



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

**TERMS OF REFERENCE: FOR SERVICING OF
FIRE EQUIPMENT- ANDM BUILDINGS**

2019/20 FINANCIAL YEAR

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Alfred Nzo District Municipality

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Mount Ayliff

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

Acquire service of an accredited service provider to provide services of conducting servicing of Fire equipment for Alfred Nzo District Municipality offices and. Satellite offices the service will cover ANDM fire offices and its satellite offices as follows:

LIST OF OFFICES ANDBUILDINGS TO BE DONE ARE AS FOLLOWS:

1. Mount Ayliff Disaster Centre
2. Mount Frere Disaster Centre
3. Maluti Disaster Centre
4. Ntabankulu Disaster Centre
5. Bizana Disaster Centre
6. Bizana Water Services Office
7. Matatiele Water Services office
8. Mount Frere Water services office
9. ANDM main office

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

2. The Objectives of the project is to ensure that all ANDM buildings and sites are OHS compliant are in line with the current SABS standards. Ensure that all ANDM buildings complies with OHS act and OHS regulations. Ensure that ANDM buildings are always in good working condition and are in accordance with the current SABS 1475 legislation.

1.2.1 Overall objective

1. Conduct servicing of fire equipment in all ANDM offices and ANDM water and disaster offices/ centers.
2. Conduct servicing of fire equipment in all ANDM offices and plants.
3. Consolidate servicing report and submit reports after the completion of the project.

1.2.2 Specific Objectives

Tenders are invited from suitably qualified professional service providers to prepare and submit proposals to undertake the

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 BBEE Certificate/affidavit is included.

NB: No compulsory briefing session

1. SCOPE OF WORK

1. Conduct servicing of all ANDM buildings/offices including satellite
2. Conduct servicing of fire equipment in ANDM buildings
3. Consolidate assessment report and submit reports after the completion of the project.

4.1 Service fire equipment and fire extinguishers for ANDM main building and Disaster centers.

4.2. Service fire extinguishers in all ANDM buildings

The project will be done in the following arrears as follows:

LIST OF FIRE EXTINGUISHERS, HOOSE REELS & HYDRANTS FOR
OUR BUILDING AT ANDM FIRE STATION:

CENTRE	NOOF FIRE EXTINGUISHERS	NOOF HOSE REELS	NOOF HOSE HYDRANTS
Mt Frere satellite	13X 9Kg	01	02
Nophoyi Centre	04X 9Kg	N/A	N/A
Mt Ayliff Main base	12X 9Kg	N/A	02
Ntabankulu Satellite	0BX 9Kg	01	02
Bizana Satellite	04X 9Kg	N/A	01
Maluti Satellite	11X 9Kg	01	01

2. PROJECT TIME FRAME

The project time frame will be 1x month from the date of appointment of the service provider, which is anticipated to take place at the end of September 2019

3. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

The servicing will be done within the premises in all offices.

2. The service Provider must provide:

- Conduct servicing of fire equipment in all ANDM buildings/offices including satellite
- Conduct servicing of fire equipment in all ANDM buildings.
- Consolidate servicing report and submit reports after the completion of the project.

4. 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.

5. REPORTING MECHANISM

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

6. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "Project Proposal – Servicing of fire equipment" 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 BBEE Certificate/affidavit.

7. EVALUATION CRITERIA

Evaluation criteria of the tenders;

The bids will be evaluated in two stages, namely:

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

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

STAGE 1 OF EVALUATION - FUNCTIONALITY		100
• Previous Experience		50
• Capacity and Expertise		50
STAGE 2 OF EVALUATION - PRICE & PREFERENTIAL POINT		100
BBEE POINTS		20
Price		80

Previous Company Experience	Weighting
Note: The scoring in this section is not cumulative	
Traceable record for successful completion of a minimum of 05 or more servicing of fire equipment	50
Traceable record for successful completion of a minimum of 04 servicing of fire equipment	40
Traceable record for successful completion of a minimum of 03 servicing of fire equipment	30

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Traceable record for successful completion of a minimum of 02 servicing of fire equipment	20
Traceable record for successful completion of a minimum of 01 servicing of fire equipment.	10
<p style="text-align: right;">Maximum Weighting</p> <p>Note COMPULSORY attachments for verifying work done:</p> <p>1. The ANDM Assessment of Bidder Form must be completed, stamped and signed by previous employer as a means of verifying references for each project undertaken.eg; If 5 Projects were done for ANDM, 5 Assessment of bidder forms must be completed.</p> <p>2. In ADDITION to the above, a traceable record will be evaluated on the basis of:</p> <ul style="list-style-type: none"> - A Appointment letter or purchase order specifying the contract amount for each project completed (1 Appointment letter/ Oder per project completed) 	50

Capacity and Expertise to Undertake the Project	Weighting
Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee	[50]
A Project Team with the following areas of expertise:	[30]
The company must have 5 years' experience in servicing of Fire equipment. Registered with SABS (South African Bureau of Standards.	15
Team member must have registration qualification from SAQCC (South African Qualification and Certification Committee).	10
Team member must at least have certificate in Health and Safety and registered with the SACPCMP (The South African Council for the Project	5

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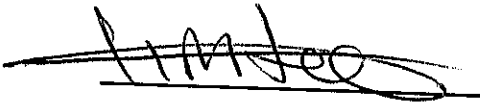
and Construction Management Professions)	
Maximum Weighting	30
NB: Attach certified copies not older than 3 months for all qualifications	
Resources to execute the work	[20]
	20
	10
Maximum Weighting	20
Total Maximum Weighting	50
	[30 + 20]

For any queries regarding this tender, please contact Mr. S. Sigidle for project related queries; on (039) 254 5025 or; Supply Chain Management contact for SCM related queries at telephone number 039-254-5134 during office hours.

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Alfred Nzo district Municipality
Erf 1400 Ntsizwa Street
Mount Ayliff
4735

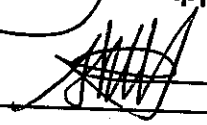
Yours in municipal administration,



MR L MATIWANE
SENIOR MANAGER: CORPORATE SERVICES

Recommendation by Specification Chairperson:

Approved/Not Approved



Mr. L. Mdutyana

Comments by Chairperson:

*Terms of reference approved by the
reference BLS Specification
Committee!*

P.M.