ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

CABLING OF WASTEWATER TREATMENT WORKS KINIRA DRIFT

2024/25 FINANCIAL YEAR

Issued and Prepared by:
Alfred Nzo District Municipality
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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The ANDM would like to invite qualified and experienced Service Provider to do cabling for water treatment works offices/sites. By cabling these offices will enable the employees to connect and use network as the same as the employees in the main offices in order to execute their duties effectively and efficiently.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

The Alfred Nzo District Municipality is looking for a trustworthy and experienced service provider to deliver ICT specified equipment (cabling) with the electronic equipment listed under the scope of this project.

1.2.2 Specific Objectives

Once cabling is done. ANDM employees in those offices should be able to connect to the ANDM network. Receive all communications e.g emails, phone calls etc. Also able to print and scan their documents.

2. SCOPE & EXTENT OF WORK

Bids are invited from suitably qualified professional service providers to prepare and submit proposals to undertake, the appointed service provider will be responsible to deliver the cabling of Water Treatment Works offices.

- Cabling Water Treatment Works is provided for employees to execute their duties.
- Has Network Devices that interconnect and inter communicate.

Specification

Number	Description	Quantity	Unit Price	Amount
1	6u wall mount cabinet with fan and power plugs	1		
2	24-Port Patch Panel (Cat6)	1		
3	Brush Panels	1		
4	Wall box RJ45 single Network points (Cat6)	5		
5	Trunking (16 x25)	5		
6	Conduit PVC (25mm)	5		
7	Labelling and Testing of Network Points	5		
8	UTP Cat 6 cable	Measures in the Site briefing		
9	Patch leads (1 m)	5		
10	Fly leads (3 m)	5		
11	24-Port 2960 Catalyst POE switch	1		
12	1 000 va/1kva UPS	1		
Total Exclusive VAT				
VAT @ 15%				
Total Inclusive VAT				

NB: A compulsory briefing session will be held to clarify the Scope of Work with prospective bidders on the _____ 2024/2025.

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

- Project closeout report
- Completion Certificate.

5. PROJECT MANAGEMENT

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.

ANDM officials (ICT team) will oversee project implementation and facilitate. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Operational Team and where the process of verification will take place prior to the approval of invoices submitted by the service provider.

6. REPORTING MECHANISM

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

7. SUBMISSION OF BIDS

Quotations must be emailed to 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 quotation 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**	**60**
• **Capacity and Expertise**	**40**
Total Scoring	**100**

Stage 2

Price and Preference

Bids 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	2
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	4
Total Scoring		**100**

Breakdown of Capacity to Execute the Work

Previous Company Experience **Note: The scoring in this section is not cumulative**	**Scoring** **60**
Traceable record for successful completion of a minimum of 03 or more Network Cabling to the value of R50 000.00 each or more.	60
Traceable record for successful completion of a minimum of 02 Network Cabling to the value of R50 000.00 each or more.	50
Traceable record for successful completion of a minimum of 01 Network Cabling to the value of R50 000.00 or more.	40
Total Scoring **Note COMPULSORY attachments for verifying work done:** **1. The ANDM Assessment Bidder Form (available on our website www.andm.gov.za) must be completed, stamped and signed by 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:** **- Official purchase order or Appointment letter**	**60**

Capacity and Expertise to Undertake the Project **Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee**	**Scoring** **40**
A Project Team with the following areas of expertise:	
A team leader must have a minimum of NQF Level 6 qualification in Information Technology with minimum of 1 year experience in network cabling.	15
One or more personnel must be registered to Networking certification {Cisco Certified Network Associate (CCNA) certification or Interconnecting Cisco Networking Devices certification (ICND)}	10
One or more personnel must be registered to cabling certification. (Krone Certification)	5

Scoring **NB: Attach CV and certified copies not older than 3 months for all qualifications**	**30**
Resources to execute the work **Note: The scoring in this section is not cumulative**	
Own/Lease mode of transport attach lease agreement or Certificate of Registration	10
Total Scoring **[30 + 10]**	**40**

For any queries regarding this tender, please contact Mr T. Chagi for project related queries; on (039) 254 5078 or;

Supply Chain Management contact for SCM related queries Mr .B.C.W. Makiwane at telephone number 039-254-5218/5134 during office hours.

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RECOMMENDED/ NOT RECOMMENDED

12/07/2024

MR. S. QUZU **DATE**
ACTING DIRECTOR: CPS

APPROVED/NOT APPROVED

12/07/2024

MRS. U.P. MAHLASELA **DATE**
ACTING MUNICIPAL MANAGER

Comments:

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