



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE
SUPPLY AND DELIVER 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

Senior Manager: Budget and Treasury Office – Mrs. U.P. Mahlasela

Contact Person: Ms. S.A. Cele

Tel: 039 254 5280

Fax: 039 254 0343

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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.

This will assist in ensuring that municipal employees work in an conducive and comfortable environment.

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 and deliver new office furniture as per the specification provided.

Municipal employees require quality and clean furniture for them to work thoroughly and achieve the municipal goals and mission.

1.2.2 Specific Objectives

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

- Supply, deliver and assemble of office furniture(Revolver high-back fabric chairs)

2. SCOPE & EXTENT OF WORK

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

- Supply, deliver and assemble of office furniture (Revolver high-back fabric chairs) at ANDM main office.
- Assemble the supplied furniture accordingly and correctly.

Specification

Number	Description	Quantity	Unit Price	Amount
1	Revolver high-back fabric office chair with steel armrest and quality legs and wheels, with gas-lift adjustment Colour :Black	49		
Total Exclusive VAT				
VAT @ 15%				
Total Inclusive VAT				

NB: the appointed service provider will be sent images of chairs requested

3. PROJECT TIME FRAME

The project time-frame will be 01 month from the date of appointment of the service provider.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Delivered and assembled office chairs

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

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

7. SUBMISSION OF BIDS

Quotations must be emailed to tenders@andm.gov.za **Referenced with Bid Number failure to do so will lead to disqualification:**

NB: No drop box or links will be accepted.

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

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	5
Rural	Attach Proof of Residence of the Business or Lease Agreement	3
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	
Note: The scoring in this section is not cumulative	
Traceable record for successful completion of a minimum of 03 supply and delivery of office furniture projects to the value of R50 000.00 or more each project.	60
Traceable record for successful completion of a minimum of 02 supply and delivery of office furniture projects to the value of R50 000.00 or more each project.	50
Traceable record for successful completion of a minimum of 01 supply and delivery of office furniture projects to the value of R50 000.00 or more.	40
Total Scoring	60
Note COMPULSORY attachments for verifying work done:	
<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>	

Total Scoring	40
Resources to execute the work	
Note: The scoring in this section is cumulative	
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
NB: The proof of finance letter or bank guarantee should not be older than 30 days	
Total Scoring [20 + 20]	40

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.

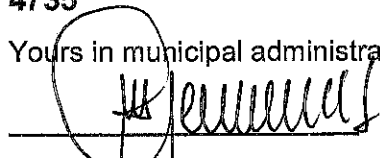
Alfred Nzo district Municipality

Erf 1400 Ntsizwa Street

Mount Ayliff

4735

Yours in municipal administration,



U.P. MAHLASELA

CHIEF FINANCIAL OFFICER

DATE

~~Approved/Not Approved~~



ZAMILE .H. SIKHUNDLA

MUNICIPAL MANAGER

DATE OF APPROVAL 16/11/2023

Comments:
