ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

DR CENTRE ESTABLISHMENT

2024/25 FINANCIAL YEAR

Issued and Prepared by:
Alfred Nzo District Municipality
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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 to submit their quotations to acquire services of the suitable Service Provider for the **Supply and Delivery of a switch and a Drum of Cat 6 UTP Cable.**

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

The aim of the project is to acquire the services of the qualified services providers to **Supply and Delivery of a Switch and a Drum of Cat 6 UTP Cable**

1.2.2 Specific Objectives

To Supply and Delivery of Switches and a drum of UTP cable to KwaBhaca Disaster Management Centre (DMC).

2. SCOPE & EXTENT OF WORK

Quotations are invited from suitably qualified service providers to prepare and submit proposals to undertake the Disaster Recovery Establishment Centre within the Alfred Nzo District Municipality at KwaBhaca Disaster Management Centre. The following gives a high-level indication of activities to be undertaken by the Service Provider.

- The appointed Service Provider will be required to supply and deliver 48-Port POE switches and a drum of Cat 6 UTP cable.

Specification

Number	Description	Quantity	Unit Price	Amount
1.	48-Port 2960 Catalyst POE switch	1		
2.	500 m Drum Cat 6 UTP Cable	1		
Total Exclusive VAT				
VAT @ 15%				
Total Inclusive VAT				

3. PROJECT TIME FRAME

The project time frame will be one month from the date of appointment of the service provider.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- Supply and delivery of 48-Port POE switches
- Drum of Cat 6 UTP cable
- Project closeout report

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 coordinated and managed by an operational team led by Alfred Nzo District Municipality.

6. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDM and further presented to the PSC 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 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**	**60**
• **Capacity and Expertise**	**40**
Total Scoring	**100**

Stage 2

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	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
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	3
Total Scoring		**100**

Breakdown of Capacity to Execute the Work

Previous Company Experience in Wireless Networking **Note: The scoring in this section is not cumulative**	
Traceable record for successful completion of a minimum of 03 or more Supply and Delivery projects to the value of R50 000.00 each or more.	60
Traceable record for successful completion of a minimum of 02 more Supply and Delivery projects to the value of R50 000.00 each or more.	50

Traceable record for successful completion of a minimum of 01 Supply and Delivery projects 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**

Resources to execute the work **Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee**	
Ownership or lease of suitable mode of transport (attach certificate of registration or lease agreement)	20
Signed and stamped proof of finance letter or bank guarantee of a minimum of 10% of the contract value must be attached.	20
Total Scoring (20+20) **NB: Attach CV and certified copies not older than 3 months for all qualifications**	**40**

For any queries regarding this tender, please contact Mr. Z. M Ntlangula for project related queries; on (039) 254 5025 or;

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

Alfred Nzo district Municipality

Erf 1400 Ntsizwa Street

Mount Ayliff

4735

RECOMMENDED/ NOT RECOMMENDED

29/07/2024

MR. S. QUZU — DATE

ACTING DIRECTOR: CPS

APPROVED/NOT APPROVED

29/07/2024

MRS. U.P. MAHLASELA — DATE

ACTING MUNICIPAL MANAGER

Comments:

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