

ALFRED NZO DISTRICT MUNICIPALITY



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DISTRICT MUNICIPALITY

TERMS OF REFERENCE: FOR SERVICING OF FIRE EQUIPMENT FOR ANDM OFFICES

TERMS OF REFERENCE

**NAME OF THE PROJECT: CONDUCT SERVICING OF FIRE EQUIPMENT FOR
ANDM OFFICES**

1. INTRODUCTION OF THE PROJECT

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 AND BUILDINGS 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

2. AIMS OF THE PROJECT

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.

3. SPECIFICATIONS

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.

4. 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 centres.

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

KEY DELIVERABLES

1. 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.

5. EXPECTED OUTCOMES

The expected outcome is good service:

1. All fire equipment must be in good working condition at all times.
2. All must be in line with the current SABS legislation.
3. After servicing proof of service in a form of sticker must be put in all fire equipment serviced. must be installed in all fire equipment serviced.

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
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Functionality	100
• Previous Experience	50
• Capacity and Expertise	50
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	
BBBEE POINTS	20
Price	80
TOTAL	100

Breakdown for Functionality:

Functionality	Weight
Previous Company relevant experience	50
Traceable record of company experience in conducting servicing of fire equipment.	
➤ Traceable record of successful completed minimum of 5 or more projects in conducting servicing of fire equipment..	50
➤ Traceable record of successful completed minimum of 4 projects in conducting servicing of fire equipment.	40
➤ Traceable record of successful completed minimum of 3 projects in conducting servicing of fire equipment	30
➤ Traceable record of successful completed minimum of 2 project of in conducting servicing of fire equipment.	20
NB: attach letter of reference from previous employers. And complete assessment of bidders form with a stamp and signature	
Capacity and expertise to undertake the project	50
Points for Capacity and Expertise are as follows	
Proposed project team member/leader must have with the following expertise:-	
➤ Relevant qualification in Health and Safety (NQFL6) (20 points)	20
➤ Be able to have liability insurance	20
➤ Competence in Project Management. (5 points)	10

The service provider that obtains scores less than 70 will not be considered for price

2.

3. REQUIREMENTS

A service provider must:

1. be registered in the municipal 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
4. Submit proof that the service provider has liability insurance.

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3. submit a valid tax clearance certificate
4. Submit proof that the service provider has liability insurance.
5. The provider must have knowledge of the BCEA, LRA, COIDA, OHS regulation as well as environmental regulations for the workplace
6. Service provider must have liability insurance
7. Must be illegible to register with SACMP.
8. Undertake to provide the required service from the date of appointment to the end date.
9. The proposal should provide a fixed price including expenses and costs as well as VAT for the entire work. Cost must be presented per deliverable;
10. Signing of a Service Level Agreement with the Alfred Nzo District Municipality
11. The service provider must have previous experience with regards to development of evacuation plans on an organizational wide scale backed by at least two contactable references.
12. Service provider must demonstrate capacity to deliver on the project and share their methodology in details.

9. PROJECT MANAGEMENT

The Service Provider will work very closely with the Alfred Nzo District Municipality and The Acting Executive Manager: Corporate Services is the designated Project Manager.

13. PROJECT TIMEFRAME

The contract is for a period of two months.

11. PROJECT BUDGET

Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work". The work shall vary from time to time depending on the need from the Municipality as shall be confirmed via the means of an official order.

Submitted by: 

Date: 22 AUGUST 2018

MR. L. MATIWANE
SENIOR MANAGER: CORPORATE SERVICES