



**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**TERMS OF REFERENCE**

**SUPPLY AND DELIVERY OF TANKS.**

**2023/2024 FINANCIAL YEAR**

**Issued and Prepared by:**

**Alfred Nzo District Municipality**

**ERF 1400 Ntsizwa Street**

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**Mount Ayliff**

**4735**

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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 response to the major concern of the primary service of supplying communities with the basic services of clean water and decent sanitation within 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 objective**

The primary purpose of this project is to get the service provider for the supply and delivery of water storage tanks and connectors to the Alfred Nzo District Municipality satellite stores in Matatiele (Maluti Stores), Umzimvubu LM (Mt. Ayliff Stores), Ntabankulu Stores and Winnie Madikizela Mandela stores at Nomlacu WTW)

#### **1.2.2 Specific objectives**

This project will assist the Municipality in ensuring that the water supply intervention in enduring in the areas with no water supply infrastructure

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

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

## SCOPE OF WORK

Supply and delivery of plastic water storage tanks

## BILL OF QUANTITIES

Number	Description	Quantity	Unit Price	Amount
1.	Supply and delivery of 5 000l plastic water storage tanks	20		
<b>Total Exclusive VAT</b>				
<b>VAT @ 15%</b>				
<b>Total Inclusive VAT</b>				

## 3. PROJECT TIMEFRAME

Once off delivery.

### Schedule

Delivery site	Supply & deliver tanks (5000litres)
Matatiele LM (Maluti stores)	5
Umzimvubu LM (Mt. Ayliff stores)	5
Ntabankulu LM (Ntabankulu WTW stores)	5
Winnie Madikizela Mandela LM (Nomlacu WTW- stores)	5

## 4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

The successful supplier will assist the Municipality by undertaking amongst other thing the following tasks/ items:

- Supply and delivery of 20 x 5 000Litre water storage tanks

At the end of the project the service provider will be expected to submit the following supporting documents:

- Supply and delivery plan
- Delivery notes
- South African Bureau of Standards (SABS) approved certificate.

## **5. STAKEHOLDERS PROJECT MANAGEMENT**

N/A

## **6. PROJECT MANAGEMENT**

The supply and delivery is to be coordinated and managed by operational team consisting of WSP Manager, Area WSP Managers, Stores personnel as well as the appointed service provider.

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/contractors. The project is to be coordinated and managed by WSP Section (Operations team of Alfred Nzo District Municipality).

## **7. SUBMISSION OF QOUTATIONS**

Quotations must be placed in a sealed envelope and clearly marked: **“Supply and delivery of tanks”** and placed in the Bid box in the Alfred Nzo District Municipality not later than 12H00 on the \_\_\_\_\_

## **8. EVALUATION CRITERIA**

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	Scoring
<b>STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE THE WORK</b>	<b>100</b>
• <b>Previous Experience</b>	<b>60</b>
• <b>Capacity and Expertise</b>	<b>40</b>
<b>Total Scoring</b>	<b>100</b>

**Price and Preference**

Bids 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
<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	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
<b>Total Scoring</b>		<b>100</b>

<b>Previous Company Experience</b>	<b>Scoring</b>
<b>[Note: The scoring in this section is not cumulative</b>	
Traceable record for successful completion of 3 or more projects of supply and delivery of plastic water tanks of R30 000.00 each.	60
Traceable record for successful completion of 2 or more projects of supply and delivery of plastic water tanks of R30 000.00 each.	40
Traceable record for successful completion of 1 or more projects of supply and delivery of plastic water tanks of R30 000.00 each.	20
<b>Total scoring</b>	<b>60</b>
<p><b>Note COMPULSORY attachments for verifying work done:</b></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> <p>- An Appointment letter/ combined official purchase order specifying the contract amount for each project completed (appointment letter/official order per project completed).</p>	

<b>Capacity and Expertise to Undertake the Project.</b>	<b>Scoring</b>
Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee.	<b>[30]</b>
<b>A Project Team with the following areas of expertise:</b>	<b>[30]</b>
Team leader must have a minimum of NQF Level 6 qualification in Business Management with a minimum of 2 years' experience	20
One or more personnel must have a minimum of six months project management qualification	10
<b>Total scoring</b>	<b>30</b>
<b>NB: Attach CV and certified copies not older than 3 months for all qualifications</b>	

Resources to execute the works ( <b>Note: The scoring in this section is not cumulative</b> )	20
<b>Own/lease 1 delivery 8 ton truck: attach lease agreement or certificate of registration</b>	20
<b>Own/lease 1 delivery bakkie with a trailer: attach lease agreement or certificate of registration</b>	
<b>Total scoring (20+20)</b>	<b>50</b>

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,


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**NAME OF SENIOR MANAGER**

**SENIOR MANAGER: IDMS**

Date ..... 11/09/2023 .....

Approved/Not Approved



**ZAMILE H. SIKHUNDLA**

**MUMICIPAL MANAGER**

Date of Approval..... 11/09/2023 .....

**Comments:**

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