



ALFRED NZO

DISTRICT MUNICIPALITY

TERMS OF REFERENCE

NAME OF THE PROJECT: ESTABLISHMENT OF ICT CENTRE

1. INTRODUCTION

Alfred Nzo District Municipality is hereby inviting suitably qualified and accredited Service Providers or individuals to submit their Quotations to acquire services of a suitable service provider for the **ESTABLISHMENT OF ICT CENTRE**.

2. AIM OF THE PROJECT

The aim of this project is to provide network infrastructure and computers for ICT Centre.

SPECIFICATION

ANDM is implementing Community ICT Centre, the ICT Centre will have **15** computers to serve the community and the surrounding areas with ICT needs. Detailed specification below.

ITEM NO.	DESCRIPTION	QUANTITY
1	All-in-One PC's <ul style="list-style-type: none">• Windows 10 OS• 4 Gig RAM• 1 TB HDD	15
2	Network Cabling (Krone) <ul style="list-style-type: none">• 15 Network points• 48 Port Layer2 Switch• 15U Cabinet with fan and power plugs	1
3	15 wall-mounted computer desks and 15 chairs	30
4	Wall Power Plugs	30

3. SCOPE OF WORK

The appointed service provider will be responsible for:

- Cabling of ICT centre.
- Supply and Installation of computers.
- Test network points.

4. PROJECT MANAGEMENT

The service provider will work very close with the ICT Division, the contact persons is Mr L. Bekiswa and Mr T. Mhlongo.

5. TIMEFRAME

- The Service Provider is expected to deliver the equipment within 30 days after the award.
- Provide a proper work plan on turnaround time.

6. PROJECT BUDGET

Service providers must quote driven by cost saving methods and prices which are commensurate to the specified scope of work.

7. 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	60
• Capacity and Expertise	40
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	
BBBEE POINTS	20
Price	80
TOTAL	100

Bidders will be evaluated according to the following

Functionality consists of the following:

Functionality		100
1. Previous Experience in network cabling for 15 or more computers in a municipal environment: NB: Please complete Bidders assessment form obtainable from ANDM website (www.andm.gov.za).		60
1.1 Three (3) Completion Certificate (please indicate number of computers)	60	
1.2 Two (2) Completion Certificate (please indicate number of computers)	30	
1.3 One (1) Completion Certificate (please indicate number of computers)	10	
2. Capacity and expertise to undertake the work		40
2.1 Project team leader have been involved in 2 or more of networking projects.	20	
2.2 One (1) or more staff with Cisco Certified Network Associate (CCNA) / Interconnecting Cisco Network Devices (ICND) / krone certification for cabling	20	

(Completion certificates must be attached)

Recommended by

Mr NR. Xolo
Manager: ICT

Approved by

Mr L. Matiwane
Senior Manager: Corporate Services (CPS)