Agreement or Certificate of Registration as proof of ownership	20
Total Scoring	40

For any queries regarding this tender, please contact Mr A.Nqakwana for project related queries; on (039) 254 5100 or;

For SCM related queries Mr V Cita at telephone number 039-254-5134 during office hours.

Alfred Nzo district Municipality

Erf 1400 Ntsizwa Street

Mount Ayliff

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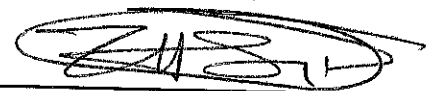
Yours in efficient and effective in municipal administration,



Mrs UP. MAHLASELA

CHIEF FINANCIAL OFFICER

Approved/Not Approved



MR. ZAMILE H SIKHUNDLA

MUNICIPAL MANAGER

Date of Approval: 11/09/2023

Comments:

