



**ALFRED NZO**  
DISTRICT MUNICIPALITY

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**ALFRED NZO DISTRICT MUNICIPALITY**

**ADVERT**

**JOB DESCRIPTION QUALITY ASSURANCE & DEVELOPMENT**

**ANDM/CPS-OD&LR/120/10/05/18**

Alfred Nzo District Municipality (ANDM) is inviting all suitable interested Service Providers to submit bids for job description quality assurance & development.

<b>Bid Notice Number</b>	<b>Project Name</b>	<b>Closing Date</b>
<b>ANDM/CPS- OD&amp;LR/120/10/05/18</b>	<b>Job description quality assurance &amp; development</b>	<b>21/05/2018 @12h00</b>

**SCOPE OF WORK**

The services provider will be expected to deliver on the following:

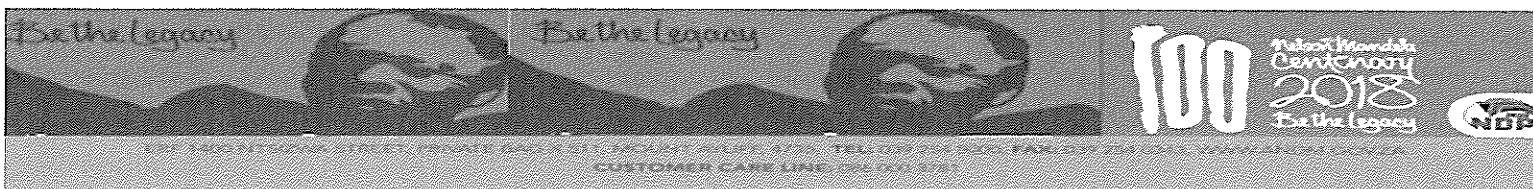
- To develop new Job Descriptions in order to assist with the recruitment process.
- Auditing of Job Descriptions/Profiles

**NB:**

- **Suppliers are expected to deliver within 14 days for any goods/services.**
- **Orders will be cancelled for suppliers who did not deliver within the expected time frame.**

**Notes to Prospective Bidders: Compulsory submissions (Failure to submit any of the following will result in disqualification)**

- All bids submitted should remain valid for a period of 90 days after the bid closing date.
- Valid SARS pin number confirmation certificate
- Municipal clearance certificate certifying that no municipal rates and service charges owed by the bidder and any of its directors 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.
- Certified copies of BBBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor or a Sworn Affidavit.



- Certified copies of ID documents of members and Certified copies of original company registration documents
- The bid will be evaluated according to the preferential procurement model in the Preferential Procurement the bidders' attention is drawn to Form MBD6.1. **Failure to submit will result in zero points score for BBBEE status level**
- Joint Venture agreement (where applicable).
- Company profile with traceable references
- Bids received after the published closing date will not be considered and will not be opened
- **All bidders should complete MBD 1, MBD 4, MBD 8 and MBD 9**
- **Assessment bidder form should be completed and stamped by previous employer and attached with tender submission.**
- All prospective service providers of goods and services and infrastructure procurement are to be registered on Central Database in order to business with all organs of state in the Republic of South Africa.

The quotation bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2011), as well as the Alfred Nzo District Municipality's Supply Chain Management policy.80/20 preference point system will be used as per the ANDM SCM Policy.

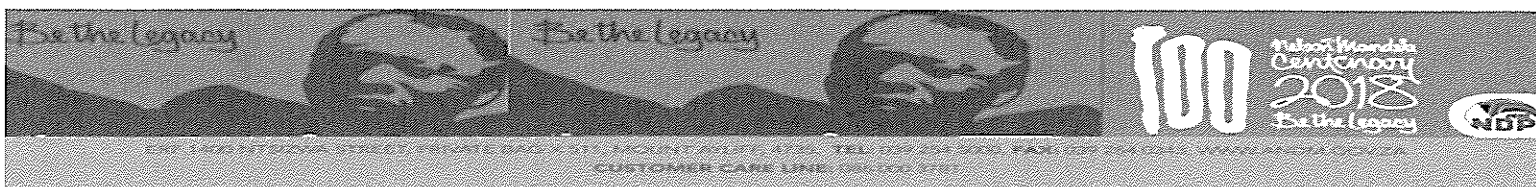
#### EVALUATION CRITERIA

The proposals will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

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

ITEM	Weight
<b>STAGE 1 OF EVALUATION – FUNCTIONALITY</b>	
Functionality	100
<ul style="list-style-type: none"> <li>• Previous Experience</li> </ul>	40
<ul style="list-style-type: none"> <li>• Capacity and Expertise</li> </ul>	40
<ul style="list-style-type: none"> <li>• Methodology</li> </ul>	20



STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	
BBBEE POINTS	20
Price	80
<b>TOTAL</b>	<b>100</b>

**BID CLOSING DATE**

Completed quotation with supporting documents (and any supporting documents) must be placed in a sealed envelope. And clearly marked “**Job description quality assurance & development**” and be deposited in the Municipal Tender Box at Alfred Nzo District Municipality (Reception area), Erf 1400 Ntsizwa Street, Mount Ayliff at **12:00, on 21 May 2018** where quotation bids will be **opened public** shortly afterwards at ANDM reception area. On that day all the received bids will be opened in public at ANDM reception area, quotation bids will be valid for 90 calendar days from this closing date. Late, incomplete, telegraphic, or facsimile quotation bids will not be considered. The council is not bound to accept the lowest or any quotation bid or to furnish reasons for its decisions. Quotation bid not submitted properly sealed and marked envelopes and/ or deposited in the tender box as prescribed in this notice on the date and time indicated will NOT be opened or considered. And any assistance in completing partly or full of bid from ANDM Official or Councilor will result in disqualification of bid

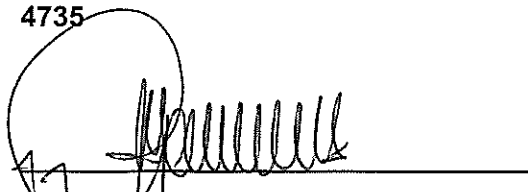
**BID ENQUIRES:** Enquiries should be directed to Ms A.Mpongoma on 039 254 5000 Ext 5098, email address: [mpongomaa@andm.gov.za](mailto:mpongomaa@andm.gov.za), and all SCM related enquiries to be directed to Mr. Z. Mani on 039 254 5000 Ext 5059, email address: [maniz@andm.gov.za](mailto:maniz@andm.gov.za)/Mr A Mthwesi on 039 254 5134, email address [mthwesia@andm.gov.za](mailto:mthwesia@andm.gov.za)

**Alfred Nzo District Municipality**

**Erf 1400 Ntsizwa Street.**

**Mount Ayliff**

**4735**



**MR Z H SIKHUNDLA**

**MUNICIPAL MANAGER**

