



**ALFRED NZO**  
DISTRICT MUNICIPALITY

**ALFRED NZO DISTRICT MUNICIPALITY**  
THIS IS TO CERTIFY THAT FUNDS ARE AVAILABLE ON THE ABOVE STATED BUDGET ITEM.  
BUDGET & PROC. \_\_\_\_\_  
OFFICER: \_\_\_\_\_  
DATE: 30/07/18  
BUDGET AVAILABLE: R. 240,000  
BUDGET CODE: 15000/4.251

*Free Basic Services*

**TERMS OF REFERENCE**

---

**VALIDATION OF RDP HOUSEHOLDS FOR NTABANKULU LM**

**EMPLOYER:**

Alfred Nzo District Municipality  
Ntsizwa Street  
Mount Ayliff  
4735

**MUNICIPAL MANAGER- Z. H SIKHUNDLA**

**CONTACT PERSON: X MASIZA**

TEL: 039 254 5000

FAX: 039 254 0343

**SENIOR MANAGER**  
INFRASTRUCTURE DEVELOPMENT & MUNICIPAL SERVICES  
ALFRED NZO DISTRICT MUNICIPALITY  
2018 -07- 19  
SIGNATURE: \_\_\_\_\_  
APPROVED / NOT APPROVED

## 1. INTRODUCTION

The Directorate of IDMS in Alfred Nzo District Municipality (ANDM) is embarking on a project of validating of RDP households in the Alfred Nzo District so that it can be able to map the road that has been already travelled by the district in terms of providing free basic services and service delivery. The project is aimed at urban residents specifically those that are beneficiaries from Reconstruction and Development Program houses. This phase of the project is targeting the following area: Ntabankulu LM.( Ntabankulu South ).

## 2. BACKGROUND

The Alfred Nzo District Municipality (ANDM) undertakes pro-active measures to initiate a program of validating RDP households to the entire district and also to also to address the following critical issues:

- The owner of the household that receives free basic services is employed or not
- To provide options for the municipality to determine house holds that qualify for free basic services
- To identify household that are mainly used to generate revenue.

The accuracy of data and the efficiency data collection system is an essential activity in the validation of RDP households.

## 3. PROJECT NAME

Validation of RDP households in Ntabankulu LM (Ntabankulu South)

## 4. PROJECT DESCRIPTION

The appointed service provider will physically verify the status of the occupants, and then link that information to other systems that exist in the municipality such as GIS and Billing system

The main objectives of the project are:

- To cleanse data to assist the municipality to determine those households that qualifies for free basic services.
- To determine those households whose status has changed



## 4.2 SCOPE AND EXTENT OF WORK

A successful Service Provider will assist the Alfred Nzo District Municipality in the following items:

- To identify if the occupants on the RDP houses are indigent or not
- To bill those occupants that were identified by the program as those that are not indigent
- To provide employers address of an applicant or employers address of dependant employer (if applicable)
- Verification of contact details
- Provide information about business connection (if applicable)
- Provide bank information of an applicant and dependant(s) (if applicable)
- To inform the municipality (ANDM) if there is a change to the status of employment to the applicant
- Verify the dependant(s) status (if applicable)
- Ensure the household data can be linked to an existing erf number.
- Provide accurate GPS coordinates for all household visited.

## 4.3 COMPONENTS OF THE PROPOSAL

The project proposal must amongst other contain the following:

- Comprehensive company profile and contact person to be responsible for the project and further indicate the names and CV of the professionals to form part of the consortium
- Clear timeframes for completion of said tasks/ activities
- Clear project budget aligned to the tasks or activities or deliverables.

## 5. PROJECT MANAGEMENT

In case 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 project to be co-ordinated by the Free Basic Services official from the Alfred Nzo District Municipality as well as the appointed service provider. A project team



Leader /management will act as a liaison party between the service provider and the municipality.

## 6. EDUCATION AND CAPACITY

The appointed service provider will be required to transfer skills and share knowledge on this nature of the exercise with the ANDM officials within the institution during the time of the project.

## 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>	

<b>BBBEE POINTS</b>	<b>20</b>
Price	<b>80</b>
Total	<b>100</b>

The points will be awarded as follows:

<b>Functionality</b>	<b>Weight</b>
<b>Previous Experience on the same nature of Project</b>	
- Proven track record of experience for completion of 1 projects with value of R150 000.00 and above of this in Public Sector or Private	<b>50</b>
- Proven track record of experience for completion of 1 projects with value of R100 000.00 and of this in Public Sector or Private	<b>40</b>
- Proven track record of experience for completion of 1 projects with value of R60 000.00 and of this in Public Sector or Private	<b>30</b>
<b>Capacity and Expertise</b>	<b>50</b>
• Relevant Qualification in Project Management certificate ( NQF Level 5)	<b>40</b>
• Project team member have to thorough understanding of indigent Policy and housing policy and must have certificate of attending	<b>10</b>

**NB:** Contactable references must be attached and completed in the “**ANDM assessment of bidder form**” obtainable from the ANDM website;  
[www.andm.gov.za](http://www.andm.gov.za)

## **BID ENQUIRES**

Enquiries should be directed to:


1. Ms Bekizulu, 039 254 5085
2. Ms Nyangule, 039 254 5033

**Alfred Nzo district Municipality**

**Erf 1400 Ntsizwa Street**

**Mount Ayliff**

**4735**



Mr. X Masiza

Senior Manager- IDMS

