

# ALFRED NZO DISTRICT MUNICIPALITY



## TERMS OF REFERENCE

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### VALIDATION OF RDP HOUSEHOLDS FOR MATATIELE LM

#### EMPLOYER:

Alfred Nzo District Municipality

Ntsizwa Street

Mount Ayliff

4735

Municipal Manager : Z.H Sikhundla

Contact Person : L. Mduyana

Tel : 039 254 5000

Fax : 039 254 0343

Terms of Reference: Validation of RDP Households

## 7. ROLE OF THE SERVICE PROVIDER

The role of a service provider is to collect the required data, analyses it and present the findings. All the activities of this program must be in-line with ANDM indigent policy.

## 8. REPORTING MECHANISM

It is expected that regular progress reports be presented to the Free Basic Services Coordinator, Steering committee and to do reporting whenever necessary to do so reporting process will be in both written and presentation format.

## 9. EVALUATION CRITERIA

Alfred Nzo District Municipality's procurement policy will govern the tender process. In terms of this policy, the project will follow a full tender process. The evaluation of tenders will be done in accordance with 80/20 points procurement programme. In addition, the following criteria will be considered:

- Stage 1 – Functionality
- Stage 2 – Price and BBBEE

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;PREFERENCE POINTS</b>	
BBBEE POINTS	20
Price (Rates)	80
Total	100

The points will be awarded as follows:

<b>Functionality</b>	<b>Weight</b>
<b>Previous Experience on the Validation of households Project</b> <ul style="list-style-type: none"><li>• Proven track record of experience for completion of 1 project in Validation of households.</li></ul>	<b>50</b>
<b>Capacity and Expertise</b> <ul style="list-style-type: none"><li>• Project team member must have Diploma or Degree in Social science and political science.</li></ul>	<b>40</b>
<ul style="list-style-type: none"><li>• Project team member must have Social science and political science.</li></ul>	<b>10</b>

**NB:** Contactable references must be attached and completed in the “**ANDM ASSESSMENT OF BIDDE FORM**” obtainable from the ANDM website; [www.andm.gov.za](http://www.andm.gov.za)