ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

NETWORK ACCESS POINTS (MAIN OFFICE)

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 **Installation of Network Access Points for Main Office**

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

The aim of the project is to implement Network Access Points for EmaXesibeni Main office to enable them access to ANDM network using Wi-Fi capable devices.

2. SCOPE & EXTENT OF WORK

Quotations are invited from suitably qualified service providers to prepare and submit proposals to undertake the implementation of the Network Access Points within the Alfred Nzo District Municipality main office. The following gives a high-level indication of activities to be undertaken;

- The Service Provider (SP) is required to install and configure three (3) wireless Access Points (AP's) for Alfred Nzo District Municipality main office.
- The Service Provider is required to licence all the three wireless Access Points for a period of three (3) years.
- Connection to Access Points (AP's) should not be lost (set up ad-hoc)
- The Service Provider is required to configure all the three wireless Access Points to the Cloud Controller for management purposes.
- The Service Provider (SP) must ensure that Access Points (AP's) are controlled by authentication using existing Active Directory.
- Access Points (AP's) must be Power Over Ethernet (PoE) enabled.

- The Service Provider is required to show the Project Manager configurations of these AP's.

Specification

Number	Description	Quantity	Unit Price	Amount
1.	**MR44 Wi-Fi 6 indoor A.P** Cloud Managed 802.11ax	03		
2.	MR44 Enterprise License, 3 Years	03		
3.	**Authenticate using existing Active Directory**			
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 three months from the date of appointment of the service provider.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

Installation of three (3) wireless Access Points (AP's) for Alfred Nzo District Municipality main office with their three (3) year licences.

5. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by an operational team led by Alfred Nzo District Municipality.

A closeout report to be issued upon completion of the project.

6. REPORTING MECHANISM

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

7. SUBMISSION OF BIDS

Bids 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 Bids;

The bids 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	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	3

	percentage of equity held must be 51% or more	
Total Scoring		**100**

Breakdown of Capacity to Execute the Work

Previous Company Experience **Note: The scoring in this section is not cumulative**	**Scoring**
Traceable record for successful completion of a minimum of 03 or more Wireless Networking projects to the value of R50 000.00 each or more.	60
Traceable record for successful completion of a minimum of 02 Wireless Networking projects to the value of R50 000.00 each or more.	50
Traceable record for successful completion of a minimum of 01 Wireless Networking project 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:	**[20]**

A team leader must have a minimum of NQF Level 6 qualification in Information Technology	10
One or more personnel must be registered to Networking certification {preferable Cisco Certified Network Associate (CCNA) certification or Interconnecting Cisco Networking Devices certification (ICND)}	5
One or more personnel must be registered to Wireless Networking certification (preferable Cisco Wireless Certification) and must be registered to cabling certification. (preferable Krone Certification)	5
Scoring **NB: Attach CV and certified copies not older than 3 months for all qualifications**	**20**
Resources to execute the work **Note: The scoring in this section is cumulative**	
Own/Lease 1 bakkies : attach lease agreement or Certificate of Registration	20
Total Scoring [20 + 20]	**40**

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

For Supply Chain Management contact related queries, please contact Mr .B.C.W. Makiwane 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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