



# **ALFRED NZO**

**DISTRICT MUNICIPALITY**

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**TERMS OF REFERENCE  
BRANDING OF MUNICIPAL VEHICLES  
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**

Alfred Nzo District Municipality is hereby inviting suitably qualified and accredited service providers or individuals to submit their Quotation for the branding of six (6) polo vivo hatchbacks with the approved municipal branding.

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

#### **1.2.1 Overall objective**

The aim of this project is to acquire qualified service provider to supply branding material and branding of 6-polo vivo hatchback.

#### **1.2.2 Specific Objectives**

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

- Supply accredited branding material with ANDM colours
- Branding of the 6 Polo vivo' s as per our branding manual

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

Alfred Nzo District Municipality invites bids from service providers to supply and install approved branding for newly acquired six (6) Polo vivo' s.

The service provider must have the capacity and resources to supply and install the following goods and services required by Alfred Nzo District Municipality.

### 3. PROJECT TIME FRAME

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

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

Description	Quantity	Unit Price	Total
Branding of Polo Vivo' s	6		
<b>Total Exclusive VAT</b>			
<b>VAT @ 15%</b>			
<b>Total Inclusive VAT</b>			

- **NB:** A compulsory briefing session will be held to clarify the Scope of Work with prospective bidders.

### 5. PROJECT MANAGEMENT

The project is to be co -ordinated and managed by an operational team led by Alfred Nzo District Municipality's Fleet management and Communications section.

### 6. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to Alfred Nzo District Municipality and further presented to the Communications and Fleet management sections after every 2 weeks.

## 7. SUBMISSION OF QUOTATIONS

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

**NB: No Dropbox 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	50
• Capacity and Expertise	50
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	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
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	5
<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 3 or projects to the value of R30 000 each project or more.	50
Traceable record for successful completion of a minimum 2 or projects to the value of R30 000 each project or more.	40

Traceable record for successful completion of a minimum 1 or more branding projects to the value of R 30 000.00 or more	30
<p style="text-align: right;"><b>Total Scoring</b></p> <p><b>Note COMPULSORY attachments for verifying work done:</b></p> <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>	50

<p><b>Capacity and Expertise to Undertake the Project</b></p> <p><b>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</b></p>	
<b>A Project Team with the following areas of expertise:</b>	
One or more personnel must have a certificate of competence in graphic design	30
A team leader must have a certificate of competence in project management	20
<p style="text-align: right;"><b>Total Scoring</b> <b>[30+20]</b></p> <p><b>NB: Attach certified copies not older than 3 months for all qualifications and Curriculum Vitae - CV</b></p>	50

For any queries regarding this quotation, please contact Ms AS.Cele, Ms Y.Mhlaluka for project related queries; on (039) 254 5039 or; 039 254 5000

Supply Chain Management contact for SCM related queries contact Mr BCW.Makiwane at telephone number 039 254 5218 during office hours.

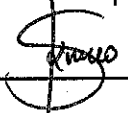
**Alfred Nzo district Municipality**

**Erf 1400 Ntsizwa Street**

**Mount Ayliff**

**4735**

Yours in municipal administration,



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**MS SO.KHUZO**

**ACTING CHIEF FINANCIAL OFFICER**

**APPROVED/NOT APPROVED**



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**MRS UP.MAHLASELA**

**ACTING MUNICIPAL MANAGER**

**COMMENTS**

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