



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

**NETWORK LINK FOR MATATEILE WATER TREATMENT WORKS AND
MATATIELE WSP 2023/24 FINANCIAL YEAR**

Issued and Prepared by:

Alfred Nzo District Municipality

ERF 1400 Ntsizwa Street

P/Bag x 511

Mount Ayliff

4735

Acting Director: Corporate Service – Mr. S Quzu

Contact Person: Mr T. Chagi

Tel: 039 254 5124

Fax: 039 254 0343

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The ANDM Water Treatment Works sites are not all cabled. Employees that are based on those sites that are not cabled are not able to use their computers to connect to the ANDM network. It makes difficult for them to communicate with the rest of ANDM employees, not getting emails etc.

Because of the reason mentioned above, the ICT Section has developed a program of cabling all those ANDM Water Treatment Works sites and also to link them to our network infrastructure so that users on these satellite will get the same services that users on main office are getting.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

The aim of the project is to link Matatiele Water Treatment Work to our existing network infrastructure to Matatiele WSP Office.

1.2.2 Specific Objectives

Because of the reason mentioned in introduction, the ICT Section has developed a program of cabling all those ANDM Water Treatment Works sites and also to link them to our network infrastructure so that users on this satellite will get the same services that users on main office are getting.

2. SCOPE & EXTENT OF WORK

- Bids are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the required to connect and configure these two (2) Radio Access Points i.e. one Radio Access Point from Matatiele Water Treatment Work that will connect to the other Radio Access Point that will be at Matatiele WSP office.
- The Service Provider is required to connect a cable from the switch to the Access Point to enable it to connect.

- It will be the responsibility of the Service Provider (SP) to ensure that these sites can see one another as they supposed to, using the correct tools.
The Service Provider (SP) is required to ensure that the site can connect to our network.

NB: A compulsory briefing session will be held to clarify the Scope of Work with prospective bidders on the _____ 2023

3. PROJECT TIME FRAME

The project time frame will be 30 days from the date of appointment of the service provider. Provide a proper work plan on turnaround time.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Project closeout report
- Completion Certificate
- ANDM employees at Matatiele water treatment works should be able to connect to ANDM network.

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 Project Manager on a weekly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

7. SUBMISSION OF BIDS

Bids must be emailed to tenders@andm.gov.za referenced with **Bid Number failure**

to do so will lead to disqualification.

8. CAPACITY TO EXECUTE THE WORK

Evaluation criteria of the Bids;

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

Price and Preference

Bids or 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	6

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	5
Disabled	Attach a Signed Letter from Health Practitioner	5
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	4
Total Scoring		100

Previous Company Experience		
Note: The scoring in this section is not cumulative		
Traceable record for successful completion of a minimum of 03 or more Wireless Networking to the value of R50 000.00 each.		60
Traceable record for successful completion of a minimum of 02 Wireless Networking to the value of R50 000.00 each.		50
Traceable record for successful completion of a minimum of 01 Wireless Networking to the value of R50 000.00.		40
Total Scoring		60
Note COMPULSORY attachments for verifying work done: <ol style="list-style-type: none"> 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 3 Projects were done, 3 Assessment bidder forms must be completed. 2. In ADDITION to the above, a traceable record will be evaluated on the basis of: <ul style="list-style-type: none"> - An Appointment Letter or Official Purchase Order and -A completion certificate for each project completed. 		

Capacity and Expertise to Undertake the Project	40
Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	
A Project Team with the following areas of expertise:	40
One or more personnel must be registered to Networking certification { Cisco Certified Network Associate (CCNA) certification or Interconnecting Cisco Networking Devices certification(ICND)}	20
One or more personnel must be registered to Wireless Networking certification (Cisco Wireless Certification)	10
One or more personnel must be registered to cabling certification. (Krone Certification)	10
Total Scoring	40
NB: Attach CV and certified copies not older than 3 months for all qualifications	
Resources to execute the work	40
Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	
One or more personnel must be registered to Networking certification { Cisco Certified Network Associate (CCNA) certification or Interconnecting Cisco Networking Devices certification(ICND)}	20
One or more personnel must be registered to Wireless Networking certification (Cisco Wireless Certification)	10
One or more personnel must be registered to cabling certification. (Krone Certification)	10
Total Scoring [20 +10 + 10]	40

For any queries regarding this tender, please contact Mr T. Chagi for project related queries; on (039) 254 5124 or;
Supply Chain Management contact for SCM related queries Mr V Cita at telephone number 039-254-5134 during office hours.

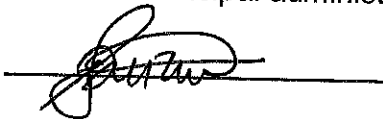
Aifred Nzo district Municipality

Erf 1400 Ntsizwa Street

Mount Ayliff

4735

Yours in municipal administration,



MR. S. QUZU

ACTING DIRECTOR: CORPORATE SERVICES

Approved/Not Approved



MR. ZAMILE H. SIKHUNDLA
MUNICIPAL MANAGER

11/09/2023