



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT

2023/2024 FINANCIAL YEAR

Issued and Prepared by:

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The department of IDMS in Alfred Nzo District Municipality (ANDM) is expediting the improvement of water treatment and wastewater treatment laboratory equipment for the district. ANDM is composed of the Umzimvubu, Ntabankulu, Bizana and Matatiele Local Municipalities. Municipal Systems Act 32 of 2000 emphasises on the role of the municipality to provide clean and safe environment that will promote sustainable development and service delivery. At the same time the Water Services Act is clear about the role that WSA Municipalities must play in provisioning of clean drinking water and disposal of safe effluent into the natural environment.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objectives

The objective of the project is to ensure good drinking water monitoring practices, minimise the risk of inaccurate and most of the time no water quality testing and recording, and lastly to ensure and improve the laboratory equipment functionality in complies with SABS standards.

1.2.2 Specific objectives

- Supply and deliver laboratory equipment as per the Bill of Quantities.

2. SCOPE AND EXTENT OF WORK

Alfred Nzo District Municipality calls for suitable qualified professional service providers to prepare and submit costed proposals to undertake the following:

SCOPE OF WORK

- Supply and delivery of laboratory equipment (water & wastewater treatment plants)

BILL OF QUANTITIES

Item	Description	Unit	Qty	Unit Price/Rate	Total
1	Turbidity meters	No	2		
2	pH meters	No	2		
3	Free Chlorine meters	No	2		
4	COD metres	No	2		
5	Conductivity metres	No	2		
	SUB-TOTAL				
	ADD 15% vat				
OVERALL TOTAL CARRIED FORWARD TO FORM OF OFFER					

3. PROJECT TIMEFRAME

Once off delivery.

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4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Calibration of lab equipment register and certificate
- Laboratory equipment purchase report, invoices and SOP
- Reagents and buffer solutions purchase reports, replacement register and reports
- Servicing of laboratory equipment report

5. STAKEHOLDERS PROJECT MANAGEMENT

N/A

6. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take full responsibility of the work done by the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by WSP Section (Operations team of Alfred Nzo District Municipality).

7. SUBMISSION OF QUOTATIONS

Quotations must be placed in a sealed envelope and clearly marked: **"Supply and delivery of laboratory equipment"** and placed in the Bid box in the Alfred Nzo District Municipality not later than 12H00 on the _____

NB: No Drop Box or Links will be accepted

8. CAPACITY TO EXECUTE THE WORKS

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	Score
STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORKS	100
• Previous Experience	50
• Capacity and Expertise	40
Total scoring	100

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

• Capacity and Expertise	40
Total Scoring	100

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	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
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	3
Total Scoring		100

Previous Company Experience	Scoring
[Note: The scoring in this section is not cumulative]	
Traceable record for successful completion of 3 or more projects of supply of laboratory equipment for water & wastewater treatment plants to the value of R50 000.00 each.	60

Traceable record for successful completion of 2 or more projects of supply of laboratory equipment for water & wastewater treatment plants to the value of R50 000.00 each.	40
Traceable record for successful completion of 1 or more projects of supply of laboratory equipment for water & wastewater treatment plants to the value of R50 000.00.	20
<p style="text-align: right;">Total scoring</p> <p>Note COMPULSORY attachments for verifying work done:</p> <p>1. The ANDM Assessment of 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.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</p> <ul style="list-style-type: none"> - An Appointment letter/ combined official purchase order specifying the contract amount for each project completed (appointment letter/official order per project completed). 	60

<p>Capacity to Undertake the Project.</p> <p>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee.</p>	<p>Scoring</p> <p>[40]</p>
<p>Resources to execute the works (scoring in this section is NOT cumulative)</p>	[40]
Own a light delivery vehicle: attach lease agreement or certified registration	20
Lease a light delivery vehicle: attach lease agreement or certified registration	20
<p style="text-align: right;">Total scoring</p> <p>NB: Attach CV and certified copies not older than 3 months for all qualifications</p>	40
Total scoring (20+20)	40

For any queries regarding this tender, please contact Nkosinathi Gule for project related queries; on (039) 254 5015 or Supply Chain Management contact 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

4735

Yours in municipal administration,

Yupren

NAME OF SENIOR MANAGER

SENIOR MANAGER: IDMS

Date 07/09/2023

Approved/Not Approved

ZHSD

ZAMILE H. SIKHUNDLA

MUMICIPAL MANAGER

Date of Approval 29/09/2023

Comments:
