



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE
PROCUREMENT OF LABORATORY ANALYSIS PROTECTIVE CLOTHING
FOR ANDM ENVIRONMENTAL HEALTH PRACTITIONERS - MHS
2023/24 FINANCIAL YEAR

Issued and Prepared by:
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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

Municipal Health Services, as mandated by and set out in the National Health Act, Section 80 – 84, is mainly rendering services that are outdoors in the field, including inspection of premises (business and government), investigation of or attending to environmental health related complaints, taking samples of water and food for monitoring purposes, community based awareness, attending meetings with other stakeholders and communities, monitoring exhumations and reburial of human remains and so on. These services are done irrespective of the weather conditions: either hot or cold. It is therefore necessary that during any weather condition the officials wear branded (to be able to be identified) protective clothing (blazers and sensible shoes).

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

ANDM MHS aims at securing a service provider to procure appropriate protective clothing for an EHP to be safe and identifiable when rendering the service, having these will enable EHPs to make a mark in a positive manner/impact in health status of the communities of ANDM. This will result in a remarkable decrease of diseases and increased life expectancy.

1.2.2 Specific Objectives

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

Procurement of 38 branded Blazers and 38 Midsole foam Shoe with hydrohesion rubber outsole

2. SCOPE & EXTENT OF WORK

Quotations are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the procurement of personal protective clothing (PPC) for ANDM Environmental Health Practitioners-MHS

It is compulsory that the appointed service provider must first engage with the Project Manager to get clarity on the items to be procured

Upon agreement with the Project Manager the service provider must:

- procure 38 branded Blazers and 38 Midsole foam Shoe with hydrohesion rubber outsole
- verify sizes of each individual and bring samples of each item to be procured
- ensure that all clothing are embroidered and of durable quality (SABS) as of specification

BOQ

Number	Description	Quantity	Unit Price	Amount
1	Ladies fit formal blazer <ul style="list-style-type: none">• ANDM LOGO embroidered on the left breast• Colour: Military Green• MUNICIPAL HEALTH SERVICES embroidered on the right breast in bold lettering 100% polyester lining	30		

	<ul style="list-style-type: none"> • 100% French polyester • Non-stretch suiting fabric with Herringbone weave • Long sleeve, fitted shape jacket, LINED in Military colour • Long sleeved blazer with one button • Slip pocket with inner pocket <p>Sizes</p> <ul style="list-style-type: none"> • 46 x 1 • 42 x 1 • 40 x 4 • 38 x 14 • 36 x 3 • 34 x 4 • 30 x 3 			
2	<p>Gents fit formal blazer</p> <ul style="list-style-type: none"> • ANDM LOGO embroidered on the left breast • Colour: Military Green • MUNICIPAL HEALTH SERVICES embroidered on the right breast in bold lettering • 100% polyester lining • 100% French polyester • Non-stretch suiting fabric with Herringbone weave 	08		

	<ul style="list-style-type: none"> • Long sleeve, fitted shape jacket, LINED in Military colour • Long sleeved blazer with one buttons • Slip pocket with inner pocket <p>Sizes</p> <ul style="list-style-type: none"> • 42 x 1 • 40 x 3 • 39 x 1 • 38 x 2 • 34 x 1 			
3	<p>Ladies Safety shoes</p> <p>Colour: Grey</p> <ul style="list-style-type: none"> • Midsole Foam Shoe with synthetic and mesh upper with supportive fit • Toe protection technology against rocks • Rock stop plate outsole • Hydrohesion rubber outsole for grip against wet conditions • Adjustable lace closure for customized fit <p>Sizes</p> <ul style="list-style-type: none"> • Size 4 x 3 • Size 5 x 11 • Size 6 x 10 • Size 7 x 5 	30		

	<ul style="list-style-type: none"> • Size 8 x 1 			
4	<p>Gents Safety shoes</p> <p>Colour: Grey</p> <ul style="list-style-type: none"> • Midsole Foam Shoe with synthetic and mesh upper with supportive fit • Toe protection technology against rocks • Rock stop plate outsole • Hydrohesion rubber outsole for grip against wet conditions • Adjustable lace closure for customized fit <p>Sizes</p> <ul style="list-style-type: none"> • Size 6 x 1 • Size 8 x 5 • Size 9 x1 • Size 10 x1 	08		
All the above items should be SABS Approved				
Total Exclusive VAT				
VAT @ 15%				
Total Inclusive VAT				

Note: The service provider must bring a sample of the protective clothing

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

- 38 Blazers and 38 Midsole foam Shoe with hydrohesion rubber outsole for identification and presentability of EHPs during rendering of service procured, branded and delivered

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 Alfred Nzo District Municipality.

6. REPORTING MECHANISM

It is expected that regular progress reports will be communicated with the Project Manager on a Weekly basis.

7. SUBMISSION OF BIDS

Quotations must be placed in a sealed envelope and clearly marked:

"PROCUREMENT OF PERSONAL PROTECTIVE CLOTHING (PPC) FOR ANDM ENVIRONMENTAL HEALTH PRACTITIONERS – MHS" and placed in the Bid box in the Alfred Nzo District Municipality not later than 12H00

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.

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	4

	obtain full points the percentage of equity held must be 51% or more	
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	6
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	4
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 or more projects in supply and delivery of Protective Clothing to the value of R50 000 each or more		50
Traceable record for successful completion of a minimum of 02 or more projects in supply and delivery of Protective Clothing to the value of R50 000 each or more		40
Traceable record for successful completion of a minimum of 01 project in supply and delivery of Protective Clothing to the value of R50 000 or more		30
	Total Scoring	50
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		

<p>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>	
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Capacity and Expertise to Undertake the Project	
Resource to execute the work	
Note: The scoring in this section is cumulative	
Ownership or lease of suitable mode of transport (attach log book or lease agreement)	25
Signed and stamped proof of finance letter or bank guarantee of a minimum of 10% of the contract value must be attached	25
NB: The proof of finance letter or bank guarantee must not be older than 30 days	
Total Scoring	50

For any queries regarding this tender, please contact Ms CT Manciya for project related queries; on (039) 254 5055 or 071 604 2423

Vuyo Cita for SCM related queries at telephone number (039) 254 5134 during office hours.

Alfred Nzo district Municipality

Erf 1400 Ntsizwa Street

EmaXesibeni

4735

Yours in municipal administration

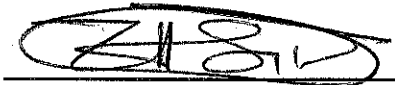


Mr O DIKO:

ACTING DIRECTOR: COMMUNITY DEVELOPMENT SERVICES

DATE.....

APPROVED/ NOT APPROVED



ZAMILE H. SIKHUNDLA

MUNICIPAL MANAGER

Date of Approval *12/12/2020*

Comments: _____