




**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**TERMS OF REFERENCE**  
**[SUPPLY, DELIVER AND ASSEMBLE OF OFFICE FURNITURE]**  
**2023/24 FINANCIAL YEAR**

Issued and Prepared by:  
Alfred Nzo District Municipality  
ERF 1400 Ntsizwa Street  
P/Bag x 511  
Mount Ayliff  
4735

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*Approved 21/11/2023*  


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## **1. BACKGROUND AND OVERVIEW OF THE PROJECT**

### **1.1 INTRODUCTION**

Asset management section is responsible for all municipal assets, either being to acquire, safeguard and even disposing them off. The unit has performed verification as per the policy and discovered that there is a need of procuring new office furniture for employees that are in need.

Moreover, this furniture is for the Office of Executive Mayor and is an image to the municipality hence it has to be quality. The reception area requires revamping

### **1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT**

#### **1.2.1 Overall objective**

The aim of this project is to identify a suitable service provider who will supply, deliver and assemble office furniture as per the specification provided.

#### **1.2.2 Specific Objectives**

The specific objectives of the project require the undertaking of the following:

- Create space for new furniture by removing the old furniture
- Supply, deliver and assemble new office furniture

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

Quotations are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the following

- Create space for new furniture by removing the old one
- Supply and delivery of office furniture(Revolver high-back fabric office chairs)
- Assemble the supplied new furniture accordingly and correctly

### **Specification**

Number	Description	Quantity	Unit Price	Amount
1	<p>Mahogany veneer Reception desk :</p> <p>It must have <b>Main top</b> 4600x3000x750mm, <b>Counter top:</b> 450x350mm <b>Glass top:</b> 200H on steel pole legs. It must be a 4 seater with 3 drawer mobile pedestal</p>	1		
2	<p>2 Door filing wooden cabinet with quality dividing shelves and must be lockable.</p> <p>Colour: Mahogany Veneer Size: 900Lx 450W x 1500H</p>	2		
3	<p>Credenza wooden cabinet with lockable filing drawers. Mahogany veneer : 2000L x 1200W x 750H</p>	2		
4	<p>Revolver high-back leather office chairs with steel armrest covered, quality legs and wheels, with gas-lift adjustment</p> <p>Colour: Black</p>	5		
<b>Total Exclusive VAT</b>				
<b>VAT @ 15%</b>				
<b>Total Inclusive VAT</b>				

NB: Pictures of requested furniture are available

### 3. PROJECT TIME FRAME

The project time-frame will be once off delivery from the date of appointment of the service provider (1 month)

### 4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

Supply, deliver and assemble of office furniture as per the specification

### 5. REPORTING MECHANISM

Progress weekly updates are required up until furniture is been delivered.

### 6. SUBMISSION OF QUOTATIONS

Quotations must be e-mailed to [tenders@andm.gov.za](mailto:tenders@andm.gov.za) referenced with Bid Number, failure to do so will lead to disqualification.

**NB: No links or Dropbox will be acceptable**

### 7. 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

## 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.

<b>Preferential Procurement Goals</b>	<b>Proof to be Attached to Claim full Points</b>	<b>Points</b>
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	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	5
Rural	Attach Proof of Residence of the Business or Lease Agreement	3
Disabled	Attach a Signed Letter from Health Practitioner	3
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
<b>Total Scoring</b>		<b>100</b>

<b>Previous Company Experience</b>	
<b>Note: The scoring in this section is not cumulative</b>	
Traceable record for successful completion of a minimum of 03 or more supply, deliver and assembling of office furniture projects to the value of R50 000.00 each.	60
Traceable record for successful completion of a minimum of 02 or more supply, deliver and assembling of office furniture projects to the value of R50 000.00 each.	50
Traceable record for successful completion of a minimum of 01 or more supply, deliver and assembling of office furniture projects to the value of R50 000.00	40
<b>Total Scoring</b>	<b>60</b>
<b>Note COMPULSORY attachments for verifying work done:</b> <ol style="list-style-type: none"> <li>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.</li> <li>2. In ADDITION to the above, a traceable record will be evaluated on the basis of: <ul style="list-style-type: none"> <li>- An Appointment Letter or Official Purchase Order</li> </ul> </li> </ol>	

<b>Total Scoring</b>	<b>40</b>
<b>NB: Attach CV and certified copies not older than 3 months for all qualifications</b>	
<b>Resources to execute the work</b>	
<b>Note: The scoring in this section is cumulative</b>	
Ownership/ lease of suitable mode of transport (attach log book or lease agreement)	20

Signed and stamped proof of finance letter or bank guarantee of minimum of 10% of the contract value must be attached	20
<b>NB: The proof of finance letter or bank guarantee should not be older than 30 days</b>	
<b>Total Scoring [20 + 20]</b>	<b>40</b>

For any queries regarding this tender, please contact Ms. **S.A. Cele** for project related queries; on (039) 254 5280 or;  
Supply Chain Management contact **Mr. V. Cita** for SCM related queries at telephone number 039-254-5134 during office hours.

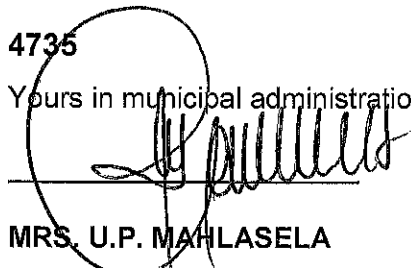
**Alfred Nzo district Municipality**

**Erf 1400 Ntsizwa Street**

**Mount Ayliff**

**4735**

Yours in municipal administration,



**MRS. U.P. MAHLASELA**

**CHIEF FINANCIAL OFFICER: BTO**

DATE 12/10/2023

Approved/Not Approved



**ZAMILE .H. SIKHUNDLA**

**MUNICIPAL MANAGER**

Date of Approval 31/10/2023