

# TERMS OF REFERENCE



## SUPPLY AND DELIVERY EDUCATIONAL MATERIAL FOR INTERGRATED SERVICES 2019/20 FINANCIAL YEAR

**Issued and Prepared by:**  
**Alfred Nzo District Municipality**  
**ERF 1400 Ntsizwa Street**  
**P/Bag x 511**  
**Mount Ayliff**  
**5735**

**Senior Manager: CDS – D.N.NGXENGE**  
**Contact Person: L. MHLELEMBANA**  
**Tel: 039 254 5082**  
**Fax: 039 254 0343**

## TABLE OF CONTENTS

1.	BACKGROUND AND OVERVIEW OF THE PROJECT .....	2
1.1	INTRODUCTION .....	2
1.2	OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT .....	2
1.2.1	Overall objective.....	2
1.2.2	Specific Objectives .....	2
2.	SCOPE & extent of work .....	3
3.	PROJECT TIME FRAME .....	3
4.	KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES .....	4
5.	STAKEHOLDERS CONSULTATION .....	4
6.	PROJECT MANAGEMENT .....	4
7.	REPORTING MECHANISM .....	5
8.	SUBMISSION OF BIDS .....	5
9.	EVALUATION CRITERIA.....	6

## **1. BACKGROUND AND OVERVIEW OF THE PROJECT**

### **1.1 INTRODUCTION**

The Alfred Nzo District Municipality is home to 3 Thusong Centres. A fully functional centre in Nophoyi, A relatively completed centre in Thabachicha and one under construction in Nkantolo. The centres are meant to provide crucial community services such as Home Affairs and Social Development services for people in outlying areas and who cannot afford to visit their local towns. The centers are also used for other community activities such as meeting and sports tournaments therefore integrated services equipment is needed to assist when various activities are conducted in and around the centers.

Educational material is therefore required during such events in order to assist the community with vital information that will help improve their wellbeing and increase their chances of improving their economic conditions.

### **1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT**

#### **1.2.1 Overall objective**

Supply and delivery of educational material for Intergated services events that will be taking place during this financial year.

#### **1.2.2 Specific Objectives**

- Provide the community with much needed educational material.

- Assist the community with multi-use devices such as USB pens.
- To provide material that will be sustainable and re-usable.

## 2. SCOPE & EXTENT OF WORK

Tenders are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the Supply and Delivery of Educational Material for Intergrated Services events at the Alfred Nzo District Municipality. The material to be delivered is specified as follows:

<b>Educational material</b>	
<i>Description</i>	<i>Quantity</i>
<b><i>NB: BRANDING: All items to be branded with the Thusong Logo and ANDM Logo</i></b>	
1. A5 Journal with Pen Holder. PV Covered and Branded.	600
2. Branded Black USB pen.	600
3. Black Drawstring bags	600

### **Standard clause not to be removed from the template:**

It should be noted that it is the responsibility of the service provider to ensure that upon submission of proposals, a valid entity registration document, Tax Clearance Certificate/pin and BBBEE Certificate/affidavit is included.

**NB:** A compulsory briefing session will be held to clarify the Scope of Work with prospective bidders on the \_\_\_\_\_ 2019.

## 3. PROJECT TIME FRAME

The project time frame will be 2 Weeks from the date of appointment of the service provider, which is anticipated to take place at the beginning of September 2019.

#### **4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES**

- 600 branded USB pens delivered to ANDM Offices.
- 600 branded A5 Journal with Pen Holder delivered to ANDM Offices.
- 600 branded USB pens delivered to ANDM Offices

#### **5. STAKEHOLDERS CONSULTATION**

- **CDS STANDING COMMITTEE**
- **NOPHOYI CENTRE MANAGEMENT COMMITTEE**
- **THABACHICHA CENTRE MANAGEMENT COMMITTEE**
- **GCIS**
- **SUPPLY CHAIN MANAGEMENT UNIT.**

The successful service provider will be required to undertake stakeholder consultations and engagements as it is a vital and an ongoing requirement to ensure support and buy-in towards the successful completion of the project.

#### **6. 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 Project Steering Committee (PSC) made of ANDM officials and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Operational Team and or Project Steering Committee where a process of verification will take place prior to the approval of invoices submitted by the service provider. Ideally prior to the sitting of a PSC meeting, a technical verification of work claimed by the service provider, must be undertaken by ANDM officials and some members of the PSC to ensure that ANDM is able to approve claims made by the service provider.

## **7. 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.

## **8. SUBMISSION OF BIDS**

Proposals must be placed in a sealed envelope and clearly marked: “Supply and delivery of Educational Material” and placed in the tender box in the Alfred Nzo District Municipality not later than 10H00 on the \_\_\_\_\_.

Bidders are requested to ensure that their proposals include; Company Registration, a Tax Clearance Certificate/pin and BBBEE Certificate/affidavit.

## 9. EVALUATION CRITERIA

Evaluation criteria of the tenders;

The bids will be evaluated in 1 stage, namely:

- Stage 1- Price and BBBEE Points

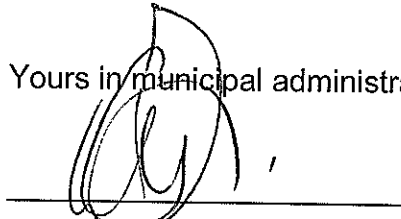
ITEM	Weight
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	<b>100</b>
<b>BBBEE POINTS</b>	<b>20</b>
<b>Price</b>	<b>80</b>
<b>TOTAL</b>	<b>100</b>

Upon request by the Employer, the Bidder undertakes to provide adequate documentation to fully justify his points claim. Failure to provide any justification shall result in the tender being rejected. The Employer may evaluate the justification documentation independently and shall in such cases, in his evaluation of the tender, determine, at his sole discretion, the quality points applicable.

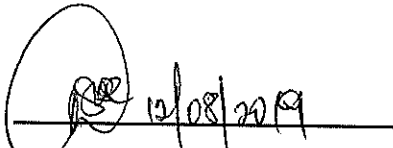
For any queries regarding this tender, please contact M. Dyarvane for project related queries; on (039) 254 5082 or;  
Supply Chain Management contact for SCM related queries at telephone number 039-254-5134 during office hours.

**Alfred Nzo district Municipality**  
**Erf 1400 Ntsizwa Street**  
**Mount Ayliff**  
**4735**

Yours in municipal administration,



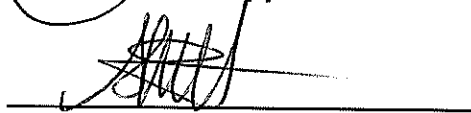
**L. MHLELEMBANA**  
**MANAGER: TSC**



**D.N. NGXENGE**  
**SENIOR MANAGER: CDS**

**Recommendation by Specification Chairperson:**

**Approved/Not Approved**



**Mr. L. Mdutyana**

**Comments by Chairperson:**

*Terms of reference approved by the  
BIA Specification Committee.*