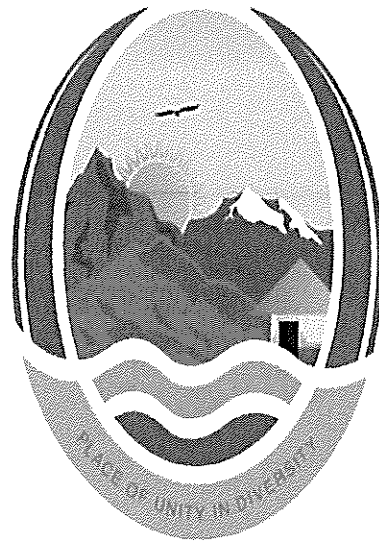


# ALFRED NZO DISTRICT MUNICIPALITY



## ALFRED NZO

DISTRICT MUNICIPALITY

### TERMS OF REFERENCE: CAMPING FACILITIES WITH GAMING AREA, (DIFFERENT GAMES) AND ACCOMMODATION



## TERMS OF REFERENCE

### NAME OF THE PROJECT: CAMPING FACILITIES WITH GAMING AREA, (DIFFERENT GAMES) AND ACCOMMODATION

#### 1. INTRODUCTION OF THE PROJECT

Alfred Nzo District Municipality is a municipality that is conscious of the needs of the youth. It is a Municipality that cares for and supports its youth, values, and their ability and creates opportunities for youth to realize their full potential, participate actively in building the society, contribute and benefit fully from socio-economic opportunities available. Due to release of some hormones during the adolescent period physical, psychological, social changes will be noticed. Hence it is essential to guide the adolescent girls on life skills. In this regard, the Girls Camp planned for the adolescent is really useful in moulding the children and develops communication skill, leadership qualities and emotional balance.

#### AIMS OF THE PROJECT

The program will pay particular attention to the girls between the ages of 14 – 17, which is a stage characterized by:

- Physical growth and hormonal development: bone, muscle, brain, sexual characteristics and stature
- A growing ability to use abstract thought.
- Social and emotional growth, including awareness of others, sense of fairness, social consciousness, sense of purpose, personal identity, (who am I, peer bonding, separation from family, and sudden, intense emotions.

#### 2. SCOPE OF WORK

The program must create awareness and address the following:

- Camping Facilities with Gaming areas and its material for different sporting codes and Accommodation.

#### 3. SPECIFICATION

The Camping Facilities and Accommodation as outlined in the following specification:-

ITEM	DESCRIPTION	QUANTITY
1. Camping Facilities & Accommodation	<ul style="list-style-type: none"><li>• Camping Facilities and Accommodation</li></ul> <p>Check in: 14 November 2018 Check out: 17 November 2018</p>	<ul style="list-style-type: none"><li>• 50</li></ul>



2. Day one	<b>14 November 2018:</b> program to start @ 12 <ul style="list-style-type: none"> <li>• Lunch for campers</li> <li>• Conference hall to accommodate</li> <li>• Dinner for campers</li> <li>• Outdoor activity</li> </ul>	<ul style="list-style-type: none"> <li>• 50</li> <li>• 50</li> <li>• 50</li> </ul>
3 Day two	<b>15 November 2018:</b> <ul style="list-style-type: none"> <li>• Breakfast for campers</li> <li>• Morning tea</li> <li>• Lunch for campers</li> <li>• Conference hall to accommodate</li> <li>• Dinner for campers</li> <li>• Game / outdoor activity facilitation</li> </ul>	<ul style="list-style-type: none"> <li>• 50</li> <li>• 50</li> <li>• 50</li> <li>• 50</li> <li>• 50</li> </ul>
4 Day three	<b>16 November 2018:</b> <ul style="list-style-type: none"> <li>• Breakfast for campers</li> <li>• Morning tea</li> <li>• Lunch for campers</li> <li>• Conference hall to accommodate</li> <li>• Dinner for campers</li> <li>• Game / outdoor activity facilitation</li> </ul>	<ul style="list-style-type: none"> <li>• 50</li> <li>• 50</li> <li>• 50</li> <li>• 50</li> <li>• 50</li> </ul>
5 Day four	<b>17 November 2018:</b> <ul style="list-style-type: none"> <li>• Breakfast for campers</li> <li>• Morning tea</li> <li>• Lunch for campers</li> </ul>	<ul style="list-style-type: none"> <li>• 50</li> <li>• 50</li> <li>• 50</li> </ul>

#### 4. KEY DELIVERABLES

The successful supplier will be required to undertake amongst others the following tasks as part of the exercise:

- Must provide camping facilities, accommodation, material for games, playing fields
- Prepare – morning tea, breakfast and dinner
- Issue invoices as per the order requisition and supply

#### 5. EXPECTED OUTCOMES



The supply, delivery will be managed by Assistant Manager Youth Development and Transformation as well as the appointed supplier.

