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Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/00903/30

22 APRIL 2024

THE APPOINTMENT OF A SERVICE PROVIDER FOR LEASING AND MAINTENANCE OF TWO PRINTING MACHINES

BID NO: ANDA 19/2023/2024

Alfred Nzo Development Agency (ANDA) is a municipal entity of the Alfred Nzo District Municipality established in terms s84 of the Municipal Finance Management Act (MFMA) 56 of 2003. The Agency (ANDA) is mandated to carry out the promotion and implementation of local economic development initiatives and investment and trade promotion on behalf of the District Municipality.

The Agency is situated in Mt. Ayliff in the Eastern Cape Province

ANDA hereby invite bids from suitably qualified service providers to submit proposals for the leasing and maintenance of two (2) printing machines for a period of three (3) years.

Notes to Prospective Bidders/compulsory submissions

- All bidders have to be registered on Central Supplier Database (CSD summary to be submitted)
- All bids submitted should remain valid for a period of 90 days after the bid closing date
- Company Registration document and valid Tax Clearance Certificate and/or Pin should be attached
- Copies of ID Documents and all submitted certificates must be certified with a certification that is not older than 3 months.
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located, are in arrears for more than three months/ Lease agreement/ Proof of Residence.
- Joint Venture agreement (where applicable)
- Company profile with traceable references.
- All bidders are required to submit MBD 1, 4, 6.1, 8 & 9 forms (declaration of interest & SCM past practices) which are available at reception area at ANDA Offices in Mount Ayliff or which can be downloaded from www.anda.org.za. Failure to do so will result to disqualification.

The quotations will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2022), as well as the Alfred Nzo Development Agency's Supply Chain Management policy. The 80/20 preference point system will be used as per the ANDA SCM policy.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

The proposals / quotations will be evaluated in two stages, namely:

Stage 1 – Capacity to execute work

Stage 2 – Price and Preferential Points (Goal 3)

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award. 8

ITEM	Weight
STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE WORK	100
• Previous Experience	50
• Capacity and Expertise	50
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
Goal 3	20
Price	80

Previous Company Experience	Weighting
Traceable record for successful completion of a minimum of 05 or more Printer Leasing and Maintenance projects	50
Traceable record for successful completion of a minimum of 04 or more Printer Leasing and Maintenance projects	40
Traceable record for successful completion of a minimum of 03 or more Printer Leasing and Maintenance projects	30
Traceable record for successful completion of a minimum of 02 or more Printer Leasing and Maintenance projects	20
Traceable record for successful completion of a minimum of 01 or more Printer Leasing and Maintenance projects	10
Maximum Weighting	50
Note COMPULSORY attachments for verifying work done:	
2. A traceable record will be evaluated on the basis of a completion certificate or reference letter, which must be on the letterhead of the referring institution, for each project completed.	

Capacity and Expertise to Undertake the Project	Weighting [50]
A Project Team with the following areas of expertise:	
Team member with a minimum of NQF Level 6 Qualification in Information Technology.	30
or	

Team member with a minimum of NQF Level 5 in Computer Science Note: The scoring in this section is not cumulative.	20
Team member with at least one-year Technical Support in Printing Solution Equipment installation course certificate NB: Attach certified copies not older than 3 months for all certificates, qualifications and Curriculum Vitae - CV	20
Total Maximum Weighting	50

SPECIFIC GOAL 3: COMBINATION OF ANY GOALS	Attachment to claim maximum points	Criteria Points
Business owned more than 50% by Priority population groups (Black/Indian etc.)	CIPC certificate, Certified ID, detailed CSD	10
Business owned more than 50% by Women	CIPC certificate, Certified ID, detailed CSD	5
Business owned more than 50% by Youth	CIPC certificate, Certified ID, detailed CSD	5
TOTAL WEIGHT		20

SUBMISSION OF PROPOSALS

The completed proposal must be submitted in a sealed envelope endorsed with the Bid No: **ANDA 19/2023/2024 LEASING AND MAINTENANCE OF TWO PRINTING MACHINES**. The sealed envelope must be deposited in the Tender Box, located at reception area of Alfred Nzo Development Agency not later than **12h00 am on 27 MAY 2024**. The submissions will be opened in public. Emailed or faxed proposals will be disqualified, Alfred Nzo Development Agency reserves the right to accept or not to appoint service provider.

DOCUMENTATION

The Bid Documents shall be available at a non-refundable cost of R 500.00 (VAT inclusive) per Document, to be collected at the Supply Chain Management Office, 1400 Hospital Road, Umzimvubu Goats Complex, Mount Ayliff, 4735. All Bidders are required to attach proof of payment receipts on their document when submitting bids.

To receive copies via email after payment, payment to be made at ANDA Bank Account, FNB Bank Cheque Account: 622 152 90 355 (& please quote your company name as the reference), kindly send an email to makhatham@anda.org.za to obtain the tender document (& please make sure you attach proof of payment, and state the project name of the document you are requesting). Alternatively, tender documents will be available at Alfred Nzo Development Agency.

BID ENQUIRIES

Enquiries should be directed to HR Practitioner: Ms. Sinazo Jijana 039 492 0011 / 072 846 3915 or email: jijanas@anda.org.za and SCM related enquiries should be directed to SCM Manager: Ms Olona Sompao on 0394920011 / 066 440 7301 or email: sompao@anda.org.za

A handwritten signature in black ink, consisting of several loops and a trailing flourish, positioned above a horizontal line.

Mrs N. Boti
Acting Chief Executive Officer