

ALFRED NZO DISTRICT MUNICIPALITY



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE: SUPPLY AND DELIVERY OF BULK MATERIALS

TERMS OF REFERENCE

NAME OF THE PROJECT: SUPPLY AND DELIVERY OF BULK MATERIALS

1. INTRODUCTION OF THE PROJECT

The Infrastructure Development and Municipal Services Department and Budget and treasury Office based on the services that provide to the community of Alfred Nzo District Municipality requires maintenance material for the repairs and maintenance of our pipelines to undertake the mandate of providing clean, drinkable water and sanitation services to the community. The supply and delivery of Bulk Materials involves a number of requirements associated with the needs of the Municipality.

AIMS OF THE PROJECT

The main purpose of this supply and delivery of bulk material is to ensure that all water infrastructure remains functional; thus meaning that all material orders will be procured through the Supply Chain Management of the Municipality by means of an order requisition.

2. SPECIFICATIONS

The supply and delivery proposal must amongst others include the following: Clear method and process to be followed;

- Comprehensive company profile and contact person to be responsible for the supply and further indicate the names and CV of other professionals to form part of the consortium;
- Clear timeframes for availability of the required Bulk Materials;
- Clear project budget aligned to the requirements and items required and project management.

3. SCOPE OF WORK

The supply and delivery of Bulk Materials for Alfred Nzo District Municipality. The supply and delivery of the Bulk Materials includes all HDPE; compression fittings; galvanised; cast iron; copper fittings and pipes.

4. KEY DELIVERABLES

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

- Must provide strong and reliable equipment
- Prepare supply and delivery plan
- Issue invoices as per the order requisition and supply

- Develop delivery plan.

5. EXPECTED OUTCOMES

The supply and delivery is to be co-ordinated and managed by Operational Team consisting of WSP Manager and Stores Controller as well as the appointed supplier.

Location

A successful Supplier will be contracted to supply materials as and when mandated to such by the Municipality on its sole discretion for the whole district which is made of four local municipalities (Matatiele, Umzimvubu, and Ntabankulu Local Municipalities).

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
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 supply and delivery of goods of similar nature to Government Sector for a value of:	
- R 501 000.00 or more	50
- R 200 001.00-R 500 000.00	30
- R 100 001.00-R 200 000.00	20
NB: attach letter of reference from previous employers. And complete assessment of bidders form with a stamp	
Capacity and expertise to undertake the project	50

- Ownership of suitable mode of transport- truck with a minimum of 4 ton capacity (attach a log book). OR	30 10
- To hired/Lease, suitable mode of transport-truck with a minimum of 4 ton capacity (attached a hire/lease agreements).	10
- Letter of Good standing from Accredited Financial Provider (e.g. Bank)	
- Quality Assurance/Guarantee from the supplier	
NB: Attach Certified Certificates / Logbooks / Lease agreement	
Methodology	20
Brief and clear proposal indicating clear understanding of the requirements set out in Terms of Reference (specification)	20

N.B Failure to submit the following documents will lead to disqualification

- Tax clearance certificate; and or SARS pin
- Accreditation letter from relevant ETQA body

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
4. submit a valid accreditation letter/ certificate
5. Undertake to provide the required service from the date of appointment to the end date.
6. 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
7. The service provider must have previous experience with regards to conducting of Advanced excel
8. Service provider must demonstrate capacity to deliver on the project and share their methodology in details

9. PROJECT MANAGEMENT

The supply and delivery is to be co-ordinated and managed by operational team consisting of WSP Manager and Stores Controller as well as the appointed supplier.

10. PROJECT TIMEFRAME

The duration of contract is 1 year.

PROJECT BUDGET

10. 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.