### Location

A successful Supplier must be 500 km from Alfred Nzo District Municipality.

## 6. 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
• Previous Experience	50
• Capacity and Expertise	50
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	
BBBEE POINTS	20
Price	80
<b>TOTAL</b>	<b>100</b>

Breakdown for Functionality:

Functionality	Weight
<b>Previous Company relevant experience</b>	<b>50</b>
Traceable record of company experience in providing camping facilities	
➤ Traceable record of successful completed minimum of 4 projects of camping facilities	50
➤ Traceable record of successful completed minimum of 3 projects of camping facilities	40
➤ Traceable record of successful completed minimum of 2 projects of camping facilities	30
➤ Traceable record of successful completed minimum of 1 project of camping facilities	20
<b>NB: attach letter of reference from previous employers. And complete assessment of bidders form with a stamp and signature</b>	



<b>Capacity and expertise to undertake the project</b>	<b>50</b>
<b>Points for Capacity and Expertise are as follows</b>	
➤ The service provider must provide proof of ownership for camping facilities, accommodation, material for games, playing fields	40
➤ The service provider must provide proof of lease agreement for camping facilities, accommodation, material for games, playing fields	30
➤ The service provider must provide Company profile.	10

## 7. REQUIREMENTS

A service provider must:

1. be registered in the national treasury data base of the suppliers
2. provide a detailed proposal for work to be done and project charter
3. submit a valid tax clearance certificate Pin
4. Undertake to provide the required service from the date of appointment to the end date.
5. The proposal should provide a fixed price including expenses and costs as well as VAT for the entire work. Cost must be presented per deliverables
6. The bidder must provide at least three contactable references where work was performed.

## 8. PROJECT MANAGEMENT

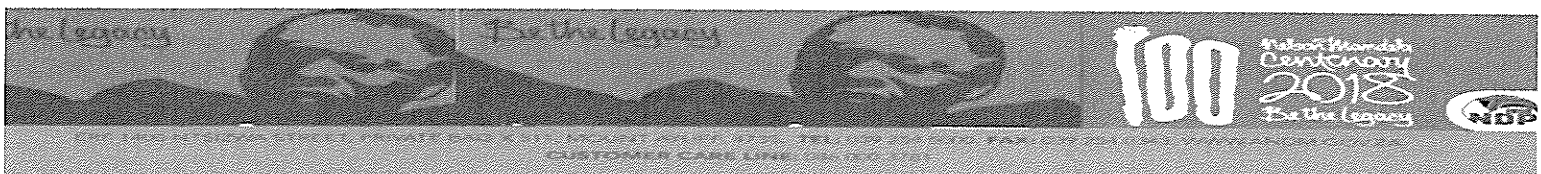
The supply, delivery will be managed by Assistant Manager Youth Development and Transformation with the appointed supplier.

## 9. PROJECT TIMEFRAME

The duration of contract is 4 days.

## 10. PROJECT BUDGET

Service Provider must present a work plan and budget consistent with the amount of work as specified in the "scope of work".



**11. BILL OF QUANTITIES (BOQ) FOR CAMPING AND ACCOMMODATION FOR 4 DAYS**

ITEM	CAPACITY	QUANTITY	RATE	TOTAL
1. Accommodation- Single Rooms Check in 14/11/2018 and Check out 17/11/2018	15	15		
2. Accommodation- Sharing rooms Check in 14/11/2018 and Check out 17/11/2018	40	40		
3. Camping facilities	55	<b>55</b>		
4. Catering - breakfast	55	<b>55</b>		
5. Catering – Lunch	55	<b>55</b>		
6. Catering- Dinner	55	<b>55</b>		
7. Conference Hall	55	<b>55</b>		
8. Game / outdoor facility				
VAT at 15%				

**REQUISITION OFFICER**



**N. GAWULANA  
ADMIN CLERK**

**RECOMMENDED /NOT RECOMMENDED BY**



**V. TANTSI  
ASSISTANT MANAGER – YOUTH DEVELOPMENT AND TRANSFORMATION**

**APPROVED /NOT APPROVED BY**



**Z. H. SIKHUNDLA  
MUNICIPAL MANAGER**

