ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

SERVICING OF ANDM FIRE EQUIPMENT

2023/24 FINANCIAL YEAR

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

Acting Director CPS: Mr. S. Quzu
Contact Person: Mr. S. Sigedle
Tel: 039 254 5076
Fax: 039 254 0343

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

In terms of the Occupational Health and Safety act fire equipment must be provided all Municipality buildings.

After the installation of the fire equipment the municipality is expected to service them at least once a year, it is against this background that we request SCM to source service providers to provide services of servicing ANDM fire equipment.

Acquire services of an accredited suitable qualified service provider to assist in servicing of

Alfred Nzo District Municipality fire equipment in all its buildings, offices including satellite

Offices buildings.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

The objective of the project is to ensure that all ANDM buildings and offices are

Complying with all SABS standards, OHS act and all OHS and Fire regulations.

After conducting servicing of ANDM fire equipment service provider must provide a detailed

Report of the job done.

1.2.2 Specific Objectives

Conduct servicing of fire equipment in all ANDM buildings and Water and Disaster Centres

Conduct servicing of fire equipment in all ANDM offices and plants.

Consolidate and submit servicing report after completion of the project.

2. SCOPE & EXTENT OF WORK

Quotations are invited from suitably qualified professional service providers to prepare and submit proposals to conduct the servicing of fire equipment in all ANDM buildings. The following gives a high level indication of activities to be undertaken;

2.1 Conduct servicing of fire equipment in all ANDM buildings

2.2 Consolidate assessment report and submit reports after completion of the project.

The project will be done as follows:

LIST OF FIRE EXTINGUISHERS, FIRE HYDRANDTS AND HOSEROLLS FOR ANDM BULDINGS AND STATIONS:

Item No	CENTRE	NUMBER OF FIRE EXTINGUISHERS	NUMBER OF HOSE REELS	NUMBER OF FIRE HYDRANDS	RATE	AMOUNT
1.	Mt Ayliff Main base	14x 9 kg				
				2		
2.	Mt Frere Fire Disaster Centre	13 x 9 kg				
			1			
				2		
3.	Ntabankulu Fire and Disaster	06 X 9 KG				
			1			
				3		
4.	Maluti Fire and Disaster	11X 9KG				
				1		
5.	Bizana Fire and Disaster	08X 9KG				
			1			
				1		
6.	Nomlacu Water Treatment Works	05X 9KG				

				2		
7.	Ntibane	N/A	N/A	N/A		
8.	Fobane Water Treatment Works	28X 9kg				
			1			
				1		
9.	Matatiele Water Services office	15 x 9kg				
10.	Stores in Mount Ayliff	01x 9 kg				
11.	Mount Ayliff fire and Disaster	03x9kg				
				1		
12	ANDM Main building	19X 9KG				
			14			
				12		
	Travelling and Disbursements Cost					
Total Exclusive Vat						
Vat @ 15%						
Total Inclusive Vat						

3. PROJECT TIME FRAME

The project time frame will be x 3 months from the date of appointment of the service provider.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

4.1 Signing of service level agreement and performance plan with the municipality.

4.2. Preparations and compilations of project reports as per the project milestone.

Submission of a final and close out report.

5. PROJECT MANAGEMENT

6. 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.

7. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDM and further presented to the Project Manager on a Weekly or monthly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

8. SUBMISSION OF BIDS

Quotations must be emailed to tenders@anmd.gov.za referenced with Bid Number failure to do so will lead to disqualification

NB: NO Dropbox or Links will be accepted

9. 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.

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	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
Total Scoring		**100**

Previous Company Experience **Note: The scoring in this section is not cumulative**	
Traceable record for successful completion of 3 or more projects with a value of R 50 000.00 each or more in Servicing of Fire Equipment.	50

Traceable record for successful completion of 2 projects with a value of R 50 000.00 each or more in Servicing of Fire Equipment.	40
Traceable record for successful completion of 1 projects with a value of R50 000.00 or more in Servicing of Fire Equipment.	20
Total Scoring **Note COMPULSORY attachments for verifying work done:** **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.** **2. In ADDITION to the above, a traceable record will be evaluated on the basis of:** **- An Appointment Letter or Official Purchase Order**	**50**

Capacity and Expertise to Undertake the Project **Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee**	
A Project Team with the following areas of expertise:	
One or more personnel must have ISO 9001- 2008 certificate.	20
One or more personnel must be in a position of 1475 Technician certificate or road show Certificate.	20
One or more personnel must be South African Qualification Certificate Committee (SACC) approved	10
Total Scoring (20+20+10)	**50**
Attached CV and Certified Copies of Qualification not older than 3 months	

For any queries regarding this tender, please contact Mr S Sigedle for project related queries; on (039) 254 5076 or;

Total Scoring (20+20+10)	**50**
Attached CV and Certified Copies of Qualification not older than 3 months	

For any queries regarding this tender, please contact Mr S Sigedle for project related queries; on (039) 254 5076 or;

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

Alfred Nzo district Municipality

Erf 1400 Ntsizwa Street

Mount Ayliff

4735

Yours in municipal administration,

MR. S.QUZU

ACTING DIRECTOR: CPS

DATE 26/02/2024

Approved/Not Approved

MRS UP MAHLASELA

ACTING MUNICIPAL MANAGER

Date of Approval 28/02/2024

Comments: