



**ALFRED NZO**  
DISTRICT MUNICIPALITY

**SPECIFICATION FOR SUPPLY, DELIVERY AND INSTALLATION OF  
GALVANISED SHELVES FOR NTABANKULU STORE**

Number	Description	Quantity	Unit Price	Amount
1.	Supply, delivery and installation of galvanised shelves: 3.71m long, 610mm x 914mm width and 1.85m height with corner plates and plastic footings	18		
<b>Total Exclusive VAT</b>				
<b>VAT @ 15%</b>				
<b>Total Inclusive VAT</b>				

**NB: 100% high quality Local and production content, MBD6.2 Form must be completed. (Where Applicable)**

**EVALUATION CRITERIA**

This project will be evaluated based on the below criteria:

• Specific goals	20
• Pricing	80
<b>Total</b>	

APPROVED / NOT APPROVED

  
**Mrs UP Mahlasela**  
**Chief Financial Officer**



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DISTRICT MUNICIPALITY

**TERMS OF REFERENCE**  
**[SUPPLY DELIVERY AND INSTALLATION OF GALVANISED SHELVES FOR**  
**NTABANKULU STORES]**  
**2023/24 FINANCIAL YEAR**

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

Chief Financial Officer: Mrs UP.Mahlasela  
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*Correct Submission*

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

### **1.1 INTRODUCTION**

The budget and treasury office of Alfred Nzo District Municipality has been embarking on construction of new warehouses (stores) in all our local municipalities. Ntabankulu stores is one of them. The warehouse is 100% complete and ready for use. We therefore require the procurement of galvanized shelves in order to pack stock items in accordance.

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

#### **1.2.1 Overall objective**

To supply deliver and install galvanized shelves as per the specification for Ntabankulu stores.

#### **1.2.2 Specific Objectives**

The above mentioned is imperative for safety and encouraging working conditions in order to pack our stock items and also keeping the stores clean at all times.

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

Quotations are invited, to prepare and submit proposals to undertake the supply, delivery and installation of Galvanized shelves for Ntabankulu Stores as per the specification below.

Supply, delivery and installation of Galvanized shelves 3.71 meters long, 610mm x 914mm width and 1.85cm height with corner plates and plastic foot.

**SPECIFICATION FOR SUPPLY, DELIVERY AND INSTALLATION OF GALVANISED SHELVES FOR NTABANKULU STORE**

<b>Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Amount</b>
1.	Supply, delivery and installation of galvanised shelves: 3.71m long, 610mm x 914mm width and 1.85m height with corner plates and plastic footings	18		
<b>Total Exclusive VAT</b>				
<b>VAT @ 15%</b>				
<b>Total Inclusive VAT</b>				

**3. PROJECT TIME FRAME**

The project time frame will be (two) 2 months from the date of appointment of the service provider.

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

- Supply, deliver and install galvanized shelves

**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 co-ordinated and managed by an operational team led by Budget and Treasury Office of Alfred Nzo District Municipality.

## 6. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDM monthly and on completion of the project.

## 7. SUBMISSION OF QOUTATIONS

Quotations must be placed on a sealed envelopes and clearly marked: "Supply, delivery and installation of galvanized shelves for Ntabankulu stores "and placed in a bid box in the Alfred Nzo District Municipality not later than 12H00 on the \_\_\_\_\_

## 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
<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>

**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	4
Rural	Attach Proof of Residence of the Business or Lease Agreement	4
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
<b>Total Scoring</b>		<b>100</b>

**Previous Company Experience****60**

**Note: The scoring in this section is not cumulative**

Traceable record for successful completion of a minimum of 03 or more supply, delivery and installation project undertaken to the value of R 70 000.00 each and above	60
Traceable record for successful completion of a minimum of 02 or more supply, delivery and installation project undertaken to the value of R 70 000.00 each	40
Traceable record for successful completion of a minimum of 01 or more supply, delivery and installation project undertaken to the value of R 70 000.00	20
<b>Total Scoring</b>	<b>60</b>
<p><b>Note COMPULSORY attachments for verifying work done:</b></p> <p><b>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.</b></p> <p><b>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</b></p> <p><b>- An Appointment Letter or Official Purchase Order</b></p>	

<b>Capacity and Expertise to Undertake the Project</b>	
<b>Note: The scoring in this section is non-cumulative</b>	
<b>Resources to execute the work</b>	<b>40</b>
Own/Lease 1 delivery 4 ton truck: Attach lease Agreement or Certificate of Registration as proof of ownership	40
Own/Lease 1 delivery Light delivery vehicle: Attach lease Agreement or Certificate of Registration as proof of ownership	20
<b>Total Scoring</b>	<b>40</b>

For any queries regarding this tender, please contact Mr A.Nqakwana for project related queries; on (039) 254 5100 or;

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**

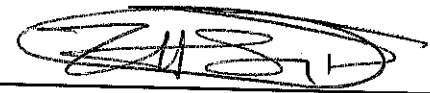
**4735**

Yours in efficient and effective in municipal administration,

  
\_\_\_\_\_  
**Mrs UP. MAHLASELA**

**CHIEF FINANCIAL OFFICER**

**Approved/Not Approved**

  
\_\_\_\_\_

**MR. ZAMILE H SIKHUNDLA**

**MUNICIPAL MANAGER**

**Date of Approval:** 11/09/2023

**Comments:**

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